

## **POSITION DESCRIPTION**

Title	<b>Community Development Advisor</b>
Award	<b>Social, Community, Home Care &amp; Disability Award 2010</b>
Level	<b>Salaried position (access to Salary Packaging is available)</b>
Position Status	<b>2 year Fixed term contract</b>
Location / Base	<b>Ngaanyatjarra Lands</b>

### **PURPOSE OF POSITION**

Under the direction of Ngaanyatjarra Council Aboriginal Corporation (NCAC) provide specific and effective advice on all matters related to the administration of community, ensuring that the policies and aspirations of the community are effectively pursued.

To liaise with a wide range of individuals and organisations in the operations of the community and the securing of resources to further the interests of the community

### **REPORTS TO**

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- General Manager - Community Services & Development, NCAC
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### **SUPERVISES**

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- Office Manager/Case Manager (OM) Municipal Services Officer (MSO), Community Development Program (CDP) staff, Store/ Roadhouse Managers
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### **ABOUT NGAANYATJARRA COUNCIL**

Ngaanyatjarra Council was incorporated in 1981 with the aim of supporting the development of all Ngaanyatjarra people. At the core of this work was assisting the Ngaanyatjarra Communities to be strong and sustainable with reliable essential services, air transport, bookkeeping, agency and road transport, fuel distribution, health services, community services and improved housing.

Ngaanyatjarra Council (Aboriginal Corporation) represents the interests of around 2000 Ngaanyatjarra, Pintupi and Pitjantjatjara people living in 12 communities in the Central Desert region of Western Australia.

Today, Ngaanyatjarra Council is one of the largest Indigenous Corporations in Australia and has grown to be the major representative body for Ngaanyatjarra people. Ngaanyatjarra Council is also the parent and ultimate holding company of the Ngaanyatjarra Corporate Group which includes the following entities:

- Ngaanyatjarra Services (Aboriginal Corporation)
- Ngaanyatjarra Health Service (Aboriginal Corporation)
- Indervon Pty Ltd
- NATS (Ngaanyatjarra Agency and Transport Service)

## **Key Responsibilities**

### **1. Administration:**

- Ensure compliance with the communities' obligations under the NCAC's CDP and Municipal Service (Muns) Agreements through supervision of relevant community staff and liaison with NCAC and other relevant bodies
- Act as community administration contact point and provide community and its Council with regular advice and reports on all project activities
- Manage community staff employed by the community or NCAC to include:
  - Managing the office environment efficiently ensuring that correspondence is addressed promptly and up-to-date records are kept on all administrative matters
  - Planning and supervising daily work program of community office staff;
  - Monitoring community staffing structure taking into account CDP workers
  - Providing leadership community employees to include ensuring teamwork, effective meetings and the adequate flow of information between employees and the community.
- Oversee and assist with the administration of community meetings and elections in line with its Constitution to include calling and arranging Annual General Meetings and General Meetings with adequate notice, preparation and distribution of agenda, keeping of minutes, following up recommended actions and providing constitutional advice

### **2. General Management:**

- Ensure the effective recruitment, orientation, management, support, education, training and development of staff, including monitoring of probation periods;
- Cooperate with Ngaanyatjarra Services (NGS) to maintain a financial system that meets the requirements of funding agencies, accountants and auditors;
- Cooperate with NGS and NCAC to control and monitor all funds by maintaining purchase order books, cash books, assets register and ensure security of cash and records;
- Provide the Community with regular advice on the funding situation of each project;
- Ensure the safe and correct use of Community Council equipment;
- Document and implement procedures relating to the efficient operation of the Community, to ensure continuity and consistency in activities;
- Liaise with CDP team to identify and support potential training for community members
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### **3. Community Operations and Development:**

- Encourage the community to be fully involved in community decisions, activities and development
- In conjunction with the Community Council develop and implement policies and procedures that are safe and without risk to health, for all areas of the community including work activities
- