

Position Description



POSITION TITLE	Regional Manager, Community Development Program
POSITION NUMBER	104100
AWARD	Local Government Industry Award
CLASSIFICATION	Level 10 (+ Additional Provisions)
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Community Development Program (CDP)
LOCATION/S	Alice Springs
SUPERVISOR	Director, Community Services
POSITIONS SUPERVISED	This position has five - eight direct reports

PRIMARY OBJECTIVE

The Regional Manager, Community Development Program is responsible for the stakeholder engagement and strategic and performance management of Community Development Programs which empower Aboriginal people through self-determined pathways that build community, individual capacity and meaningful work in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Manage the Community Development Program including financial, human resource, funding and contract management, making recommendations via business cases to management on service improvements and new initiatives.
2. Oversee the development, maintenance and evaluation of a professional development strategy for a diverse range of Program team members. Coach and mentor the team to translate community development theory into practice.
3. Strategically manage the continuous improvement of Community Development Programs which develop place-based solutions to employment, training and community participation activities, ensuring compliance with Work Health and Safety policies and procedures.
4. Establish and maintain strong professional partnerships with peak bodies, industry, 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.
5. 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.
6. Monitor the Community Development Program operations, identifying and resolving issues in a prompt and effective manner and evaluating and revising CDP service delivery based on assessed performance.
7. Liaise with the National Indigenous Australian Agency (NIAA) to ensure the implementation of CDP is compliant with contractual agreements.
8. Ensure service delivery meets agreed standards and KPIs within set timelines and strategic directions are being progressed as planned.
9. Undertake planning pertaining to new CDP initiatives, to address stakeholder requirements.
10. Provide regular and clear progress reporting to the Director and NIAA, that is outcome based.
11. Be engaged in an effective and proactive health, safety and wellbeing culture.
12. Any other reasonable duties delegated by the Director which are within level.

SELECTION CRITERIA

Essential

1. Degree in related discipline e.g. Business, Management, Community Development or equivalent experience directly relevant to the position.
2. Demonstrated experience in planning, implementing Project Management and managing high level and strategic community development and/ or employment programs.
3. Experience in financial, human resource and contract management including the ability to prepare, monitor and manage a significant Program budget, manage external funding and develop business cases.
4. High level analytical, interpersonal and written communication skills including the ability to effectively liaise, consult and negotiate with a diverse range of stakeholders and make sound decisions using an analytical approach to problem solving.
5. Demonstrated leadership qualities including an ability to manage, motivate and develop a team with diverse backgrounds, experiences and qualifications.
6. Demonstrated ability to develop and maintain high level working relationships with government, industry and community stakeholders.
7. Awareness of the socio-economic factors affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
8. Current Class C Licence
9. Acceptable Police Check.
10. Ochre Card.