



**GROOTE EYLANDT & BICKERTON ISLAND ENTERPRISES ABORIGINAL CORPORATION (GEBIE)**

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Operations Manager CDP	<b>DEPARTMENT:</b> Community Development Programme	<b>DATE:</b> 15 January 2019
<b>LOCATION:</b> Groote Eylandt, Bickerton Island		
<b>SUPERVISOR:</b> Group CEO	<b>JOB TENURE:</b> Permanent (subject to Government Funding)	<b>AUTHORITY LEVELS:</b> See attached org chart for CDP

**GEBIE PRIMARY PURPOSE**

Groote Eylandt and Bickerton Island Enterprises Aboriginal Corporation (GEBIE) was established under the Aboriginal Torres Strait Islander (CATSI) Act, which operates a number of social support programs and owns and manages a number of diverse businesses, which are operated in the Groote Archipelago. Funding is received from government agencies, mining royalties and self-generated businesses.

**CHANGES**

This position description will be reviewed at least annually, and changes may be made within the general scope of the position to improve effectiveness and efficiencies of the position.

**POSITION OVERVIEW**

Forming part of the GEBIE Group Senior Management Team, the CDP Manager is integral to the high performance of the Community Development Programme (CDP) by holding accountability for program delivery in Region 42 – Groote Eylandt Region.

Crucial to the role is the ability to:

- Think and plan strategically in conjunction with the Group CEO to achieve organisational objectives;
- Utilise leadership skills to lead, manage and develop teams of culturally diverse staff located across the Groote Eylandt Archipelago;
- Develop and maintain productive relationships with local Indigenous organisations, peak bodies, businesses, not-for profit organisations, government departments and other key stakeholders, as well as the broader community;
- Have a working understanding of project management lifecycles;
- Be accountable for the business operations of the Community Development Programme in line with budgets, service delivery plans, business plans, and performance frameworks.

Pivotal to the role is an ability to travel throughout the Region in order to develop staff and contribute to implementation of strategic initiatives as devised with the Group CEO and Senior Management Team.

### **WORKING RELATIONSHIPS - EXTERNAL**

This position will work with Centrelink, Community Organisations, RTOs and other training providers, Contractors, Suppliers, Government Agencies, and other bodies as required.

### **WORKING RELATIONSHIPS – INTERNAL**

As well as the broader GEBIE Group, this position will work with other staff members, and contractors within the CDP business unit. This will include but not limited to attendance and participation in relevant meetings, training, and other events.

Refer attachment – CDP Organisation Chart

### **ABOUT THE PROGRAMME**

CDP is administered by the Department of Prime Minister and Cabinet (PM&C) and assists remote job seekers to build employable skills while contributing to their communities.

Under CDP, there are two key types of services that assist job seekers:

Basic Services – integrated case management and support for job seekers to find and keep a job, and to meet their mutual obligation requirements.

Remote Employment Services (including establishment and conduct of Work for the Dole) – work-like activities, one or more of which job seekers participate in several days per week according to their individual legislative requirements. Activities reflect local employment opportunities and/or are relevant to community aspirations and meet community needs.

### **KEY SELECTION CRITERIA**

#### **ESSENTIAL**

1. Minimum three (3) years' experience in leadership roles in community or employment-based organisation sectors (or similar).
2. Substantive evidence of ability to lead and manage culturally diverse teams with a positive and professional approach within a structured performance management framework.
3. Demonstrated ability to achieve outcomes through effective and efficient resource management (financial, physical and staff).
4. Effective interpersonal and communication skills, including the ability to consult, negotiate and liaise with a diverse range of people to achieve required outcomes.
5. Demonstrated project planning, time management and delegation skills.
6. Previous experience working with Aboriginal Australians and/or organisations and/or a demonstrated understanding of the social, economic and environmental factors impacting on remote communities.
7. Demonstrated experience in a commercial business environment where innovation has been proven and an understanding of the challenges of working and operating a business in remote locations.
8. Excellent written and reporting skills with demonstrated competence in Microsoft Office products and IT platforms.
9. High ethical standards, personal integrity, honesty and good judgement.
10. Manual driver's licence.



