



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Mediation and Justice Coordinator - Yuendumu

REPORTING TO: Youth and Communities Operations Coordinator

Level : Level 6

LOCATION: Yuendumu

OBJECTIVES OF THE POSITION:

This position will operate under the direction of the Manager of Youth and Communities (Y&C) in collaboration with the Yuendumu Mediation & Justice Coordinator, Yuendumu & Yuendumu Community Safety Area Coordinator and the Southern Tanami Kurdiji Indigenous Corporation.

This position is responsible for developing and implementing a change management strategy to assist the Southern Tanami Kurdiji Indigenous Corporation to become an independent and autonomous Aboriginal organisation. The role will include the development of governance and operational structures and support services, policies and procedures, position descriptions and support structures. The role will include assistance with the recruitment, support, mentoring and supervision of the Yuendumu Mediation and Justice Program (Southern Tanami Kurdiji Indigenous Corporation) staff; and to work collaboratively on strategic and sustainable planning to ensure the development of the service as it progresses towards goals of independence as an Aboriginal Corporation.

DUTIES AND RESPONSIBILITIES:

Mediation and Justice Coordinator - Yuendumu has a responsibility to:

- Work with Community Safety Program staff and members of the Southern Tanami Kurdiji Indigenous Corporation to develop and implement a Change Management Strategy to position the Southern Tanami Kurdiji Indigenous Corporation to an independent and autonomous Aboriginal corporation within timeframes defined and agreed by the Council and the Southern Tanami Kurdiji Committee.
- Provide advice and support to the Director of Community Services, Manager of Youth and Communities and the Southern Tanami Kurdiji Indigenous Corporation with regard to the change process, funding and organizational needs and timeframes.
- Under the guidance of the Director of Community Services, Manager of Youth and Communities, develop funding proposals and submissions to underpin the future operations of the Southern Tanami Kurdiji Indigenous Corporation.
- Develop policies and procedures commensurate with the preferred service delivery model of the Southern Tanami Kurdiji Indigenous Corporation.

- In consultation with the Council and the Southern Tanami Kurdiji Indigenous Corporation, determine the most appropriate financial, human resource and record management systems to support the operation of the service and;
- Oversee a procurement process to purchase or outsource these systems.
- Build community capacity in governance and work with community leaders, government agencies and CDRC management towards goals of independence as an Aboriginal Corporation or Subsidiary Body.
- Mentor Southern Tanami Kurdiji Indigenous Corporation committee members to develop their understanding of Governance requirements, preferred service delivery model, organizational structures and organizational requirements.
- Provide advice as appropriate to the Yuendumu and Willowra Community Safety Area Coordinator, Mediation Team Leader and mediators regarding the maintenance, and where appropriate, expansion of the current service scope to provide early intervention family support, post release support, and position the mediation program as the primary diversion program utilized by NT Police, the Courts, Corrections, Child Protection and the school;
- Assist and support workplace development to build staff capacity in specialised areas of intervention, including mediation training, family violence interventions and preventative community safety approaches.
- Contribute to the strategic and sustainable development of Youth and Community Services within the Central Desert Regional Council.
- Create strong working relationships with Youth and Community Services staff to support them in undertaking their duties and responsibilities effectively and nurturing an environment in which initiative is encouraged and practiced.
- As a team member, in a cross-cultural environment of mutual support in the Central Desert Regional Council, effectively contribute and promote a safe and harmonious work environment.
- Conduct solution brokerage for the Directorate's remote service delivery as required ensuring an effective, efficient and courteous service is provided to all service users and the community.
- Ensure maintenance and standard of program resources are in line with Council WH&S Policies and Procedures.
- Provide accurate and timely reports upon request from management.
- Carry out any other duty delegated by the Y&C Manager, relevant to the delivery of Youth and Communities programs.
- Relevant qualifications or experience in at least one of the following fields:
 - Alternative dispute resolution or law
 - Community development

- Counselling/casework
- Project management
- Family violence
- Governance

POSITION ATTRIBUTES:

Level 6

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

- 1. 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.
- 2. 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.
- 3. Specialist knowledge and skills:** Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
- 4. 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.
- 5. 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.
- 6. 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

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- An understanding of and experience in Change Management Processes.
- A demonstrated ability to work in a matrix management environment recognising the importance of effective communication and liaison with key stakeholders.

- Demonstrated experience in Mediation, Criminal Justice and/or Community Safety, displaying knowledge of inclusiveness and sustainability.
- Demonstrated experience supervising, leading or managing teams, with a focus on community services
- Demonstrated experience in the delivery of community services, with a focus on remote communities.
- Well developed oral and written communication skills including the ability to:
 - Consult and negotiate sensitively and effectively with Aboriginal people;
 - Use computer programs to produce clear and sound based reports in a timely manner;
- Competent decision making skills and an analytical approach to problem solving.
- Sound knowledge of and empathy for Equal Employment Opportunity principles and Workplace Health and Safety requirements.

Desirable

- Tertiary qualifications and/or relevant experience.
- Possession of Certificate or experience in Night Patrol, Criminal Justice, Mediation or Community Safety Patrols will be an advantage, or ability to gain.
- Demonstrated experience in working effectively with Indigenous Australians
- Demonstrated experience in working in Culturally and Linguistically diverse environments
- 4WD experience
- First Aid Certificate
- Ability to communicate in a local Indigenous language (Anmatjere, Warlpiri or Arrernte)

ORGANISATIONAL RELATIONSHIPS

Reports to: Youth and Communities Operations Coordinator

Internal Liaisons: Agency Staff, Council Services Managers and the broader CDRC.

External Liaisons: Relevant Government Departments, Community Organisations, clients and other relevant stakeholders.

Note to Candidates

The Mediation and Justice Coordinator - Yuendumu 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.
- Have a current Working with Children NT Ochre Card or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.



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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 MEDIATION & JUSTICE COORDINATOR - YUENDUMU

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Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Yuendumu, 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 employment contract until 30th June 2018.

SALARY

The salary is **Level 6, salary range \$71,568 - \$76,255 per annum**

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.

In accordance with section 109 of the *Local Government Act 2008 (NT)*, an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

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.



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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

38 hours per week will be worked.

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 2016-19 Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PROBATION

The Mediation & Justice Coordinator-Yuendumu's 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.