



## **POSITION DESCRIPTION AND SELECTION CRITERIA**

<b>POSITION TITLE:</b>	<b>OPERATIONS COORDINATOR YOUTH &amp; COMMUNITIES</b>
<b>REPORTING TO:</b>	<b>MANAGER YOUTH &amp; COMMUNITIES</b>
<b>SALARY:</b>	<b>Level 7</b>
<b>LOCATION:</b>	<b>Alice Springs (with an obligation to travel to remote locations when required)</b>

### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the Manager Youth & Communities and in accordance with Council plans and policies and relevant legislation; this position has a focus on operational and administrative support and coordination of services in a discrete area. This includes a contribution to strategic planning, oversight of the appropriate deployment of human and financial resources including day to day service-budget management, implementation of the Program's communication strategy, monitoring WH&S compliance and assisting in building the capacity of the Youth and Communities Program team. It is expected that the role will be a centre of expertise with a specialist knowledge of contemporary practices either in Youth Sport and Recreation or Community Safety.

### **DUTIES AND RESPONSIBILITIES:**

- Contribute to the strategic planning of the Youth and Communities Program to ensure the Council's vision is being implemented and the Communities' needs are being met
- Research contemporary practices and develop specific expertise in the area of youth development, sport and recreation or community safety programs to become a centre of expertise and reference point for the program area
- Provide operational advice and support to the Manager Youth and Communities to implement Council's Youth Sport and Community Safety Program agenda and assist with change management strategies
- Under the guidance of the Manager Youth and Communities liaise with funding bodies and peak organisations to ensure the program is meeting its contractual obligations
- Recruit, lead and guide Community Coordinators, and manage performance as necessary
- In consultation with Community Coordinators, plan and assist with the deployment of resources as necessary and monitor expenditure against budget.
- Plan & coordinate the delivery of regionally focussed sports activities including 'pathway' focussed competitions.
- Assist the Service Development Coordinator to develop & implement a continuous quality improvement program
- Assist the development, implementation and evaluation of the Program's professional development strategy

- Contribute to the development and implementation of a Communication Strategy.
- Review operational practices and ensure compliance with Council Policy
- Where appropriate review Council Policies and make recommendations to the Manager of Youth and Communities for policy revisions
- In consultation with the Service Development Coordinator, develop operational practice standards and directives that support the delivery high quality , contemporary services
- Continuously review, revise and oversee the implementation of strategies that promote school attendance & achievement and a smooth transition to post secondary-school employment, training or education.
- Assist with the development and support community safety services including Community Safety Patrols and mediation and justice services as prevention and early intervention mechanisms or
- Contribute to the development of high quality, aged appropriate sport and recreation and youth development services in remote communities
- Maintain strong professional networks with key people and agencies, including the respective Local Authorities and Community Safety Advisory Panels, in remote communities
- Ensure that formalised agreements between the Youth and Communities Program & key stakeholders are implemented, maintained and evaluated as necessary
- Provide high level administrative coordination and support including:
  - Coordinate and ensure compliance with reporting schedules as required under funding agreements.
  - Draft reports, briefing papers and discussion papers for Council, funding bodies and other stakeholders as required.
  - Monitor compliance with organisational Work Health and Safety Policy and procedures.
  - Liaise with Human Resources regarding staffing matters.
  - Monitor procurement processes and compliance with procurement policies.
- Provide accurate and timely reports upon request to the Manager Youth & Communities
- Effectively contribute as a team member of the Community Services Directorate and promote a safe and harmonious work environment.
- Perform other duties as directed by Management

## **SELECTION CRITERIA:**

### **Essential:**

1. An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective support in a cross-cultural environment.

2. Demonstrated high level experience working in the Youth Sport and Recreation or Community Safety or related fields
3. An understanding of development through the lifespan and how this influences service planning & delivery
4. A demonstrated understanding of community development principles and their practical application to the remote Aboriginal community context
5. Demonstrated experience supervising, leading and motivating teams including strong team building and management skills.
6. Demonstrated understanding of and experience change management.
7. Demonstrated experience in the interpretation and management of funding agreements, contracts, policies and procedures.
8. Experience in the development and management of budgets.
9. High level analytical, interpersonal and written communication skills including the ability to effectively communicate at all levels.
10. Demonstrated high level of computer skills including online reporting systems and other computer software applications.
11. Sound knowledge of Work Health & Safety requirements.
12. Agreement to an NT Police Criminal History check, hold a current C Class driver's license (Manual) and a willingness to undertake 4WD training and travel to remote communities by road or air.
13. Tertiary qualifications in a related field.

**Desirable:**

1. Experience in news media communication and graphic design i.e. Photos, Posters, pamphlets, and short movies.
2. Experience in producing complex documents i.e. Newsletters, Media releases, grant applications, official meeting minutes and recruitment paperwork etc.
3. Possession of Certificate III or IV in Youth Work, Sport and Recreation or community safety will be an advantage.
4. Possession of Certificate or experience in Night Patrol, Criminal Justice, Mediation or Community Safety Patrols will be an advantage.
5. 4WD experience.
6. First Aid Certificate

The Youth and Communities Coordinator will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language and non-aboriginal people.
- Drive a 4WD vehicle as required.
- 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.
- Undertake continued on the job training
- 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. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

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.

**VISION – TWO WAYS, ONE OUTCOME**  
*(Indigenous and non-indigenous people working together for the best outcomes)*

**INFORMATION FOR APPLICANTS FOR THE POSITION OF**  
**Operations Coordinator Youth & Communities**

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Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as 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.

### **SALARY**

The salary is Level 7 (Salary \$79,385.03 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30<sup>th</sup> June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

### **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 Superannuation Scheme.

### **ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

### **LONG SERVICE LEAVE**

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

### **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

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.

### **STUDY LEAVE**

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

### **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 per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

### **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 leave does not accumulate from year to year.

### **PROBATION**

This role 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. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.