

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Training and Development Coordinator - Community Services

SALARY: Level 7 plus 9.5% superannuation plus, 17.5% Annual Leave Loading

LOCATION: Alice Springs (with an obligation to travel to remote locations when required)

REPORTING TO: Children Services Manager

OBJECTIVES OF THE POSITION:

Operating within the Community Services Directorate this position organisationally reports to the Manager of Children's Services this position will work closely with Community Services Program Managers to design and facilitate sustainable training programs linked to the Community Services Strategic plan. The position will operate in accordance with Council plans and policies and relevant legislation, and is responsible for facilitating the implementation of all Community Services training plans with a focus on up-skilling and building the capacity and wellbeing of Community Services workers.

DUTIES AND RESPONSIBILITIES:

- Work with Community Services management to ensure staff training requirements identified across Community Services business units are in line with programs' strategic goals.
- Provide advice and support to Community Services managers and coordinators, to develop and implement individual professional development plans for employees.
- Work with Community Services managers to ensure all Community Services Programs meet their training obligations identified in each Program's funding agreements.
- In consultation with Community Services Management and the Manager of HR, develop an overall Community Services Directorate Annual Training Plan that captures Program priorities.
- Provide regular support and advice to Community Services management and coordinators to ensure that knowledge from training is embedded into day to day service delivery practice and ensures continuous

improvement in service delivery across the Community Services Programs.

- Deliver frontline training in each community focusing on increasing awareness around dealing with trauma, DV, mandatory reporting and elder abuse in each community per year.
- Where appropriate and in consultation with Community Services Managers, design, develop and deliver specific purpose non-accredited training modules and staff in-service training modules for community service employees.
- Work closely with a range of RTOs to ensure training is consistently delivered to all Community Services teams in a culturally appropriate and cost effective manner and linked to the Community Services directorate strategic goals.
- Conduct periodic training audits across the Community Services Program and provide accurate reports to management detailing progress on identified training plans for Community Services teams.
- As part of Community Services team working in a cross-cultural environment, work collaboratively with all team members.
- Promote a safe and healthy work environment in line with council's WHS policy and maintain Community Services resources in line with council's policies and applicable legislation.
- Develop a visiting plan to travel to Community Services business units in remote communities to provide on-the job mentoring for coordinators and supervisors managing Aboriginal and Non-Aboriginal staff participating in training.
- Carry out any other duties as requested by Community Services management.

SELECTION CRITERIA

Essential:

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Possess a certificate IV in Training and Assessment and demonstrated experience delivering and/or coordinating training in remote communities
- A demonstrated understanding of the accredited training system in Australia and how this system applies across the range of Community Services delivered by CDRC.
- Experience in mentoring, supporting, motivating and working with multidisciplinary teams in multicultural or Indigenous environments.
- Demonstrated experience in delivery of community services in remote communities displaying knowledge of inclusiveness and sustainability and understanding WHS expectations.

- Well-developed interpersonal, written and oral communication skills to communicate effectively with stakeholders involved in remote communities.
- Demonstrated understanding of community development principles and their practical application to training in a remote Aboriginal community context
- Demonstrated experience in the interpretation of funding agreements, contracts, strategic goals and policies and procedures.
- Hold a current Driver's Licence and have experience travelling and working in remote Aboriginal communities for periods spanning up to a week.
- Hold a current Ochre Card or an eligibility to obtain one and a willingness to undergo a National Criminal History Check.

Desirable

- Experience in news media communication and graphic design i.e. Photos, Posters, pamphlets, and short movies.
- Possession of a tertiary qualification in a related field.
- Hold a current First Aid Certificate

Note to Candidates.

The Community Services **Training and Development Coordinator - Community Services** will be expected to:

- Be contactable out of ordinary office hours in case of emergency.
- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Have a reasonable level of fitness.
- 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 Regional 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.

Closing date for application is:

Applications marked 'Confidential' should be forwarded to:

Chief Executive Officer

PO Box 2257

Or emailed to

recruitment@centraldesert.nt.gov.au.

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

*INFORMATION FOR APPLICANTS FOR THE POSITION OF
ADMINISTRATION OFFICER*

GOVERNANCE REFORM IN THE NORTHERN TERRITORY

Central Desert Regional Council is Regional Council incorporating the following existing local government bodies: Anmatjere Community Government Council, Arltarlpilta Community Government Council, Lajamanu Community Government Council, Nyirripi Community Inc, Yuelamu Community Inc, Yuendumu Community Government Council, and a large area of currently unincorporated land.

Recent legislation changes have meant that the Regional Council will be supporting enhanced local governance via Local Authorities set up in 9 Central Desert Communities.

The new Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 7 with a range depending on qualifications and experience of \$79,385 - \$84,118. (Including an EBA increase of 2.5% plus 0.5% subject to achievement of agreed upon productivity achievements from the first pay period commencing 1 July 2015.).

Continued employment in this program is subject to ongoing funding being received. This a full time fixed term position.

SUPERANNUATION

Employer contributes 9.5% superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the South Australian Local Government Superannuation Scheme.

ANNUAL LEAVE

The Senior Administration Officer (Community Services) is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave.

By agreement, the Senior Administration Officer (Community Services) may request in writing approval to cash their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after additional leave is cashed out.

LONG SERVICE LEAVE

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended, with the exception that employees will qualify for all pro rata long service entitlement after seven years continuous qualifying service, according the Act.

PERSONAL LEAVE

(a) Paid personal leave is available to the Employee when they are absent:

Due to personal illness or injury (sick leave); or

For the purposes of caring for an immediate family or household member who is sick and requires the Employee's care and support (carer's leave); or

Because of bereavement on the death of an immediate family or household member (bereavement leave).

(b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service.

(c) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

STUDY LEAVE

The Senior Administration Officer (Community Services) is entitled to reasonable study leave by agreement with the CEO.

LEAVE WITHOUT PAY

Leave without pay provisions apply as approved by the CEO.

HOURS OF WORK

38 hour week.

CULTURAL LEAVE

Generous leave conditions for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

PUBLIC HOLIDAYS

The Senior Administration Officer (Community Services) is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

PROBATION

Employees will initially be engaged for a period of probationary employment, which will be subject to a maximum term of six months.

RELOCATION EXPENSES

The Council's relocation policy will apply.

SALARY PACKAGING:

Council has entered into a contractual relationship with Remserve to administer the salary packing process on its behalf. Remserve is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