<p><b>DESIRABLE</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in managing performance-based government contracts.</li> <li>2. Knowledge of WHS regulations and demonstrated practical experience in administering WHS requirements within an organisational context.</li> </ol>	
RESPONSIBILITIES	
<p><b>Leadership</b></p> <p>Lead and motivate culturally diverse staff, through provision of coaching/mentoring and identification of training/development needs to ensure they have the knowledge and support to perform their role in a quality manner.</p> <p>Ensure GEBIE is considered a leading community based organisation in terms of client service and program delivery credibility.</p>	<ul style="list-style-type: none"> <li>▪ GEBIE is recognised as an employer of choice, particularly for Aboriginal people.</li> <li>▪ A positive culture of sharing, support, communication and cooperation is promoted.</li> <li>▪ Performance and/or behavioural issues within teams or by individual staff members is addressed in a fair and transparent manner.</li> <li>▪ Staff are actively consulted and engaged in a learning and development framework which meets organisational priorities and individual learning needs.</li> <li>▪ Staff are supported to understand their roles, their KPIs and are encouraged to perform in a proactive manner.</li> <li>▪ A culture of staff reward, recognition and acknowledgement is practiced.</li> <li>▪ Lead by example with all behaviours and actions consistent with GEBIE Policies and Procedures.</li> </ul>
<p><b>Relationships</b></p> <p>Establish and maintain productive relationships within the community, local Indigenous organisations, peak bodies, businesses, not-for profit organisations, government departments and other key stakeholders.</p> <p>Ensure relationships are founded upon integrity, are consistent with GEBIE objectives, and are mutually beneficial.</p>	<ul style="list-style-type: none"> <li>▪ Positive relationships with new and existing partner organisations, referral agencies, community members and the like are sought out, promoted and maintained.</li> <li>▪ Partnerships and strategic relationships which add value to program delivery are pursued.</li> <li>▪ A cooperative relationship with government departments and other funding bodies is maintained.</li> <li>▪ GEBIE takes a lead role in effective development of and representation on relevant interagency and/or external committees, inclusive of working forums and parties and community events.</li> <li>▪ GEBIE is represented in public forums and professional development is maintained via attendance at conferences and workshops.</li> </ul>



<p><b>Contract Management and Performance</b> Hold responsibility for performance, contractual compliance and reporting requirements of employment programs. Maintain a high level of understanding of, and compliance with, contractual requirements including all guidelines and correspondence issued by funding bodies.</p>	<ul style="list-style-type: none"> <li>▪ Consistent high level performance (as appropriate to the funded program) is achieved against established benchmarks.</li> <li>▪ No contractual breaches or performance related matters are identified by funding bodies.</li> <li>▪ All reporting, acquittal and/or performance review reports are submitted as required.</li> </ul>
<p><b>Service Delivery</b> Hold responsibility for delivery of business operations in line with budgets, service delivery plans and performance frameworks, that are prepared and reviewed in conjunction with the Group Chief Executive Officer.</p>	<ul style="list-style-type: none"> <li>▪ A Regional Labour Market plan, which translates to workforce development strategies for major employers in the Region is maintained.</li> <li>▪ A comprehensive post placement support strategy which includes: developing retention risk strategies, addressing immediate support needs; documenting job seeker progress; and supporting job skills development is maintained.</li> <li>▪ Delivery of a broad range of quality skills-based Activities which actively engage job seekers are developed and maintained.</li> <li>▪ An integrated culturally appropriate case management framework is utilised to drive job seeker engagement and effective and efficient assessment and related intervention support.</li> <li>▪ Service expenditure patterns, and other processes to improve service profitability and efficiency are reviewed.</li> <li>▪ Regular monitoring and evaluation of performance to foster an environment of continuous improvement.</li> <li>▪ Provision of regular internal and external service delivery reports.</li> </ul>
<p><b>Aboriginal Ways of Working</b> Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities.</p>	<ul style="list-style-type: none"> <li>▪ Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures.</li> </ul>
<p><b>Work Health and Safety</b> Safe workplaces and environments are provided and maintained for Staff, Job Seekers and external stakeholders.</p>	<ul style="list-style-type: none"> <li>▪ A positive workplace culture free of bullying, harassment and discrimination is promoted.</li> <li>▪ All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken.</li> <li>▪ Immediate intervention occurs wherever unsafe work practices are observed.</li> </ul>



