

# Position Description



<b>POSITION TITLE</b>	Program Manager, Community Development Program
<b>POSITION NUMBER</b>	104125
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 8
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Community Services / Community Development Program (CDP)
<b>LOCATION/S</b>	Alice Springs with some travel, as required
<b>SUPERVISOR</b>	Regional Manager, Community Development Program
<b>POSITIONS SUPERVISED</b>	This position has five direct reports plus casuals as required

## PRIMARY OBJECTIVE

The Program Manager, Community Development Program is responsible for coordinating and inspiring a Mparntwe (Alice Springs) based team to provide high-level administrative support to CDP employees, participants and operations across the Central Desert Region, in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation. The role provides administrative and specialist support functions which enable remote communities to achieve employment, training and locally identified outcomes that contribute to the life and fabric of the community.

## KEY DUTIES AND RESPONSIBILITIES

1. Lead the development, delivery, quality assurance and evaluation of culturally responsive the Community Development Program (CDP) and projects.
2. Supervise, coach and mentor the team through regular supervision, performance development and the identification of training and growth opportunities.
3. Coordinate the provision of administrative, financial, compliance and logistics support to CDP employees and participants across the Central Desert Region.
4. Deliver helpful, practical, and considerate service to internal and external stakeholders.
5. Monitor and report on quality service delivery and contribute to CDP projects and initiatives.
6. Manage and report compliance with funding agreements, legislation and Council policy.
7. Be engaged in an effective and proactive health, safety and wellbeing culture.
8. Any other reasonable duties delegated by the Regional Manager which are within level.

## SELECTION CRITERIA

### Essential

1. Demonstrated interpersonal, communication and engagement skills with Aboriginal people, or in other cross-cultural settings, including the ability to develop community partnerships and collaborations
2. An awareness of the socio-economic and political factors affecting Aboriginal people in remote locations.
3. Degree in related discipline, or equivalent experience directly relevant to the administration of employment, training or community service programs.
4. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
5. Demonstrated ability to deliver outcomes within legislative and funding frameworks.
6. Demonstrated ability to provide accurate and timely reports on services and activities.
7. Demonstrated ability to cultivate and develop a productive and harmonious team.
8. Current Class C Licence (preferably manual).
9. Acceptable police check.
10. Ochre Card.

### Desirable

1. Demonstrated ability to lead change and implement new service delivery models.
2. Demonstrated ability to lead a service that provides support to teams in remote locations and provide specialist administrative support functions to a geographically dispersed team.
3. Experience in financial, human resource and contract management including the ability provide outcome-based progress reports.

Approved:

Leslie Manda, Chief Executive Officer