

Position Description

POSITION TITLE	Senior Project Officer, Community Development Program
POSITION NUMBER	104160
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Fixed Term, Full Time (38 hours per week) to June 30, 2025
DIRECTORATE/PROGRAM	Community Services / Community Development Program (CDP)
LOCATION/S	Alice Springs with extensive travel to communities
SUPERVISOR	Regional Manager, Community Development Program
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Senior Project Officer is responsible for supporting the implementation and coordination of the Trialling Pathways to Real Jobs (TPRJ) and other funded projects associated with the Community Development Program (CDP). The role involves providing hands-on support to CDP employees, participants, and operations across remote communities in the Central Desert Region, ensuring the successful delivery of project outcomes in alignment with Central Desert Regional Council's strategic and regional plans, policies, and procedures. This position will play a key role in supporting locally identified employment, training, and economic development initiatives, contributing to long-term employment opportunities. The Project Officer will collaborate with community stakeholders, Cultural Authorities, senior staff, and external partners to ensure projects are culturally responsive, effectively managed, and deliver tangible results for participants.

KEY DUTIES AND RESPONSIBILITIES

1. Coordinate and oversee the implementation of TPRJ and other funded projects, ensuring alignment with local community needs and employment goals.
2. Engage with community stakeholders, including Cultural Authorities and local partners, to ensure projects are culturally appropriate and responsive to local priorities.
3. Provide project-level support, including training and mentorship to CDP employees and participants, facilitating pathways to real jobs.
4. Collect, manage, and analyse project-related data, tracking key performance indicators, employment outcomes, and reporting on project success and areas for improvement.
5. Ensure compliance with funding agreements, legislation, and Council policies, while preparing regular reports to funding bodies and senior management.
6. Collaborate with internal and external stakeholders to identify and address barriers to employment, using data-driven approaches to inform program improvements and adjustments.
7. Contribute to an effective and proactive health, safety, and wellbeing culture across all project activities, ensuring a safe and inclusive environment for participants and staff.
8. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. An understanding of cultural safety and an awareness of the socio-economic factors affecting Aboriginal people in remote locations.
2. Degree in a related discipline (e.g., community development, project management, social work, or similar) or equivalent experience relevant to the administration of employment, training, or community service programs.
3. Strong data collection and analysis skills, with experience in tracking project outcomes, reporting to funding bodies, and using data to inform decision-making and program improvements.
4. Demonstrated capacity to work within and manage compliance with funding agreements, legislation, and organisational policies, while delivering quality outcomes.
5. Current Class C Licence (preferably manual).
6. Acceptable police check and a Working with Children (Ochre Card).

Desirable

1. Demonstrated ability to lead and manage projects in geographically dispersed communities, including experience in working with remote stakeholders and managing travel logistics.
2. Experience in the implementation of place-based, community-driven projects.
3. Demonstrated ability to coordinate and manage community-based projects that support employment, training, and economic development initiatives in remote locations.