

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	CDP Activity Engagement Supervisor	<b>Designation and Classification Level</b>	RGRC Level 4
<b>Position No</b>		<b>Division</b>	Corporate Services & Sustainability
<b>Business Unit</b>	Community Development Programme	<b>Reports To</b>	Council Services Manager
<b>Location</b>	Various	<b>Date Created</b>	November 2021
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<ul style="list-style-type: none"> <li>Mentor, support and supervise CDP Activity Engagement Officers daily tasks.</li> <li>Support and motivate jobseekers to attend identified CDP activities, training and appointments.</li> <li>Engage with whole of community using community knowledge and connections to deliver job seeker services that are culturally, socially and environmentally appropriate.</li> </ul>		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>Set targets for CDP Activity Engagement Officers which achieve contractual outcomes and obligations, this includes but is not limited to simple activity plans for job seekers.</li> <li>Mentor, support and supervise CDP Activity Engagement Officers daily tasks.</li> <li>Identify activities which will aid community and job seeker development.</li> <li>Assist the supervision of job seekers in the delivery of the CDP activities.</li> <li>Support and motivate jobseekers to attend identified CDP activities, training and appointments.</li> <li>Engage with whole of Community using community knowledge and connections to deliver job seeker services that are culturally, socially and environmentally appropriate.</li> <li>Liaise/support with training providers to use the activities/projects to deliver accredited training outcomes.</li> <li>Build trusting relationships with the overall CDP team, RGRC employees, stakeholders and community/township residents.</li> <li>Conduct monthly toolbox staff meeting, using this platform to unpack policies and procedures with staff regularly to ensure the workforce have a working knowledge of Council policies and procedures.</li> <li>Assist with identifying CDP Activity Engagement Officers to attend job-related training as required in accordance with their individual training plans.</li> <li>Other reasonable duties within the scope of the relevant level as directed by the CDP Employment Coordinator/Council Services Manager.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>Gain a working knowledge of Council policies and procedures</li> <li>Write simple documents and complete template forms as required.</li> <li>Work with all departments of the Roper Gulf Regional Council and other stakeholders to optimise outcomes for job seekers, employers and the local community.</li> <li>Capable of turning up for work every working day and the capacity to understand and adhere to the HR Leave policy.</li> </ul> <p><b>3. Quality and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Meet weekly and monthly performance targets.</li> <li>Attend formal performance reviews and performance management meetings.</li> <li>Participate in regular staff and toolbox meetings.</li> <li>Attend job-related training as required in accordance with individual training plans.</li> </ul> <p><b>4. Work Health and Safety (WHS)</b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> <li>Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System</li> </ul>			

- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Completion of accredited/industry based training courses equivalent to a Certificate IV in Employment Services or similar, and/or knowledge and skills gained through on-the-job training.
2. Demonstrate an understanding of the CDP program and overall program delivery objectives.
3. Ability to develop simple work plans for job seeker activities and organise resources required to undertake activities.
4. Demonstrated oral communication skills to respond to enquiries and requests.
5. Demonstrated ability to engage with whole of community using community knowledge and connections to deliver job seeker services that are culturally, socially and environmentally appropriate.
6. Good written communication skills to complete standard CDP template forms.
7. Demonstrated ability to communicate effectively and sensitively with Indigenous people
8. Demonstrated understanding and awareness of issues that impact people living in remote Indigenous Communities
9. Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace.
10. Demonstrated ability to perform daily work tasks and comply with safe work policies and procedures.


##### DESIRABLE

1. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

#### 5. ACKNOWLEDGEMENT

GENERAL MANAGER	Cindy Haddow	Date Approved: 2/12/2024	Signature: 
Employee Name		Date:	Signature: