



**Victoria Daly**  
REGIONAL COUNCIL

# CDP Activity Officer

## OUR VISION

*To strengthen our region through fostering  
development, growth, and social wellbeing*  
**"Moving Forward Together"**

## POSITION DESCRIPTION

<b>REPORTS TO</b>	CDP Regional Manager	<b>CLASSIFICATION &amp; HOURS</b>	Level 1 – 2 Various
<b>DIVISION</b>	CDP	<b>LOCATION</b>	Community Based

### JOB PURPOSE

The CDP Activity Officer is an important part of the CDP site team. It will assist with CDP activities and support training for participants ensuring quality outcomes for the participant.

### DUTIES AND RESPONSIBILITIES

1. Work closely with the CDP Activity Supervisor or CDP Builder Trainer with supervision of participants and assisting participants in their activity.
2. Build trusting relationships with colleagues and participants.
3. Support and motivate participants to attend identified activities, training, and appointments.
4. Work with all departments of the Victoria Daly Regional Council.
5. Attend formal performance reviews and performance management meetings and participate in regular staff meetings.
6. Attend job-related training as requested in accordance with individual training plans.
7. Gain a working knowledge of Council policies and procedures.
8. Assist with ideas for developing simple plans for participant activities.
9. Write simple documents and complete forms as required.
10. Attend staff meetings and give feedback on the progress of CDP activities.
11. Acquire and keep up-to-date knowledge of WHS matters.
12. Proactively raise WHS issues and WHS matters when recognised.
13. Gain an understanding of the nature of the hazards and risks associated with CDP activities.
14. Ensure that all employees and participants are made aware of and make use of hazard, incident, and risk reporting systems.
15. Ensure that all participants participate in work, health, and safety training relevant to their workplace activities.
16. Ensure participants are issued with protective equipment (where required), uniforms, and equipment which is fit for purpose.
17. Other reasonable duties as directed by the CDP Employment Coordinator or CDP Regional Manager.

### EDUCATION REQUIREMENTS

1. Tertiary qualification in a related discipline (desirable) or previous experience (essential).

### EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Ability to perform daily work tasks and comply with safe work policies and procedures.
2. Ability to assist with simple work plans for job seeker activities and organise resources required to undertake activities.
3. Work organisation skills are required to communicate with other team members to achieve overall goals.
4. Good verbal communication skills to respond to enquiries and requests.
5. Written communication skills to complete standard forms.
6. Ability to develop good working relationships with participants and staff.
7. Have basic knowledge to be a safety teacher and maintain a safe workplace.

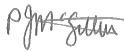
**OTHER REQUIREMENTS**


- 1. *Criminal History Check (recent within 3 months)*
- 2. *A current Working With Children's Card.*
- 3. *A current Drivers Licence.*

**EMPLOYMENT CONDITIONS**

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 2023-2025.

**ACKNOWLEDGEMENT**

**CDP REGIONAL MANAGER:**  **DATE APPROVED:** Aug 2, 2023

**CHIEF EXECUTIVE OFFICER:**  **DATE APPROVED:** Aug 2, 2023

