POSITION DESCRIPTION
AND SELECTION CRITERIA

POSITION TITLE: COMMUNITY MEDIATION TEAM LEADER
REPORTING TO: Mediation & Justice Coordinator
Classification: Part time, fixed term
Level: 4
Location: Willowra

OBJECTIVES OF THE POSITION:

Operating under the direction of the Mediation & Justice Coordinator and in accordance with Regional Council corporate plans, policies and relevant legislation, this position has responsibility to:

- Assist and collaborate with the Willowra Peace Working Group (PWG) members to continue to develop local conflict management processes;
- Assist to build community capacity to respond to family violence and community conflict, and;
- Supporting the PWG and clients through stressful and dynamic environments.

DUTIES AND RESPONSIBILITIES:

- Work with community leaders, clients, community organisations and government agencies to plan, design, implement and monitor strategies that respond to community conflict and family violence;
- Lead the PWG in the continued delivery of the mediation service, using culturally appropriate conflict resolution processes;
- Provide cultural expertise and liaison support to the Coordinator to ensure service design and delivery reflects community goals and cultural protocols;
- Raise awareness and encourage community participation in developing violence prevention initiatives;
- Develop positive working relationship with community stakeholders;
- Work closely with the Coordinator and PWG members to prepare reports for the Council and funding bodies that describe and evaluate the activities of the program.
- Contribute as a member of a team in the management of the Regional Council and promote a safe and harmonious work environment.
SELECTION CRITERIA:

Essential

- Relevant qualifications or experience in at least one of the following fields:
  - alternative dispute resolution or law
  - community development
  - family violence
- Proficient oral and written communication and interpersonal skills, including the ability to liaise, negotiate and consult with a diverse range of stakeholders including families, community organisations and government agencies;
- An ability to meet administrational and logistical requirements essential to leading and developing a team;
- Proven ability and experience in developing a positive working relationship with relevant stakeholders.
- Ensure Occupational Health and Safety Regulations are adhered to.

Desirable

- Team development and capacity building experience and knowledge
- An ability to rapidly acquire a sound knowledge of restorative justice principles and a sound understanding of contemporary social issues facing remote communities in the Northern Territory.
- Experience living and working in a remote area.

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 and is the entry level for technical and trades employees.

Authority and accountability: Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

Judgment and problem solving: The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

Specialist knowledge and skills: Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.
**Management skills:** Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the ‘work face’.

**Interpersonal skills:** Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

**Qualifications and experience:** Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

- a trade certificate or equivalent;
- completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or
- knowledge and skills gained through on-the-job training.

**ORGANISATIONAL RELATIONS:**

Reports to: Mediation and Justice Coordinator - Willowra

Supervises: Mediation & Justice Officers - Willowra

Internal Liaisons: Community Safety Patrol Team Leader, Community Safety Officers

External Liaisons: NT Police, CAALAS, Courts, Corrections, WYDAC

**Note to Candidates**

The Community Mediation Team Leader 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.
- Meet all the requirements of the Regional Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

**Closing date:** 8 November 2017