



POSITION DESCRIPTION

Position Title:	Team Leader Tom Price 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

Our vision: Health, happiness and prosperity for the IBN Community.

IBN Corporation was established in 2001 as the Trustee for two Trusts established under the Mining Area C (MAC) Agreement between BHP Billiton Pty Ltd and the IBN Claim Group. IBN Corporation is owned by the Banyjima, Milyuranpa Banyjima, Minadhu and Nyiyaparli Aboriginal Corporations. The traditional lands of the IBN people are in the high country of North Western Australia. IBN provides programs and services that aim to improve the health, happiness and prosperity of our Beneficiaries, the Yinhawangka, Banyjima and Nyiyaparli people. Our head office is located in South Hedland in the town of Port Hedland, Western Australia, approximately 350 kilometres north-west of the Mining Area C Project. Other office locations are Tom Price and Karratha.

RESPONSIBILITIES

Overview	This position sits within the Beneficiary Services Department and reports directly to the Manager. The Team Leader, Tom Price Office is responsible for the supervision of staff and operations in the Tom Price area. The role will also provide some support for beneficiaries in Paraburdoo, Wakathuni, Bellary Springs, and will entail travel. 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
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. Report on local Field Officer 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 the administration of the office 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 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	Appreciation and understanding of Aboriginal Australians

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			