



two ways :: one outcome

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	CDP Activity Supervisor
<b>Reporting To</b>	Activity Coordinator
<b>Classification</b>	Full time
<b>Level</b>	6
<b>Location</b>	May be based in any one of the Council's CDP Delivery Centres (Willowra, Willora, Yuendumu, Ti Tree, Laramba and Yuelamu). The job incumbent will be expected to work and travel in relevant remote Service Delivery Centres as and when operations demand.

### OBJECTIVES OF THE POSITION:

Operating under the general direction of the Activity Coordinator, CDP Manager and Council Service Manager and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for supervising and engaging CDP participants in meaningful activities and assisting them to build capacity and skills for future employment opportunities.

### The objectives of the position are to:

- Provide supervision, support and mentoring to Activity Liaison and Engagement Officers (ALEO)
- Supervise, guide and lead participants in Work for the Dole activities
- Work with local jobseekers in pre employment phase with the aspiration to become job ready.
- Support participants to develop good workplace practices in through attending activities regularly as per their participation requirements
- To deliver a holistic approach, ensure regular communication with participants, case coordinators, mentors, council staff and other service providers and employers within the region Supervise multiple CDP activities on community by empower ALEO's to lead individual activities
- Ensure activities are delivered to standards stipulated by the funding body and CDP Management
- Ensure relevant documentation is completed for each activity i.e risk assessments, activity proposals, expenditure and approval prior to commencing an activity
- Comply with Work for the Dole reforms by ensuring daily attendance sheets are completed and provided to Case Coordinator for compliance action
- Authorise and collate ALEO timesheets
- Service tools and equipment and ensure they are locked and secured daily, including a monthly stock audit
- Work with the Case Coordinator and Participation Officer to ensure participants are complying with their obligations
- Submit weekly activity progress reports
- Assist with delivery of online training if required

- Ensure all eligible participants are supported and mentored to attend and participate in activities 25 hours per week or as identified capacity
- Ensure that 15% of participants, identified as lacking a drivers license, sit for a drivers license assessment
- Support the program in achieving 100% of the regional employment target
- Assist with the delivery of participant inductions into activities and WHS toolbox talks
- Build strong relationships with relevant employers, and activity hosts within our local area to increase placements and outcomes of unemployed participants
- Adherence of KPI's (as per document "CDP Activity Supervisor KPI's), involving bi monthly tracking and review by direct supervisor.
- Develop strategies to ensure CDP participants are engaged and attending activities as specified in their Job Plan
- Regularly liaise with all members of the CDP team to ensure a coordinated, holistic and client focussed delivery of CDP services;
- Liaise effectively with all levels of staff within the Council, external agencies and outside organisations, to assist in the smooth implementation of CDP into the region;
- Ensure discretion and confidentiality is adhered to and promote the Council's image as an efficient and effective organisation.
- Actively seek opportunities for hosting arrangements with other providers
- Follow reasonable and lawful instructions received from CDP Manager, Senior Activity Coordinator, Council Service Manager and other members of Senior Management
- Abide by WHS legislation as per Council guidelines. This includes WHS audits and attending Tool Box Talks and any other recommendation made by the WHS Coordinator, or members of Management

### **Position Attributes: Level 6**

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

**Authority and accountability:** May be responsible for providing a specialised/technical service and for completing work with elements of complexity. 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.

**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.

**Specialist knowledge and skills:** Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

**Management skills:** When requested 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.

**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.

**6.6 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

- Relevant trade qualifications and experience or demonstrated relevant experience.
- Ability to work with unemployed and disadvantaged jobseekers.
- Ability to supervise CDP projects
- An ability to actively listen, interpret and provide meaningful
- A strong ability to build positive relationships with community leaders and staff families where appropriate.
- A good understanding of the council's current employment arrangements or a willingness to acquire this knowledge.
- A willingness to travel extensively to council service centres as and when required.

Desirable:

Possession of relevant mentoring qualifications and experience.

**Organisational Relationships:**

Reports to: CDP Activity Coordinator

Internal Liaisons: Staff Central Desert Regional Council  
Community based Council Services Managers/Regional Services Managers, supervisors and program managers.

External Liaisons: CDP Provider Training organisations, consultants other government agencies

**Note to Candidates**

The CDP Activity Supervisor will be expected to:

- Interact with Aboriginal people that speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- *Have a reasonable level of fitness – a certificate of fitness indicating that the employee is fit to perform this job must be submitted to Council prior to commencement of work.*
- *Hold a current drivers licence and be able to drive a manual vehicle.*
- 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.