



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	CDP Activity Supervisor – Fire Management
Reporting To	Senior Activity Coordinator
Classification	Full time
Level	6
Position No	4117
Location	Alice Springs based with travel to other locations as required.

OBJECTIVES OF THE POSITION:

Operating under the general direction of the Senior Activity Coordinator, CDP Manager and Council Service Manager and in accordance with Council corporate plans and policies and relevant legislation, this position is responsible for supervising and engaging CDP participants in meaningful activities and assisting them to build capacity and skills for future employment opportunities. In particular, the position will specialise in developing activities that relate, but are not limited to, fire land management, fire preparedness and fire fighting. The position will have a focus on CDP Region 25 however may be required to work outside of this region as organisational needs dictate.

The objectives of the position are to:

- Provide supervision, support and mentoring to Activity Liaison and Engagement Officers (ALEO)
- Work with Bushfires NT, CDRC Director of Works and Council Service Managers, CLC/TOs & CDP Participants to establish and or review and revise Emergency Fire Management Plans in specified communities.
- Develop partnerships and where appropriate arrange joint activities with key stakeholders including Traditional Owners and Ranger Groups through CLC, Bushfires NT and NT PFES.
- Plan, develop and deliver CDP related activities in fire preparedness, fire management and associated fire land management activities in specified communities that meet NT Bushfire Council standards and the organisational expectations of CDRC.
- Ensure appropriate risk identification and management strategies are in place to safely deliver fire related activities.
- Deliver participant inductions for activities and WHS toolbox talks.
- Supervise, guide and lead participants in Work for the Dole training and activities relating to fire management, fire preparedness, equipment repair and maintenance, and other activities as directed by the Activities Coordinator.

- Deliver fire preparedness and fire management training, consistent with NT Bushfires Council Standards, to CDP participants, CDRC employees and other personnel identified by respective Council Services Managers
- Work with local jobseekers in pre employment phase with the aspiration to become job ready.
- Support participants to develop good workplace practices in through attending activities regularly as per their participation requirements
- Deliver a holistic approach, ensure regular communication with participants, case coordinators, mentors, council staff and other service providers and employers within the region.
- Supervise multiple CDP activities on community by developing the capability of ALEO's to lead individual activities
- Ensure activities are delivered to standards stipulated by the funding body and CDP Management as well as meeting Australian WH&S standards
- Ensure relevant documentation is completed for each activity i.e risk assessments, activity proposals, expenditure and approval prior to commencing an activity
- Comply with Work for the Dole reforms by ensuring daily attendance sheets are completed and provided to Case Coordinator for compliance action
- Authorise and collate ALEO timesheets
- Service tools and equipment and ensure they are locked and secured daily, including a monthly stock audit
- Work with the Case Coordinator and Participation Officer to ensure participants are complying with their obligations
- Submit weekly activity progress reports
- Assist with delivery of online training if required
- Ensure all eligible participants are supported and mentored to attend and participate in activities 25 hours per week or as identified capacity
- Support the program in achieving 100% of the regional employment target
- Build strong relationships with relevant employers, and activity hosts within our local area to increase placements and outcomes of unemployed participants
- Adherence of KPI's (as per document "CDP Activity Supervisor KPI's), involving bi monthly tracking and review by direct supervisor.
- Develop strategies to ensure CDP participants are engaged and attending activities as specified in their Job Plan
- 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.
- Actively seek opportunities for hosting arrangements with other organisations, services or employers.
- Follow reasonable and lawful instructions received from CDP Manager, Senior Activity Coordinator, Council Service Manager and other members of Senior Management
- Abide by WHS legislation as per Council guidelines. This includes WHS audits and attending Tool Box Talks and any other recommendation made by the WHS Coordinator, or members of Management

Position Attributes:

Level 6

Level 6 covers administrative, technical or trades employees undertaking duties and responsibilities in excess of Level 5.

Authority and accountability: May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.

Judgment and problem solving: Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.

Specialist knowledge and skills: Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills: May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

Interpersonal skills: Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

Qualifications and experience: Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- (a) diploma or advanced diploma; or
- (b) appropriate in-house training or equivalent.

Key selection criteria:

Essential

1. Relevant post secondary, trade or tertiary qualifications and demonstrated relevant experience.
2. Demonstrated ability to communicate at all levels, to follow instructions but work with autonomy, and to work with unemployed and disadvantaged jobseekers.

3. Demonstrated experience in working collaboratively with and supervising Aboriginal people.
4. An ability to actively listen, interpret and provide meaningful instruction to activity participants.
5. Demonstrated high level understanding of, and experience in implementing, fire land management techniques.
6. Demonstrated understanding of, and ability to train CDP participants and other personnel in, fire behaviour & fire management, firefighting concepts and use of fire fighting equipment.
7. Demonstrated understanding of fire mitigation including small fuel reduction burn planning and fire risk and fuel hazard assessment.
8. Demonstrated understanding and experience in risk assessment and mitigation including but not limited to Work Health and Safety risk management. .
9. Demonstrated experience in planning fire land management activities with Aboriginal people,
10. A strong ability to build positive relationships with Traditional Owners, community leaders and CDRC staff.
11. A C Class licence and a willingness to travel extensively to remote communities and regions as and when required.

Desirable:

- Possession of relevant mentoring or training qualifications and experience.

Organisational Relationships:

Reports to: CDP Senior Activity Coordinator

Internal Liaisons: Staff Central Desert Regional Council
Community based Council Services Managers/Regional Services Managers, supervisors and program managers.

External Liaisons: CDP Provider Training organisations, consultants other government agencies

Note to Candidates

The CDP Activity Supervisor will be expected to:

- Interact with Aboriginal people that speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- *Have a reasonable level of fitness – a certificate of fitness indicating that the employee is fit to perform this job must be submitted to Council prior to commencement of work.*
- *Hold a current drivers licence and be able to drive a manual vehicle.*
- 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.