

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	AGED AND DISABILITY OPERATIONS COORDINATOR - WEST
<b>Reporting To</b>	AGED AND DISABILITY SERVICES MANAGER
<b>Classification</b>	Fixed Term Full Time
<b>Level</b>	Level 7
<b>Location</b>	Alice Springs

### OBJECTIVES OF THE POSITION:

Operating under the direction of the Aged and Disability Services Manager and in accordance with Council corporate plans, policies, relevant legislation and funding requirements, this position has a focus on operational and administrative support and coordination for the Aged and Disability Services team, in particular Laramba, Lajamanu, Nyirripi and Yuelamu.

### DUTIES AND RESPONSIBILITIES:

- Manage the Client information Management System (CIMS), undergo regular audits of records and provide ongoing CIMS support, training and advice to remote community Aged and Disability Staff.
- Undertake Lead Coordinator role for the Aged & Disability Change Management Committee and the maintenance and upgrade of buildings and equipment.
- Support Aged and Disability Area Coordinator – East in their Lead Coordinator responsibilities when required.
- Liaise with Aged and Disability Area Coordinator – East and Aged and Disability Coordinators on daily operation issues, keep Manager informed of any emerging issues, development and progress and liaise with assistant operations coordinator to resolve any issues.
- Support management in the development and maintenance of Aged and Disability communications and media strategies and planning for events managements.
- Provide support and assistance to the Manager Aged and Disability Services to implement Government's aged care and disability reform agendas and assist with change management strategies.
- Provide high level clerical, human resources and administrative coordination and support in accordance with the Aged and Disability team work plan and workflow.
- Effectively contribute as a member of a team and promote a safe and harmonious work environment.

- Carry out any other duties as directed by the Manager Aged and Disability Services.

## **SELECTION CRITERIA:**

### **Essential**

1. An awareness of issues affecting Aboriginal people in remote locations and ability to provide effect support in a cross-cultural environment.
2. Demonstrated high standard of computer skills including use of Client Information Management systems, online reporting systems and other computer software applications.
3. Ability to work productively and collaboratively with a multidisciplinary team
4. Demonstrated understanding of community development principles and relevant experience in a similar community service support/administration role.
5. Demonstrated effective customer service with an ability to liaise with internal and external stakeholders.
6. High level interpersonal and written communication skills and a sound knowledge of work force support and supervision.
7. Demonstrated understating of time management techniques, the ability to manage multiple tasks and flexibility to adapt to changing operation demands and timelines.
8. Sound decision making skills including an analytical approach to problem solving.
9. Current Driver's Licence and willingness to travel to remote communities.

### **Desirable**

1. Knowledge of Aged and Disability Care programs.
2. Qualifications in a related discipline.
3. Experience in events management and/or in creating media communication and materials.
4. Knowledge of WH&S principles and the ability to promote them in the workplace.

## **POSITION ATTRIBUTES:**

### **Level 7**

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

**Authority and accountability:** Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

**Judgment and problem solving:** Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

**Specialist knowledge and skills:** Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

**Management skills:** Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

**Interpersonal skills:** Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

**Qualifications and experience:** Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

#### **ORGANISATIONAL RELATIONSHIPS:**

Reports to:	AGED AND DISABILITY SERVICES MANAGER
Supervises:	AGED AND DISABILITY AREA COORDINATOR WEST
Internal Liaisons:	Managers, Coordinators and Worker
External Liaisons:	Relevant stakeholders when authorised

#### **Note to Candidates**

The Aged & Disability Operations Coordinator – West 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 Council Code of Conduct in the performance of their duties.



two ways :: one outcome

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.

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 **10<sup>th</sup> July 2017**.

Applications marked 'Confidential' should be forwarded to: Email: [recruitment@centraldesert.nt.gov.au](mailto:recruitment@centraldesert.nt.gov.au)



two ways :: one outcome

## ***VISION – TWO WAYS, ONE OUTCOME***

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

## ***INFORMATION FOR APPLICANTS FOR THE POSITION OF AGED AND DISABILITY OPERATIONS COORDINATOR – WEST***

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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 7 with a range depending on qualifications and experience of \$78,208 - \$82,870 per annum.

Salary increase stipulated in the CDRC Enterprise Agreement will apply after 30 June 2017. Salary step increases within the salary level will be subject to good performance.

### **SUPERANNUATION**



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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](mailto: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.

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 employee'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.