





JOB OVERVIEW			
<b>JOB TITLE</b>	CDP Activity Supervisor		
<b>JOB LOCATION</b>	Various	<b>WEEKLY HOURS</b>	38
<b>DIVISION / DEPARTMENT</b>	Agency Services	<b>SALARY</b>	Level 4
<b>DIRECT REPORTS</b>		<b>WORKING CONDITIONS</b>	Work in remote areas
<b>REPORTS TO</b>	CDP Employment Supervisor	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.
POSITION DETAILS			
<b>JOB PURPOSE</b>	The CDP Activity Supervisor is an important part of the CDP site team and will develop, lead job seeker activities and support training activities for job seekers ensuring quality outcomes on community for all stakeholders. Be able to work with limited direct and still achieve weekly and monthly performance targets.		
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Lead job seeker activities and support training activities for job seekers.</li> <li>2. Other reasonable duties as directed by the CDP Employment Coordinator or CDP Employment Supervisor.</li> <li>3. Engage with the local community to deliver job seeker services that are culturally, socially and environmentally appropriate.</li> <li>4. Build trusting relationships with colleagues and job seekers.</li> <li>5. Support and motivate jobseekers to attend identified activities, trainings and appointments.</li> <li>6. Work with all departments of the Victoria Daly Regional Council and other stakeholders to optimize outcomes for job seekers, employers and the local community.</li> <li>7. Attend formal performance reviews and performance management meetings and participate in regular staff meetings.</li> <li>8. Attend job related training as required in accordance with individual training plans.</li> <li>9. Gain a working knowledge of Council policies and procedures.</li> <li>10. Develop simple plans for job seeker activities.</li> <li>11. Update Job seekers records in required systems.</li> <li>12. Meet weekly and monthly performance targets.</li> <li>13. Write simple documents and complete forms as required.</li> <li>14. Attend staff meetings and report on the progress of CDP activities.</li> <li>15. In accordance with the Community Action Plan, oversee CDP jobseeker activities which contribute to personal, professional and community development.</li> <li>16. Acquire and keep up-to-date knowledge of WHS matters.</li> <li>17. Proactively raise WHS issues and ensure WHS matters are considered at regular staff meetings.</li> <li>18. Gain an understanding of the nature of the hazards and risks associated with operations relevant to the business unit.</li> <li>19. Ensure that all workers and job seekers are made aware of and make use of hazard, incident and risk reporting systems.</li> <li>20. Ensure that all job seekers participate in work, health and safety training relevant to their workplace activities.</li> <li>21. Ensure job seekers are issued with protective equipment (where required), uniforms and equipment which is fit for purpose.</li> </ol>		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
<b>EDUCATION REQUIREMENTS</b>	Tertiary qualifications in a related discipline (desirable) or previous experience (essential).		
<b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Experience working with job seekers in remote areas.</li> <li>2. Ability to perform daily work tasks and comply with safe work policies and procedures.</li> </ol>		

	<ol style="list-style-type: none"> <li>3. Ability to develop simple work plans for job seeker activities and organise resources required to undertake activities.</li> <li>4. Work organisation skills are required to communicate with other team members to achieve performance targets.</li> <li>5. Oral communication skills to respond to enquiries and requests.</li> <li>6. Written communication skills to complete standard forms.</li> <li>7. Ability to develop good working relationships with a range of stakeholders.</li> <li>8. Demonstrated ability to communicate effectively and sensitively with Indigenous people.</li> <li>9. Demonstrated experience or awareness of issues affecting people in remote indigenous communities.</li> <li>10. Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace.</li> </ol>		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> <li>1. Previous experience living and working remotely.</li> <li>2. Possesses a skill set (trades, textiles, cooking, IT, personal finance etc.) that will add capacity to the sites CDP activity development and implementation.</li> <li>3. Criminal History Check (recent within 3 months)</li> <li>4. Working with Children's Clearance (current)</li> </ol>		
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	12/3/21
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	12/3/21