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## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	<b>Regional Manager CDP</b>
Reporting To	Director Community Services
Classification	Full time – fixed term contract, 1 year initial term
Level	10
Location	Alice Springs with travel other locations as required

### **THE POSITION:**

Operating under the direction of the Director of Community Services and the Chief Executive Officer, this position will have responsibility for the strategic and performance management and stakeholder engagement of the Community Development Program.

### **DUTIES AND RESPONSIBILITIES:**

Duties will typically include:

- Provide effective leadership and direction to CDP team by fostering productive, performance focused teamwork and a positive, resilient and flexible workplace culture.
- Development and ownership of CDP strategy and business model.
- Develop partnerships with peak bodies, industry and employer representatives and training and education providers to ensure the needs of employers and the employment aspirations of people living in remote communities within the Region are at the forefront of the Community Development Program's planning.
- Liaise with community leaders and employers within the Central Desert region to understand the economic, social and cultural drivers that will influence CDP planning and service delivery. Ensure needs are being met for participants, the community and employers, and promote employment opportunities in the region.
- Monitor the Community Development Program operations; identify and resolve issues in a prompt and effective manner. Adopt a continuous improvement approach. Evaluate and revise CDP service delivery based on assessed performance.
- Liaise with PM&C to ensure the implementation of CDP is compliant with contractual agreements.
- Ownership of the organization structure and budget, with recommendations to the CEO, including business cases as required.
- Ensure all goals are met within set timelines and strategic directions are being progressed as planned.
- Undertake planning pertaining to new CDP initiatives, to address stakeholder requirements.
- Regular and clear progress reporting that is outcome based.
- 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.



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## **FLEXIBLE WORK PATTERNS**

The nature of the work of the Regional Manager CDP will involve tasks and responsibilities that are unpredictable and varied. The incumbent will be required to work in a flexible way to meet the needs of the organisation. This will include periods away from home representing the Council and a need to travel to a range of service delivery centres throughout Central Desert Regional Council.

## **STATEMENT ON CONFIDENTIALITY**

It is in the nature of the work of the Regional Manager CDP that they may become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of the Council's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

## **KEY SELECTION CRITERIA:**

### **Essential:**

- Awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment;
- Demonstrated business acumen, strong risk management and execution, ability to develop business cases.
- Demonstrated experience in planning, implementing and managing high level and strategic community development and or employment programs.
- The ability to interpret financial information and manage external funding;
- Proven experience of analyzing information and evaluating results to choose the best solution and solve problems.
- Well developed oral, written and interpersonal communication skills
- Demonstrated ability to develop and maintain high level working relationships with government, industry and community stakeholders;
- Formal qualifications/experience in Business, Commerce, Management, Community Development, or other related discipline.
- Agreement to an NT Police Criminal History checks and hold a current C Class drivers license
- Strong executive management skills and ability to act as a champion for Central Desert policy, procedure and values.

### **Desirable:**

- Knowledge of Local Government functions and responsibilities, and procedures and processes.

### **Note to Candidates:**

The Regional Manager CDP will be expected to:

- Interact with Aboriginal people that speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.



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- Have a reasonable level of fitness.

**Approved by:**

*Chief Executive Officer*

*31 July 2018*

Signed: *Diane Hood*



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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**  
**Regional Manager CDP**

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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 10 (Salary \$108,735.06 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.



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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 Manager 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 borne 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 usage will be part of the salary package if opted for by the employee.