



# VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect  
Equality  
Honesty, Openness

JOB OVERVIEW			
<b>JOB TITLE</b>	CDP Assistant Manager		
<b>JOB LOCATION</b>	Regional Office	<b>WEEKLY HOURS</b>	Full Time
<b>DIVISION / DEPARTMENT</b>	Agency Services	<b>SALARY</b>	Level 8
<b>DIRECT REPORTS</b>		<b>WORKING CONDITIONS</b>	Travel is required including stays in remote communities
<b>REPORTS TO</b>	CDP Regional Manager	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.
POSITION DETAILS			
<b>JOB PURPOSE</b>	Primary function is implementing and managing a financially sustainable delivery model for the Community Development Program (CDP) to ensure contractual compliance and quality outcomes on community for all stakeholders. Support the CDP sites within the Victoria Daly Region and the CDP Regional Manager.		
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Assist with the management of the CDP contract.</li> <li>2. Establish and maintain positive and effective working relationships with Australian Government personnel and the contract management team.</li> <li>3. Monitor key performance indicators for each operational site and ensure contractual compliance.</li> <li>4. Monitor and manage subcontractor performance.</li> <li>5. Investigate complaints and take appropriate remedial action.</li> <li>6. Approve expenditure within delegation limits.</li> <li>7. Promote the achievement of targets that are consistent with achieving projected income and expenditure to sustain a financially viable contract.</li> <li>8. Actively manage the workforce employed in delivering the CDP contract.</li> <li>9. Set targets for individuals that achieve contractual outcomes and obligations.</li> <li>10. Monitor progress against individual development and training plans for each staff member.</li> <li>11. Conduct performance management and appraisal processes.</li> <li>12. Ensure all staff have the opportunity to participate in regular staff meetings.</li> <li>13. Submit reports to agendas for managers meetings and ordinary council meetings when required.</li> <li>14. Submit localised CDP updates to Local Authority agendas when required.</li> <li>15. Submit reports to the Australian Government as required in accordance with the performance management framework when required.</li> <li>16. Support the development and implementation of activity plans, budgets and standard operating procedures.</li> <li>17. Contribute to the achievement of objectives outlined in Council's strategic plans.</li> <li>18. In accordance with Council's Regional Plan and other relevant plans consulted with communities, oversee CDP jobseeker activities which contribute to personal, professional and community development.</li> <li>19. Establish host agreements with community stakeholders.</li> <li>20. Acquire and keep up-to-date knowledge of WHS matters.</li> <li>21. Gain an understanding of the nature of the operations of the Council and generally of the hazards and risks associated with those operations.</li> <li>22. Ensure that the Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.</li> <li>23. Consider safety as a factor in all budget decisions and be able to ensure that safety and welfare of workers is not compromised.</li> </ol>		

24. Proactively raise WHS issues at management level meetings and ensure WHS matters are considered at regular staff meetings.
25. Ensure that all workers (including contractors, sub-contractor and labour hire employees are made aware of and make use of hazard and incident reporting systems.
26. Ensure key hazards are appropriately managed through engineering/structural controls, administrative measures, etc.
27. Ensure that all staff participates in WHS training relevant to their roles.
28. Ensure that staff are issued with PPE (where required) uniforms, and equipment which is fit for purpose.
29. Travel and stay in remote communities to support sites as required.

**QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE**

**EDUCATION REQUIREMENTS**

Previous experience (essential) or Tertiary qualifications in a related discipline (desirable)

**EXPERIENCE & KNOWLEDGE REQUIREMENTS**

1. Significant experience in a relevant management role and/or employment services.
2. Ability to plan at an operational level to coordinate a range of activities across a number of teams.
3. Demonstrated work organisational skills to develop, manage, motivate and control work teams to achieve contractual and organisational goals and objectives.
4. Demonstrated expertise, research skills and innovation to resolve complex problems.
5. Excellent oral communication skills.
6. Ability to write non-standard correspondence, reports, submissions and proposals that require original content.
7. Well-developed word processing and computer application skills.
8. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities.
9. Ability to provide effective leadership in a cross-cultural environment.
10. Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace.
11. Qualifications relevant to the role, or equivalent experience.

**OTHER REQUIREMENTS**

1. Previous experience living and working in remote communities.
2. Previous experience of applying for, managing and acquitting Federal and/or NT grants.
3. Experience and/or qualifications in human services, employment services, community welfare, social work or community development.
4. Ability to process comprehensive information on computers and online platforms.

**PHYSICAL REQUIREMENTS**

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.

REVIEWED By  
JANELLE ISZLAUB  
CDP REGIONAL  
MANAGER



DATE  
REVIEWED

8/3/21

APPROVED By  
RUSSELL ANDERSON  
CHIEF EXECUTIVE  
OFFICER



DATE  
APPROVED

8/3/21