

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	RAES Senior Employment Coordinator	Designation and Classification Level	RGRC Level 6
Position No		Division	Corporate Services & Sustainability
Business Unit	Remote Australia Employment Services	Reports To	RAES Manager
Location	Borrooloola	Date Created	October 2025
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>Deliver the Remote Australia Employment Services (RAES) contract in community</p> <p>Support job seekers to identify goals for participation plans that lead to positive personal and professional development and encourage community participation to enable long-term employability</p> <p>Achieving targets and key performance indicators to maintain a sustainable delivery model for the Remote Australian Employment Services (RAES).</p> <p>Maintaining stakeholder engagement and promoting RAES job seekers for employment opportunities with local employers</p> <p>Ensuring contractual compliance and quality outcomes for all stakeholders. Which requires a strong understanding of the RAES payment model to ensure sustainable outcomes for RAES program, RGRC and the community</p> <p>The geography of the region poses many challenges to equitable distribution of services. All job seekers must have access to a consistent level of service and opportunities which enable them to build their capacity and exercise their potential to enjoy fulfilling and meaningful career prospects.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> Gain a working knowledge of the RAES contract Organise and support training activities including partnering with internal and external stakeholders to deliver cost effective training/activities in or off community Ensure records are maintained in accordance with legislative requirements prior to site audits being conducted by management Maintain staffing levels in accordance with approved staffing structure to ensure a reliable and effective service Weekly report to be submitted to RAES management Assist and train Remote Employment Consultants with set targets by RAES management to achieve contractual outcomes and obligations Monitor progress against remote Employment consultants and assist RAES management with a development and training plan for each staff member Engage with remote communities to deliver job seeker services that are culturally, socially, and environmentally appropriate Interact with job seekers to foster professional, respectful relationships Establish and maintain positive and effective working relationships with Australian Government personnel, and other stakeholders Other reasonable duties as directed by the RAES manager <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> Coordinate requisitions for goods and supplies required to operate the RAES contract in accordance with the approved budget 			

- Manage competing deadlines and balance relationships and Roper Gulf Regional Council's agenda while staying within the guidelines of Council's mission and vision
- Ensure documentation such as EPS, Employment forms etc are sent to the Support Centre in a timely manner
- Set targets for individuals which achieve contractual outcomes and obligations
- In accordance with Council's Regional Plan and community priorities, oversee RAES job seeker employment which contributes personal, professional and community development
- Maintain stakeholder relationships to ensure sustainable outcomes for RAES, RGRC and community employers
- Assist with maintaining the records system to ensure appropriate documentation is kept for employment outcome claims
- Ensure documentation requested for employment outcome claims is sent to Support Centre in a timely manner

3. Quality and Continuous Improvement

- Manage the delivery of job seeker case management services in community in compliance with the RAES Contract
- Maintain the records system and ensure appropriate documentation is kept for all job seekers allocated/linked to the site
- Manage the delivery of job seeker case management services in community
- Monitor the noticeboard and weekly/monthly performance reports; take appropriate corrective action
- Participate in on-the-job training as required
- Unpack policies and procedures with staff regularly to ensure the workforce have a working knowledge of Council's policies and procedures
- Ensure records are maintained in accordance with legislative requirements
- Attend staff meetings
- Participate in on-the-job training as required

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- 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
- 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. Tertiary qualifications relevant to the position or demonstrated experience in the employment services industry
2. Demonstrated organisational skills to coordinate and balance tasks effectively in a team environment to achieve key performance indicators and operational targets
3. Well-developed interpersonal skills including the ability to conduct meetings and negotiate between parties to effectively resolve problems
4. High level of written communication skills with the ability to write standard correspondence, reports, submissions and proposals that require original content
5. Demonstrated skills in the use of Microsoft Office applications and electronic document management
6. Ability to develop positive, collaborative working relationships with a range of stakeholders
7. Demonstrative ability to communicate effectively and sensitively with Indigenous people
8. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities
9. Demonstrated knowledge and experience to identify hazards, report incidents and maintain a safe workspace
10. Experienced in manual 4x4 driving on unsealed roads to remote locations
11. Able to meet the inherent requirements of the job both physically and mentally

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 Northern Territory "C" Class Drivers Licence .
4. 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: 6 Oct 2025	Signature: 
Employee Name		Date:	Signature: