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| POSITION DESCRIPTION |
| Title | **Coordinator, Community Development Programme**  |
| Award | Social, Community, Home Care and Disabilities Award (2010) |
| Salary Range | $100,000 plus salary packaging |
| Position Status | Permanent  |
| Location / Base | Warburton Community (with frequent travel to other Ngaanyatjarra Communities) |

ABOUT NGAANYATJARRA COUNCIL

Ngaanyatjarra Council Aboriginal Corporation (NCAC) was incorporated in 1981 with the aim of supporting the development of all Ngaanyatjarra people. At the core of this work was assisting the Ngaanyatjarra Communities to be strong and sustainable with reliable essential services, air transport, bookkeeping, agency and road transport, fuel distribution, health services, community services and improved housing.

NCAC represents the interests of approximately 2000 Ngaanyatjarra, Pintupi and Pitjantjatjara people living in 12 communities in the Central Desert region of Western Australia. Today, Ngaanyatjarra Council is one of the largest Indigenous Corporations in Australia and has grown to be the major representative body for Ngaanyatjarra people.

NCAC is also the parent company and ultimate holding company of the Ngaanyatjarra Council Group which includes the following entities:

* Ngaanyatjarra Services (AC)
* Ngaanyatjarra Health Service (AC)
* Indervon Pty Ltd (IOR, Alice Springs)
* NATS (Ngaanyatjarra Agency & Transport Service, Perth)

Ngaanyatjarra Communities include Warburton, Warakurna, Wanarn, Wingellina (Irrunytju), Blackstone (Papulankutja), Jameson (Mantamaru), Tjirrkarli, Patjarr, Tjukurla, Kanpa, Cosmo Newberry and Kiwirrkurra.

In June 2013 the Australian Government was appointed as Provider of services under the Remote Jobs and Communities Programme (CDP) which came into effect on July 1, 2013. This program delivers a range of services to jobseekers in NCAC’s communities. From 01 July 2015, under reforms to the present CDP program, a new, Work for the Dole program will be introduced. (See also below).

NCAC is also the CDP Provider for the Tjuntjuntjara Community, which derives governance from the Paupiyala Tjarutja Aboriginal Corporation (PTAC). This will remain the case under the Reformed CDP Program.

Community Development Programme (CDP)

Under the reformed CDP, all adult jobseekers in remote communities aged 18 – 49 years, not in work or study, will have to undertake continuous Work for the Dole – 25 hours a week, 5 days per week, 12 months a year.

WfD obligations for job seekers with partial capacity to work will be based on an assessment of their capacity to work.

The changes to CDP will begin from 01st July 2015, with a phased implementation of WfD activities across regions until 31 December 2015.

###### KEY RESPONSIBILITIES

Reporting to the General Manager, Strategic Services Analyst (GM SSA), the CDP Coordinator will be responsible for overseeing the implementation, administration and management of all CDP activities in the Ngaanyatjarra region.

This includes managing CDP staffing requirements, job seeker requirements, community and government relationships plus financial and stakeholder management. The CDP Coordinator will also manage all aspects of NCAC’s contract management, compliance and reporting requirements.

The CDP Coordinator will be expected to use their professional skills and knowledge of employment services and community development to bring about reform to employment and community development outcomes on the Ngaanyatjarra Lands.

The role will require regular travel to all 11 Ngaanyatjarra Communities.

**Leadership**

* Lead, coordinate and manage CDP staff to deliver a high quality CDP service across the region;
* Provide support and guidance to CDP community staff in relation to case management issues;
* Identify gaps in CDP staff capacity and develop strategies to address those gaps;
* Develop and implement strategies and plans that improve NCAC’s performance in the delivery of CDP services;
* Develop and maintain a work environment that encourages local Yarnangu employment in the delivery of CDP services;
* Undertake an advocacy role, highlighting the employment, training and community development needs and issues of the Ngaanyatjarra communities to government;
* Champion and promote the work of NCAC’s CDP program;

**Administrative & Operational**

* Monitor, review and implement new ideas using the guidelines of the ‘reformed’ CDP to ensure all jobseekers service requirements are being appropriately met;
* Oversee the effective resourcing and delivery of NCAC’s CDP services;
* Liaise with GM SSA and HR Manager on the recruitment and performance of relevant CDP staff;
* Ensure that performance reviews are conducted for all CDP staff during the required times.
* Ensure NCAC delivers CDP services in accordance with relevant Occupational Health and Safety requirements;
* Undertake financial reporting, monitoring and management ensuring that the CDP program is delivered within the funding available;

Develop, implement and evaluate policies, procedures and processes relevant to the efficient and effective delivery of CDP services across the region.

* Liaise with key stakeholders including the Department of Prime Minister & Cabinet to ensure the implementation of CDP is compliant with contractual agreements;
* Liaise with key government, non-government and industry stakeholders;
* Oversee participant feedback, manage complaints and ensure CDP services are responsive to participants;
* Provide accurate and timely reports in accordance with contractual agreements or upon request from the PM&C and/or GM SSA;
* Ensure that all CDP activities are implemented and managed in accordance with contractual requirements;

Work with relevant stakeholders to assess training needs and develop an annual CDP training plan for the region;

* Liaise and negotiate with external training providers and RTO’s to deliver accredited training programs on the Ng Lands;
* Develop and maintain a good working relationship with the Ngaanyatjarra Community Councils and staff;
* Ensure and support appropriate Indigenous representation at all meetings, and advocate ongoing self-representation;
* Undertake regular visits to the Ngaanyatjarra communities to provide on-site support, encouragement and advice in relation to their activities and to discuss CDP/WfD issues with community councils and staff.
* Build and establish strong links with employers in the region to identify ongoing job opportunities and improve employment outcomes for CDP job seekers.

**Governance**

* Provision of timely, accurate and culturally appropriate reports on CDP/WfD activities to the GM SSA and Board of Directors;
* Ensure discretion and confidentiality is adhered to, at all times promoting NCAC’s image as an effective and efficient organisation.

**Funding & Finances**

* Ensure the CDP division is fully compliant as per the relevant funding agreements, or subsequent variations;
* Work closely with the financial management team delegated to this program;
* Ensure that the correct approvals are in place prior to approving any excessive expenditure.

**Cultural & Interpersonal**

* Promote Indigenous employment within all activities of the CDP division;
* Possess skills to communicate effectively with jobseekers, community and other stakeholders, co-workers and government departments;
* Respect existing community governance and processes, eg ensure that approval is given by the Community Development Advisor and Community Chairman to attend and speak at community meetings.

**Accountability**

* The CDP Coordinator is accountable to the Ngaanyatjarra Council, and will report through the management structure as defined above;
* The CDP Coordinator will work cooperatively with the Ngaanyatjarra Communities, which have their own governance and reporting responsibilities;
* The CDP Coordinator does not have the authority to represent an individual Ngaanyatjarra Community, unless invited to do so.

**Efficiency & Effectiveness**

* Is quick to respond to enquiries and action where relevant and/or necessary;
* Has high accuracy skills;
* Uses initiative, and completes tasks in a timely manner.

**Corporate & Social Responsibility**

* Adhere to Council By-Laws (all Ngaanyatjarra Communities are ‘Dry’ Communities);
* Observe the NCAC Code of Conduct.

**Stakeholder Relationships**

* Ensures communications are appropriate to the Ngaanyatjarra Communities, and Ngaanyatjarra Council & its entities within which the role operates;
* Maintains good working relationships with Indigenous people and the Ngaanyatjarra communities;
* Demonstrates sensitivity to cultural differences and multiple barriers faced by the long term unemployed.

**Integrity & Ethical Behaviour**

* Acts with integrity at all times and ensure that areas of responsibility operate in an open, transparent and accountable manner.

###### SELECTION CRITERIA

The appointee should possess the following skills, abilities and experience;

ESSENTIAL

Willingness to live in a remote community, current drivers licence and the willingness to travel long distances on unsealed roads;

A sound background in CDP or other Employment Services/Job Network programs;

Proven ability to build rapport and maintain effective relationships with government, industry and community stakeholders;

Experience in managing a team that has diverse skills and is geographically dispersed;

Highly developed written communication skills with experience in the preparation of correspondence, reports and staff performance management documentation;

Demonstrated ability to work under limited direction, initiate activities, set priorities and respond effectively to unforseen challenges;

Excellent time management, organisational and planning skills including the ability to set priorities and meet deadlines;

Demonstrated capacity and experience to think strategically, creatively, and resolve conflict.

Highly developed analytical computer skills – in particular, *Word, Outlook, Excel, PowerPoint;* and the ability to read, interpret and respond to information communicated through IT data-based reports and other documentation embedded in the CDP suite of computer programs.

Understanding of the cultural, social and economic factors that affect Indigenous participation in remote areas;

DESIRABLE

Relevant tertiary qualifications in management, social services, community development or a related discipline

Proven experience managing a team of staff across multiple sites.