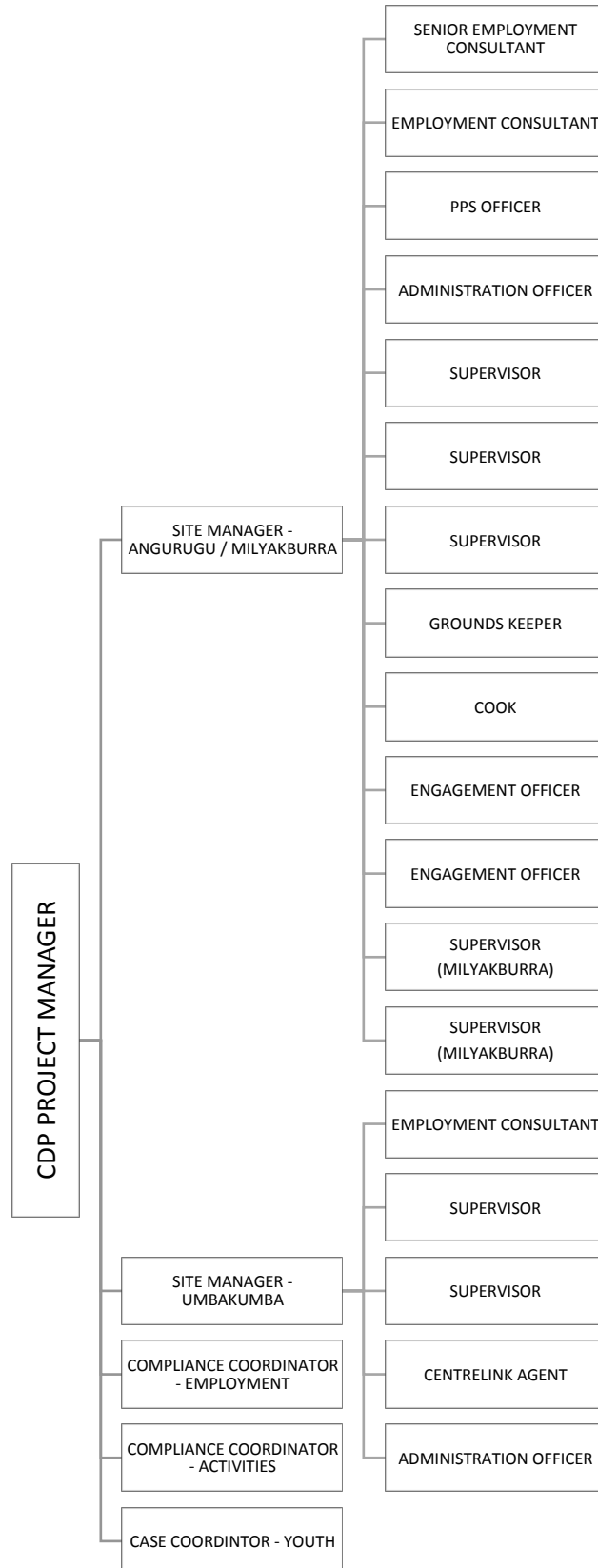
**GEBIE**

Groote Eylandt and  
Bickerton Island Enterprises

<p><b>Quality</b></p> <p>All operations are conducted with commitment to quality, which aligns with best practice driven from the performance framework.</p>	<ul style="list-style-type: none"><li>▪ Feedback from job seekers and external clients demonstrates quality services are provided.</li><li>▪ Formal Provider Performance feedback attests to the delivery of quality service delivery.</li></ul>
<p><b>OTHER INFORMATION RELEVANT TO THE POSITION</b></p>	
<ol style="list-style-type: none"><li>1. The occupant is required to live on Groote Eylandt.</li><li>2. The occupant may be required to travel to other GEBIE sites on an as required basis.</li><li>3. This position will be required to work out of hours on an as-needs basis.</li><li>4. Employment terms and conditions will be governed by a workplace agreement</li><li>5. Employees will be required to maintain the highest level of integrity, which may include a regular Police Check and Reference Check.</li></ol>	
<p><b>APPROVAL</b></p>	
<p>This Position Description fully and accurately describes the requirements of the Position.</p> <p><b>GROUP CHIEF EXECUTIVE OFFICER</b></p> <p>Name: _____ Date: _____</p> <p>Signature: _____</p> <p><b>Operations Manager CDP</b></p> <p>Name: _____ Date: _____</p> <p>Signature: _____</p>	



**ATTACHMENT – CDP ORGANISATION CHART**





## GEBIE GROUP MANAGERS

