

**TANGENTYERE COUNCIL**

**POSITION DESCRIPTION**

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| Position Title | Work for the Dole Activity Leader | | | |
| Division | TES | | | |
| Classification | 5.1 | | | |
| Job Holder |  | | | |
| Prepared By | Dee McCorkindale | | Date | 24/1/2019 |
| Staff Reporting to Position | |  | | |

1. **Position Summary**

Tangentyere Employment Services (TES) delivers the Community Development Programme (CDP) for Alice Springs Town Campers, outstations in the region and Amoonguna.

The Activity Leader is responsible for the quality and effective delivery of Work Preparation Activities. The activities are designed under the leadership of the Work for the Dole (WFD) Coordinator and in consultation with participants with an understanding of the local labour market.

A key responsibility of the Activity Leader is to ensure that all activities are designed and delivered in such a way as to enhance participants’ employability skills; while the successful completion of each activity is important, the focus of the TES CDP Activities Program is on the development of skills, build confidence and overcoming barriers to sustainable employment for participants.

1. **Responsibilities**
   1. Assist with transportation of Participants to and from activities.
   2. Develop, plan, consult and implement activity plans that are valued by the community, develop employability skills for the local labour market and are responsive to the needs and interests of job seekers.
   3. Working with the WFD Coordinator, plan, quote and organise materials and equipment for activities ensuring within budget.
   4. Assess and incorporate relevant training and support services for participants to increase knowledge and skills and address barriers, and liaise with the TES Employment consultants on a regular basis as a way to stay informed and share jobseeker information
   5. Ensure all vehicles and facilities are maintained and secured in accordance with organisational policy.
   6. Develop positive relationships with communities and stakeholders
   7. Advocate and adhere to Tangentyere Council occupational health and Safety policies and procedures.
2. **Major Accountabilities**

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| **ACCOUNTABILITIES** | **PERFORMANCE INDICATORS** |
| * **Transport Participants to and from activities** * Advocate strong work practices through participants attending activities and work-sites punctually, or communicate non-attendance, * Maintain accurate records of attendance * Assess and strategize how attendance can improve | * Participants have a sound understanding of workplace attendance practices * Participant punctual attendance and notification of non-attendance improves * Daily records of attendance are accurate and well maintained * Enter daily jobseeker attendance data in ECSN system in a timely manner 90% target * Contribute to team strategies to improve attendance |
| * **Develop, plan, consult and implement activity plans that are valued by the community, develop employability skills for the local labour market and are responsive to the needs and interests of job seekers** * Apply an inclusive approach to planning and developing activities with participants and communities. * Ensure activities include quality activity principals as per CDP guidelines. * Have a sound understanding of local employers and entry level work, to ensure activity skills and experience is aligned to relevant local labour market. | * Evidence of consultation in the development of the activity plan. * Activities to reflect a minimum of one quality activity principal. * Activities should reflect employability skills relevant to local employment opportunities. * Toolbox meetings are held daily Activity plans are displayed in an area where all participants can view. * AL is able to work flexibly around the activity plan where necessary. * Provide fortnightly WFD Activity progress report to the WFD Coordinator in a timely manner |
| * **Working with the WFD Coordinator, plan, quote and organise materials and equipment for activities ensuring within Budget.** Referencing the activity plan, cost out materials and equipment for the activity. * Following TES financial processes, seek quotes to ensure suitable equipment and materials are provided. * Work with the AMC to ensure the budget is not compromised. | * Materials and equipment are adequately sourced to meet activity requirements. * There is a smooth flow of activities and budget is well managed. |
| * **Assess and incorporate relevant training and support services for participants to increase knowledge, skills and address barriers.** * Assess and recommend standard training that should be incorporated within activity for participants to be better equipped with life skills or for employment. * Liaise with RTO around LLN being incorporated into activity, ensuring measures are being met, evidence collected. * Liaise with support services to periodically attend activities to provide relevant information to participants | * Have a healthy working relationship, with clear communication with stakeholders. * Activity plans reflect LLN and stakeholder visits. * Training recommendations submitted to AMC for approval. Ensure participants have all relevant information; assist in the coordination of training. * 5 x work ready jobseekers referred to the Employment and Retention Specialist each week |
| * **Ensure all vehicles and facilities are maintained and secured in accordance with organisational policy.** * Regularly inspect and report any damage to vehicles and facilities in accordance with Tangentyere policy * Clean and maintain vehicles and facilities on a regular basis. * Ensure vehicles and facilities are kept secured | * Weekly vehicle checks are carried out * Facility is kept clean and tidy on a daily basis, with periodical spring cleans as required * Ensure facility meets WHS standards by working with Safety Development Coordinator and AMC * All tools, equipment and resources are properly stored and maintained in accordance with organisational and OHS policies * Problems with equipment and related OHS issues are raised with Safety Development Office and AMC |
| * **Develop positive relationships with communities and stakeholders.** * Ensure WfD activities meet industry needs and requirements * Liaise with RTO’s to identify and incorporate training into WfD activities | * Strong relationship with stakeholders developed and maintained * WfD activities emphasise the development of Employability Skills * WfD activities meet the needs of Employers * WfD activities are beneficial to the Community |
| * **Adhere to Tangentyere Council Occupational Health and Safety policies and procedures** * Ensure Participants are trained in relevant OHS policies and procedures for activities being performed and equipment being used * Monitor participants to ensure safe practices are being followed | * Participants receive Occupational Health and Safety Induction and training * Daily toolbox meetings on safety and work schedule meetings are held prior to commencing activity * Protective Personal Equipment is used by participants where necessary * All activities are delivered in accordance with Tangentyere’s OHS policies and procedures and meet all relevant legislative standard |

1. **Relationships**

**Internal**

The role will liaise with a number of internal departments, including:

* Town Camp Community Centres
* Social Services

**External**

* Support Services
* Registered Training Organisations
* Community Service Organisations

1. **Competencies**

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| * Strong relationship building and mentoring skills, with the ability to engage * Effective interpersonal, written and oral communication skills and the ability to interact with people from a range of professional / social / cultural backgrounds. * Planning skills, with the capacity to include multiple considerations to meet requirements * An understanding of the Community Development Programme (CDP) with the ability to apply guidelines to development of activity and to inform participants * Experience working in and a knowledge of the CDP IT system * An understanding of budgets with the ability to contribute to the development of a budget to meet activity needs and requirements * The ability to address conflict management, intervene and prevent anti-social behaviour * An understanding of barriers to employment with the ability to research support services to assist * A strong understanding of OHS processes and practices with the ability to ensure the workplace is safe and participants learn to assist as well |
| **Tangentyere Core Competencies**   * Commitment * Teamwork * Communication * OHS * Cultural Awareness  1. **Qualifications and Selection Criteria**   **Essential:**   * An understanding of Aboriginal Culture and issues impacting Indigenous people in Alice Springs * Demonstrated ability of effective listening and communication skills * Working experience and knowledge of the CDP IT system and a broad knowledge of Employment Services and the Community Development Programme * An understanding of the barriers to employment and an ability to identify support services to assist in addressing barriers. * Ability to work constructively with employers, registered training organisations, community services and other stakeholders to increase opportunities for job seekers * Demonstrated ability of applying OHS practices * NT Drivers Licence, Ochre Card and Satisfactory Police Check * Desired – Trade qualification  1. **Verification**   **This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.**  **Position Holder: Name:**    **Date Effective:**    **Signature:**  **Manager: Name:**    **Date Effective:**    **Signature:** |
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