

POSITION DESCRIPTION AND SELECTION CRITERIA



POSITION TITLE: Service Development Coordinator Youth and Communities

REPORTING TO: Manager Youth, Sport and Community Services

SALARY: Level 7

LOCATION: Alice Springs (with an obligation to travel to remote locations when required)

OBJECTIVES OF THE POSITION:

Operating under the direction of the Manager of Youth and Communities and in accordance with Council's plans and policies and relevant legislation, this position is responsible for supporting the service development of quality Youth and Community Services across the region. The role will include contribution to the Program's overall strategic planning, the review of service quality and the development, implementation and monitoring of a regional Quality Improvement Strategy for the Youth and Communities Program. In addition, the Service Development Coordinator will take responsibility for project management of Youth & Communities Programs undergoing restructure to become more sustainable services or transitioning to independent Aboriginal organisations.

DUTIES AND RESPONSIBILITIES:

- Research contemporary approaches in youth services and community safety and contribute to the strategic and sustainable development of Youth and Community Service models within the Central Desert Regional Council.
- Review and critically analyse service delivery methods on a service by service basis and make recommendations about service improvement.
- Review and provide recommendations on the sustainable delivery or restructure of Youth and Community services to better meet community need
- Work collaboratively with other Youth and Communities Management and Coordinators to develop and implement a continuous quality improvement strategy for the program
- Undertake Lead Coordinator role for the Youth & Communities Change Management Committee
- Working with the Operations Coordinators, coordinate and implement support-staff functions, provide guidance about performance management, mentoring and professional development
- In conjunction with the Community Services Training & Development Coordinator, manage the Youth and Communities Program's Professional Development Plan
- Where necessary oversee the implementation of Transition of Business Plans to assist services become Independent Aboriginal organisations

- Coordinate, supervise and support service coordinators and monitor the expenditure of specific services in the region
- Effectively contribute and promote a safe and harmonious work environment, including compliance with relevant legislation and WH&S policies and procedures.
- Conduct regular travel to communities, including overnight as well as day trips
- Provide accurate and timely reports upon request from the Manager Youth and Communities
- Carry out any other duty delegated by Youth and Communities Manager, relevant to the delivery of Youth and Communities programs

SELECTION CRITERIA

Essential

1. An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment (Not new).
2. Demonstrated experience in service development and continuous quality improvement, preferably in the areas of youth development, sport and recreation or community safety programs
3. Demonstrated experience supervising, leading or motivating teams including strong team building and management skills
4. Demonstrated experience in the delivery of services to remote Aboriginal communities and the principles of Community Development
5. Demonstrated experience in the interpretation and management of funding agreements and contracts
6. Experience in the development and management of budgets
7. Well developed oral and written communication skills including the demonstrated ability to;
 - a. Consult and negotiate sensitively and effectively with Aboriginal people;
 - b. Consult and negotiate with Government agencies and external stakeholders
 - c. Use computer programs to produce appropriate and effective reports in a timely manner
8. Competent decision making skills and an analytical approach to problem solving.
9. Current C Class driver's license and a willingness to travel to remote communities.
10. Meets the requirements of the NT Care and Protection of Children Act and be prepared to undergo a Federal Police criminal History check.
11. Sound knowledge of and empathy for Equal Employment Opportunity principles and Workplace Health and Safety requirements.
12. Tertiary qualifications in a related field

Desirable

1. Experience in new 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

Qualifications:

Tertiary qualifications in a related field and undertake continued on the job training.

The Service Development Coordinator of Youth and Communities 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.
- Have a current Working with Children NT Ochre Card or have the ability to obtain this qualification.
- Meet all the requirements of the 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
Service Development Coordinator Youth and Communities

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 30th 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.