



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: MANAGER YOUTH & COMMUNITIES

REPORTING TO: DIRECTOR COMMUNITY SERVICES

SALARY RANGE A salary package \$107,049 including salary, superannuation and leave loading plus generous leave provisions is available to the right applicant depending on qualifications and level of experience.
Level 9 (Salary \$95,992 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading)

OBJECTIVES OF THE POSITION:

Operating under the direction of the Director Community Services and in accordance with Regional Council corporate plans, policies, relevant legislation and funding requirements, this position is responsible for coordinating and supporting the sustainable delivery of accessible youth sport, recreation and community safety services in the remote communities funded for patrols in the Central Desert Regional Council area.

DUTIES AND RESPONSIBILITIES:

- Manage the Youth and Communities Program including financial, human resource and contract management
- Oversee the, development, maintenance and evaluation of a professional development strategy for a diverse range of Program team members including Youth and Community Safety Area Coordinators, Youth and Communities Coordinators, Community Sport and Recreation Officers, Community Safety Patrollers and Mediators.
- Strategically manage the integration & continuous improvement of Youth and Communities Program services to foster safe and healthy community lifestyles.
- Having regard for development through the lifespan, promote improved physical and mental health and wellbeing through development of policies and practices that support the delivery of aged appropriate sport and recreation activities for all people living in remote communities within the region and,
- In consultation with key stakeholders, develop youth strategies that promote school attendance & achievement and a smooth transition to post secondary-school employment, training or education.

- Develop age appropriate activities that foster safe communities and positive lifestyle choices and assist with the healthy psychological and physical development of young people in communities.
- Establish and maintain strong professional networks with key people and agencies, including the respective Local Authorities, in remote communities.
- Work with the Local Authorities and other stakeholders to establish community safety priorities and options to address those priorities;
- Develop and support community safety services & initiatives including Community Safety Patrols and mediation and justice services as prevention and early intervention mechanisms to promote community harmony.
- Develop and Implement a communication strategy with key people and families to identify inter or intra family issues that may impact on the stability of a community harmony and the operation of services.
- Develop agreements with key stakeholders and other community based organisations around roles and responsibilities of community safety patrollers and agreed procedures and protocols in anticipated common situations.
- Complete all required reporting to funding agencies in a timely manner.
- Carry out of administrative tasks associated with the Program's operations including the monitoring of compliance with Work Health and Safety policies and procedures.
- Provide accurate and timely reports upon request to the Director Community Services.
- Effectively contribute as a member of a team in the management of the community and promote a safe and harmonious work environment.
- Perform other duties as directed by the Director Community Services.

SELECTION CRITERIA:

Essential

1. An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
2. A Bachelor Degree or higher qualification in Social Work, Psychology, Social Sciences or related field.
3. Demonstrated experience in the delivery of of Indigenous Youth, Sport and Recreation Programs or Indigenous Community Safety Programs or related field.
4. Experience in financial, human resource and contract management including the ability to prepare, monitor and manage a significant Program budget.
5. Demonstrated understanding of development through the lifespan and how this informs service development and delivery.
6. Demonstrated high level understanding of and experience in community development practices.
7. High level analytical, interpersonal and written communication skills including the ability to effectively liaise, consult and negotiate with a diverse range of

- stakeholders, produce complex reports and interpret contracts, policies, guidelines and legislation
8. Demonstrated leadership qualities including an ability to manage, motivate and develop a team with diverse backgrounds, experiences and qualifications.
 9. Demonstrated sound decision making skills including an analytical approach to problem solving.
 10. Demonstrated understanding of developing and implementing communication strategies.
 11. Sound knowledge of Work Health & Safety requirements.
 12. Agreement to an NT Police Criminal History check, hold a current C Class drivers license (Manual) and a willingness to undertake 4WD training and travel to remote communities by road or air.

Desirable

1. Experience in producing higher level publications and communiques such as media releases & newsletters.

POSITION ATTRIBUTES:

Level 9

Level 9 involves duties and responsibilities in excess of Level 8 and typically involves key specialists in a specific field and the undertaking of a management function. Level 9 also covers experienced professionals.

Authority and accountability: Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.

Judgment and problem solving: Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.

Specialist knowledge and skills: Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

Management skills: Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.

Interpersonal skills: Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.

Qualifications and experience: Employees will have a relevant degree or equivalent with extensive practical experience.

Note to Candidates.

The Manager Youth and Communities will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- 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 Regional 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.

VISION – TWO WAYS, ONE OUTCOME
(Indigenous and non-indigenous people working together for the best outcomes)
INFORMATION FOR APPLICANTS FOR THE POSITION OF
MANAGER YOUTH & COMMUNITIES

Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

The 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.

CONTRACT

The successful applicant will be employed under a full time fixed term employment contract.

SALARY

The salary is Level 9 (Salary \$95,992 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). A salary package \$107,049 including salary, superannuation and leave loading plus generous leave provisions are available to the right applicant depending on qualifications and level of experience.

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 State Wide Super.

SALARY SACRIFICING

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv 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.

NOTE: Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council cannot legally offer such benefits.

ANNUAL LEAVE

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave.

Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

LONG SERVICE LEAVE

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

STUDY LEAVE

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council.

Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.

The ordinary span hours of work for Agency and Commercial employees may be agreed between the employee and the Council in line with prescribed individual flexibility provisions and the requirements of the business operations, and may include weekends.

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

PUBLIC HOLIDAYS

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PROBATION

The Manager Youth & Communities' employment will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply.

VEHICLE

The employee has an option to have a vehicle (fringe) benefit which is for work use and private use. Private use is subject to the conditions within the Regional Council's policy.

The cost of private usage of the Regional Council's vehicle must be born by the employee. The current estimated value of personal use is \$12,000 subject to change based on fluctuations in CPI and usage.

The vehicle provided will be a Ute, as deemed appropriate.

The cost of a private vehicle will be part of the salary package if opted for by the employee. Note: the dollar value is not additional to the salary package.