



JOB OVERVIEW			
JOB TITLE	NDIS Manager		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Agency Services	SALARY	9
DIRECT REPORTS	NDIS	WORKING CONDITIONS	Based in Katherine Regional Office, remote travel required and stays in remote communities, First Aid Certificate, Current Criminal History check (within 3 months),
REPORTS TO	CEO	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021 - 2023.
POSITION DETAILS			
JOB PURPOSE	The NDIS Manager will oversee the leadership and management of the NDIS Program, Ensuring the efficient and effective delivery of the program in the region.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Management of the NDIS program and provide strategic advice and support to Council, management and Staff on community. 2. Manage, lead and develop high performance teams that are appropriately staffed with systems in place for professional development and performance management. 3. Liaise with Support Team in Katherine on daily operations, informing the CEO of emerging issues within the programs delivery. 4. Oversee Staff on five communities with the preparation of agendas and participate in team meetings and case management meetings as required. 5. Ensuring compliance, assist in the planning, coordination, delivery and evaluation of all NDIS services and ensure they are implemented, financially sustainable and are in accordance to funding contractual requirements. 6. Monitor and record all continuous improvement within program delivery. 7. Successfully submit reports in accordance to the NDIS requirements for program. 8. Management and coordination of Compliance and Financial audits undertaken in NDIS. 9. Conduct reviews on Consumer profiles in Etools and ensure the Etools data base is maintained, accurate information and is up to date. 10. Ensure that budgets in etools comply with requirements of Individual participants. 11. Monitor and ensure NDIS portal is up to date and reflective of delivery of service. 12. As required provide and complete reports to CEO and Council. 13. Where possible promote and develop the programs accessibility, range and level of service delivery within approved budget parameters / including ability to seek further funding when required. 14. Approve purchase orders and Invoices while maintaining budget parameters 15. Investigate and access areas of social needs within the community and plan effective responses when required or directed by Regional Manager or CEO. 16. Work in conjunction with Grants Coordinator in supporting grant opportunities that reflect community needs, the development and implementation of regional service strategies and entering negotiations with government bodies in the sourcing, review and reassessment of grant funding. 17. Establish and maintain effective relationships with appropriate departments of the Northern Territory and Australian governments and agencies relevant to NDIS 		

18. Ensure that all relevant proposals or decisions of government and their agencies affecting the areas of NDIS are monitored and appropriate action taken and information provided to the CEO and Council.
19. Monitor that all new employees are inducted into their workplace and all appropriate commencement forms and compliance documents have been completed and submitted to Human Resources.
20. Liaise with Council Human Resources department to ensure employee files are kept up to date with details of any training courses attended and certificates achieved.
21. Monitor that all recruitment related paper work including community advertising, interviewing, request to fill vacancies ect are completed and submitted to Human Resources.
22. Oversee that timesheets and leave forms are submitted and timesheet summary is prepared for each pay fortnight and approve.
23. Monitor and oversight of all maintenance and improvements for Assets.
24. Ensure the policies and procedures of the Council are adhered to and all resources are effectively deployed.
25. Ensure participants access supports that promote, uphold and respect their legal and human rights and enables them to exercise informed choices and control. The provision of supports promotes, upholds and respects individual's right to freedom of expression, self-determination and decision making.
26. Ensure robust governance and operational management systems. This includes the management of risk, quality information, feedback / complaints, incidents, HR, continuity of supports, emergency and disaster
27. Provide each participant with access to the most appropriate supports that meet their needs, goals and preferences.
28. Oversee and make sure each participant accesses supports in a safe environment that is appropriate to their needs.
29. Act with sensitivity, confidentiality, courtesy and discretion at all times.
30. Carry out any other duties as requested and directed by the CEO, HR or Council.

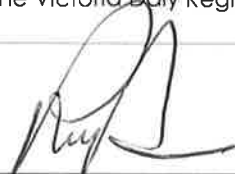
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS

- Tertiary qualifications in Aged Care / Disability, Finance, Management or similar (essential)
- A Current First Aid Certificate (essential)
- Current open NT drivers licence (essential)

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Demonstrated experience in leadership roles in delivering high quality NDIS services.
2. Demonstrated ability to manage and support high quality service delivery including achieving and maintain registration and accreditation, strategic planning, financial management, business planning, staff mentoring, coaching and supervision
3. Demonstrated high level communication skills both written and oral including the capacity to prepare performance reports, operational and work plans, business cases, secure community investment and stakeholder engagement.
4. Excellent communication and advocacy skills with the ability to effectively manage complex situations
5. Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context.
6. Previous experience in working with Indigenous people or in situations requiring sensitivity to cultural differences. Demonstrated ability to travel remote.
7. Understanding of the NDIS
8. Proven experience or ability to successfully managing and monitoring NDIS services programs and fulfil financial obligations to program areas in accordance to guidelines
9. A demonstrated ability to meet strict compliance requirements and implement change
10. Provide proved finance experience in order to develop and maintain program areas and meet strict compliance regulations in accordance to the Department

	<ol style="list-style-type: none"> 11. Demonstrated experience in effectively developing and maintaining strategic relationships with stakeholders, including all levels of local government, other levels of government and the community 12. A capacity to lead change management and to develop and implement organisation development programs and initiatives 13. Proven ability to work effectively as a member of a diverse team and contribute to an innovative and positive working environment that motivates and supports people to achieve high levels of performance 14. Proven ability to work independently and work well under pressure 15. Proven ability to provide support, development, programming, advice and training for community development initiatives 16. Proven ability to oversee the financial management for the Community Services programs to achieve maximum benefit from all resources 17. Sound knowledge of the principles of Occupational Health & Safety 18. Thorough knowledge of and ability to meet all the NDIS Practice standards 19. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff. 20. Sound knowledge of etools data base program
<p style="text-align: center;">OTHER REQUIREMENTS</p>	<ol style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. Working with Children's Clearance 3. A Current NT Drivers licence 4. The occupant must be prepared to travel throughout Councils region spending time in our Communities away from home.
<p style="text-align: center;">PHYSICAL REQUIREMENTS</p>	<p>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 2021 -2023.</p>
<p style="text-align: center;">APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="363 1019 598 1205" style="text-align: center;">  </div> <div data-bbox="810 1059 997 1191" style="text-align: center;"> <p>DATE APPROVED</p> </div> <div data-bbox="1077 1079 1380 1214" style="text-align: center;"> <p>9/2/2022</p> </div> </div>

