



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	CDP Activities Coordinator
Reporting To	CDP Manager
Classification	Fixed Term Full Time
Level	Level 7
Location	Alice Springs with an obligation to travel to other remote service delivery centres as and when required.

OBJECTIVES OF THE POSITION:

Operating under the direction of the CDP Manager, this position will manage and oversee a team of staff, ensuring effective delivery of the CDP Activity Strategy. This position will ensure the schedule of activities is in line with activities and training identified in participant Individual Pathway Plans. This role will supervise a team of Activity Supervisors, Activity Liaison Engagement Officers, and an Activity and Projects Officer. The position will also be responsible for working with external contractors delivering these activities. This position is responsible for working to a strict budget and is pivotal in developing and maintaining links with a breadth of stakeholders and ensuring activities are conducted safely, appropriately and in keeping with the goals of CDP services plan and CDSC corporate plan. This position is responsible for working across the CDP team in conjunction with the Operations Coordinator, to ensure client activities are coordinated, relevant and linked with job outcomes.

DUTIES AND RESPONSIBILITIES:

- Under the direction of the CDP Manager, ensure activities are implemented and running in each community to ensure participants are able to meet their obligations to engage with CDP. Oversee a team of Activity Supervisors, ALEO's and Activity Project Officer to implement training and activity plans across the region.
- Liaise with key stakeholders including RTO's, CDSC departments, Government Departments, Industry, Industry Skills Councils.
- Audit Individual Participation Plans in order to assess the range of workplace activities to be implemented across the region with respect to contractor availability, price sensitivities and ensuing job outcomes;

- Implement systems in each community to record and easily identify participants portfolio of skills and experience and training required as recorded in IPP.
- Arrange for delivery of training and activities in line with what has been identified in participant IPP's
- Ensure all activities are compliant with OHS and CDP reporting processes;
- Ensure client feedback is collected and responded to in a sensitive and timely manner;
- Develop approaches to advertise CDP across the region and ensure all potential participants are engaged as per their participation requirements by ensuring open and effective with Case Coordinators, Project Officer, Activity Supervisor and Operations Coordinator
- Regularly liaise with all members of the CDP team to ensure a coordinated, holistic and client focussed delivery of CDP services;
- Liaise effectively with all levels of staff within the Council, external agencies and outside organisations, to assist in the smooth implementation of CDP into the region;
- Ensure discretion and confidentiality is adhered to and promote the Council's image as an efficient and effective organisation;
- Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment.
- Prepare regular reports for CDP detailing progress on the activity delivery strategy
- Undertake monthly visits to CDP service delivery centres

Key selection criteria:

Essential:

- Experience in working effectively, creatively and sensitively with remote Aboriginal communities;
- Ability to manage a team that are geographically dispersed
- Demonstrated experience in project management and/or program coordination with an employment focus;
- Formal qualifications in Project management, Training, Management, Social Work, Community Development or other related discipline
- Experience and knowledge of developing budgets and unit costings;
- Ability to supervise staff and contractors in a geographically diverse and cross-cultural environment;
- Sound knowledge of Occupational Health and Safety requirements;

- Excellent cross-cultural communication skills with well developed interpersonal (ie good listener, good sense of humour, empathy and developed emotional intelligence), verbal and written skills;
- Demonstrated experience in developing and maintaining a range of stakeholder relationships including the ability to develop a relevant data base of contractors;
- Ability to provide culturally informed and relevant training;
- Experience in managing a complex working environment, with competing needs and high levels of responsibility;
- Certificate IV in Training and Assessment or willingness to obtain;
- Agreement to an NT Police Criminal History checks and hold a current C Class driver's license.

Desirable:

- Knowledge of Local Government functions and responsibilities, and procedures and processes;
- Knowledge of CDP or similar employment related contracts and an understanding of the aims, aspirations and challenges with program implementation in a remote community.

POSITION ATTRIBUTES:

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

Authority and accountability: Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

Specialist knowledge and skills: Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

Management skills: Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

Qualifications and experience: Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

Note to Candidates

The CDP Activities Coordinator will be expected to:

- Interact with Aboriginal people who speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Drive a 4WD vehicle long distances on some occasions
- Have a reasonable level of fitness and general good health;
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Shire Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.