

Applications And Enquiries: E: trans@transremote.com.au or Ph: 0419 599 617.

Paupiyala Tjarutja Aboriginal Corporation Tjuntjuntjara (WA)

Location: Tjuntjuntjara Community in the Spinifex Lands, WA

Spinifex People

The Spinifex people are represented by the Pila Nguru Corporation, the native title representative body in the Spinifex native title area. Within this area, Paupiyala Tjarutja Aboriginal Corporation manages services at Tjuntjuntjara community which has a population of approximately 170 people. The Tjuntjuntjara Community Resource Centre is a not for profit, community managed organisation servicing the remote community of Tjuntjuntjara and is also part of a network of over 100 Community Resource Centres located in small rural communities in WA. Tjuntjuntjara is an alcohol free community.

JOB DESCRIPTION

Position Title:	Community Resource Centre Coordinator
Responsible to:	WA Community Resource Centre Network, PTAC Board and reports to the Community Operations Manager
Position Description:	This position facilitates the smooth operation of the community resource centre in Tjuntjuntjara. The Coordinator facilitates a process of capacity building, delivering services and information on behalf of the government and other agencies, and developing and negotiating partnerships and business opportunities for the benefit of the community. This position also acts as a Centrelink Agent.
Salary & Conditions:	See Below
Location:	Tjuntjuntjara Community, Great Victoria Desert, WA

Position Overview

The Tjuntjuntjara Community Resource Centre aims to deliver consistent and appropriate core services identified as missing from the community of Tjuntjuntjara. The Tjuntjuntjara CRC is a part of a State-wide Network of similar CRC's delivering services of a similar nature to their community.

This position Coordinates the operations of the Community Resource Centre with some operational input from its Management Committee. The Management Committee is responsible for overall direction and policy development for the Centre and guides the Coordinator in high level management operations. The Coordinator ensures the CRC operates to deliver outcomes in conjunction with the Management Committee and coordinates Network-wide initiatives that are relevant to the community.

Reporting Relationship

This position reports to the Community Operations Manager who is responsible to the Tjuntjuntjara Resource Centre Management Committee. The Tjuntjuntjara CRC Committee reports to the Western Australian Community Resource Centre Network.

Statement of Duties Community Resource Centre Operations

1. **1. Coordinate** the day to day operations of the CRC in accordance with set procedures
- 1.2 **Administer** the requirements of all information handling systems (computer and hardcopy) as established in conjunction with the Management Committee with the objective of reviewing when appropriate
- 1.3 **Coordinate** the technical requirements of computer based work including the generation of documents, seeking complex information and solving problems when technical difficulties arise
- 1.4 **Coordinate** the CRC's internal communications to ensure staff are kept informed and have the opportunity to comment on Resource Centre operations and Management Committee decisions.
- 1.5 **Coordinate** clear information exchange with the community, public in general and to other entities requiring information from the CRC
- 1.6 **Liase** with Network partners and other bodies as appropriate to achieve the CRC's required outcomes
- 1.7 **Design and deliver** products, services and promotional activities that meet the needs of the CRC's community as defined in CRC marketing plan
- 1.8 **Supervise** staff (employees and volunteers) with the support of the Management Committee to ensure smooth workflow for the CRC
- 1.9 **Identify and coordinate** training and professional development opportunities for Coordinator, staff, volunteers and management committee. Further, provide and support community capacity building through education and support.
- 1.10 **Coordinate the** financial requirements of the CRC including the reconciliation of financial ledgers and contribute to the preparation of the annual budget and business plan with the Management Committee.
- 1.11 **Seek out, apply for and coordinate** the budgets of additional funding on behalf of the Management Committee to ensure that the CRC can achieve agreed outcomes.
- 1.12 **Demonstrate** Leadership when undertaking the duties of the Coordinator by challenging obstacles, enabling others to act, inspiring a shared vision and modelling the way ahead.

1.13 Provide a resource which supports social networking, development of community IT skills, and connection to the wider network of communication through information and Communication Technologies (ICT).

State-Wide Network Initiatives

2.1 **Coordinate** the requirements of State-wide Network and Regional Network initiatives with the support of the Management Committee and as applicable to the CRC's community.

2.2 **Undertake** other duties as agreed with the Management Committee

Centrelink

- Act as a Centrelink agent,
 - Facilitate access for Centrelink recipients to Centrelink services
 - Assist with training community members to lodge Centrelink forms online
 - Assist community members to lodge applications for drivers licenses, Proof of ID cards, TFN application forms and other forms as required
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SELECTION CRITERIA

Qualifications

Tertiary qualifications in a relevant field and a minimum of 3 years' experience in a managerial position.

Skills and Abilities

Employees in this grade perform duties using a more extensive range of skills and knowledge than those at Level 1. They are responsible and accountable for their own work, and are responsible for the supervision of others with limited support from the Management Committee. They exercise initiative, discretion and judgement in the organisation of work and have some responsibility for operational outcomes.

These skills are at a desirable level at the first increment of Level 2 with the objective of reaching full Level 2 capacity where these skills and abilities will be essential.

Procedural:

Knowledge of procedures
Organisational skills
Time management
Data collection and reporting

Information Handling:

Ability to handle information (both computer and hardcopy) and analyse systems of information handling in a manner that is appropriate for the CRC

Technical:

Computer skills to format documents and retrieve complex information on the computer and an ability to set up, operate and solve technical problems with computers and other equipment

Communication/Interpersonal:

Internal

Ability to engage staff in productive interaction and communication with regards to Management Committee decision making and operational staff functioning

External

Ability to facilitate the engagement of clear communication when the CRC is delivering on customer service requirements

Ability to represent the CRCs standing on certain subjects to a variety of groups

Ability to communicate in writing on ideas and advice in a clear and appropriate manner

Marketing/Promotion:

Ability to undertake basic or assist in the development of a market plan to develop and deliver relevant services and products and further promote those with the assistance of the Management Committee

Supervision:

Able to supervise the workflow of employees and volunteers and resolve day to day operational problems of those individuals with limited direction

Business/Financial:

Ability to undertake financial records management and contribute to the preparation and monitoring of CRC budgets and business plans

Ability to seek out, apply for and coordinate additional funding with limited direction or support

Leadership:

Demonstrated leadership qualities that show a willingness to challenge obstacles, enabling others to act, inspiring a shared vision and modelling desired behaviours for progress

Project management:

Ability to plan and coordinate projects designated by the State Network and endorsed by the management Committee

Cross Cultural:

A genuine interest in working cooperatively with traditionally-oriented Aboriginal people

Good understanding of community development and capacity building

Strong cross cultural communication skills

Demonstrated knowledge of and successful outcomes in government funding programs relating to community development in Indigenous communities

Experience working in a remote area Aboriginal community

Salary Package

- Base Salary: \$53,040 per annum
- District Allowance: \$4,333

- Superannuation: 9%
- Annual Leave: 4 weeks with 17.5% leave loading
- Public Holidays: Up to 2 weeks without leave loading for working public holidays.
- Remote leave; 1 week for every three months service (3 weeks per year - cannot be taken with annual leave)
- Relocation: Relocation from the applicant's place of recruitment as per rates outlined in the Aboriginal Communities and Organisation Award (WA)
- Salary sacrificing: As per the organisation's salary sacrifice policy and subsidized accommodation (dependant on the applicant's circumstances).
- Probation period: 3 months
- Rent \$23 per person per week

<http://www.tjuntjuntjara.crc.net.au/>
