



POSITION DESCRIPTION

Position Title:	Team Leader Karratha Office	Full Time	<input checked="" type="checkbox"/>
Industrial Instrument:	Social, Community, Home Care and Disability Services Industry Award 2010	Part Time	<input type="checkbox"/>
Reporting to:	Beneficiary Services Manager	Casual	<input type="checkbox"/>
Special work requirements:	Travel		

BACKGROUND

IBN Corporation Pty Ltd was established to progress the business and operations of Agreements negotiated through the IBN Native Title Claim WC96/61 and all matters relating to it, particularly the administration of the two Trusts created out of the Mining Area C Agreement with BHP Billiton. IBN is no longer involved in the Native Title Claims of the Yinhawangka, Banyjima and Nyiyaparli people. *Its core operations are:*

- *Maintenance of the Traditional Owners Register of the Financial Assistance Foundation and the distribution of benefits from the Foundation to Traditional Owners*
- *Development and administration of Charitable Trust Projects and Programs; and*
- *Governance and Investment of the Trust Funds.*

RESPONSIBILITIES

Overview	This position sits within the Beneficiary Services Department and reports directly to the Manager. The Team Leader, Karratha Office is responsible for the supervision of staff and operations in the Karratha and Roebourne area. The role may also provide some support for beneficiaries in the Onslow area, and may entail travel to Onslow and to Port Hedland. The role is also responsible for, the development of relationships with IBN's beneficiaries and other government, aboriginal and business organisations in the area. In conjunction with the Beneficiary Services Manager, and in accordance with the IBN Strategic Plan, the role will lead locally the development of innovative and effective new projects.
Reporting requirements	Monthly statistical and activity reporting to Manager
Objectives	Safe efficient and accountable local delivery of IBN's Community Program, Field Officer services, and the development and oversight of local strategic plan projects.
Subordinates	<ul style="list-style-type: none"> • Field Officer • Trainee Administration Officer
Duties	<ol style="list-style-type: none"> 1. Maintain a safe workplace for IBN staff and a supportive and friendly environment for IBN beneficiaries. 2. Lead and manage the day to day operations and services of the office including, client service, administration, human resources, corporate communications, asset management



	<ol style="list-style-type: none"> 3. Provide administrative support for Field Officer services and report on local Field Officer and CP activity to BSM. IBN Field Officers provide personal support to Beneficiaries in all areas of social development including health, employment, education and general access to public and community infrastructure and services; 4. Develop local projects to support IBN’s Strategic Plan; 5. Manage, oversee and maintain complete, accurate and secure records of interactions with Beneficiaries and ensure that the highest standard of confidentiality conduct is maintained; 6. Build trusted relationships with beneficiaries in the region and create a space where beneficiaries are comfortable 7. Support the collection of beneficiary data through the IBN Census; 8. Contribute to strategic planning 9. Build relationships and networks with other service providers and partner with key stakeholders; 10. Maintain up-to-date knowledge of local services, needs and resources; 11. Represent IBN positively at events, meetings, with beneficiaries and with broader community 12. Manage financial resources subject to local Budget, and financial delegations. 13. Other general duties as required 14. Contribute to the development and improvement of OH&S and risk management initiatives and practices in the workplace
Other Responsibilities	<ul style="list-style-type: none"> • Demonstrate commitment to Equal Employment Opportunities (EEO) • Maintain confidentiality at all times • Champion IBN’s values to enhance team culture and performance • Preserve and protect the environment • Maintain acceptable productivity levels and adhere to the IBN Staff Handbook and associated policies

PERSONAL COMPETENCIES

Character	Demonstrated high standards of personal ethics and integrity, transparent and professional decision making
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills; • Leadership and team development skills; • Highly developed interpersonal and emotional intelligence skills that foster trust, cooperation and credibility • Excellent organisational skills with the ability to prioritise tasks and meet conflicting deadlines. • High level of proficiency in Microsoft office suite
Qualifications	<ol style="list-style-type: none"> 1. Relevant Tertiary Qualifications desirable but not essential;



	<ol style="list-style-type: none"> 2. Current First aid certificate, or willingness to complete same; 3. Class C drivers licence; 4. Police Check; 5. Working with Children Check, as necessary.
Experience	<ul style="list-style-type: none"> • Experience in managing and/or supervising a small team; (Essential) • General management, possibly in a community services role; (Essential) • Working with aboriginal people (Desirable)
Other	Be respectful of IBN Beneficiaries and Traditional Owners

The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.

	Employee	Supervisor	CEO
Sign			
Print Name			Grant Bussell
Date			