

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	CDP Operations Manager
<b>Reporting To</b>	CDP Regional Manager
<b>Classification</b>	Full Time
<b>Level</b>	Level 8
<b>Location</b>	Alice Springs with travel other locations as required

### OBJECTIVES OF THE POSITION:

Working with the Director of Community Services and the CDP Regional Manager and in accordance with Regional Council corporate plans and policies and relevant legislation, this position is responsible for the operational management of the Central Desert Regional Council's Community Development Program.

### DUTIES AND RESPONSIBILITIES:

- Consult with and seek direction from the Director of Community Services and CDP Regional Manager about operational performance and strategic direction of the program.
- Liaise with key stakeholders including PM&C to ensure the operations of the CD Program are compliant and meeting the CDP performance framework KPIs;
- Liaise with community leaders and employers within the Central Desert Regional Council CDP region to understand the economic, social and cultural drivers that will influence CDP service delivery.
- Contribute to the community planning process, including the development of funding submissions where necessary, to achieve the respective communities' CDP activity aspirations.
- Contribute to the Council's Strategic Planning as it relates to the CDP Operations by ensuring that the aspirations of communities and the needs of, CDP participants and employers in the region are captured in the Council's Annual Corporate Plan and or the Program's Business Plan.
- In consultation with the CDP Regional Manager, constantly evaluate and revise the CDP service model including policies and procedures, budgets and individual work plans for program delivery;
- Ensure the Program is adequately staffed to meet the required Program performance, including responsibility for timely recruitment processes.
- Work with other Program Managers and Directorates within Council to ensure an integrated and collaborative approach to service delivery.

- Provide effective operational management and direction to CDP employees by building and maintaining agile, productive, performance focused teams and a positive, resilient workplace culture.
- Ensure the CDP is positioned to take advantage of new enterprise and economic development opportunities in the region.
- As directed by the Director Community Services and/or the CDP Regional Manager, ensure appropriate assigned goals are met within set timelines and strategic directions are being progressed as planned;
- Oversee participant feedback, manage complaints and ensure CDP services are responsive to participant's employment and training needs and aspirations.
- Provide accurate and timely reports upon request from the Director Community Services and/or the CDP Regional Manager.
- Develop and train CDP employees consistent with the budget and annual training and development plans;
- Ensure that performance reviews are conducted for all CDP staff during the required times.
- Effectively contribute as a member of a team in the management of the Regional Council and promote a safe and harmonious work environment for CDP employees.

## KEY 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. Demonstrated experience in community planning and implementing and managing high level employment and community development programs;
3. Demonstrated experience in managing the operations of an employment service of a commercial nature with defined performance KPIs.
4. Demonstrated ability to develop budgets, interpret financial information and manage external funding;
5. Demonstrated experience and a high level of competency in the use and interrogation of on-line client information management and financial management systems.
6. Demonstrated understanding of compliance and risk management.
7. Experience in managing a team that has diverse skills and is geographically dispersed;
8. Well-developed oral, written and interpersonal communication skills.
9. Willingness to travel to a range of service delivery centres throughout the Shire Council;
10. Knowledge of the principles of work health and safety and ability to promote them in the workplace;
11. Demonstrated capacity and experience to think creatively, and resolve conflict.
12. A demonstrated understanding of the labour market, particularly in remote communities as well as the vocational education and training environment and their interdependence.

13. Formal qualifications in Management, Social Work, Community Development, or other related discipline
14. Agreement to an NT Police Criminal History checks, ability to obtain an Working with Children Card (OCHRE) and hold a current C Class drivers license

**Desirable:**

- Certificate IV in Training and Assessment.
- Knowledge of Local Government functions and responsibilities, and procedures and processes.
- Knowledge of CDP and an understanding of the aims, aspirations and challenges of the Program.

The CDP Operations Manager will be expected to:

- Interact with Aboriginal people who speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness and general good health;
- 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. 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.



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

**INFORMATION FOR APPLICANTS FOR THE POSITION OF  
CDP Operations Manager**

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Central Desert Regional Council is a council that covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Yuelamu Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land. 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 8 (Salary \$86,957 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 authorized 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.



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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.

## **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.

Alternatively a fleet vehicle will be available for business use, as when required.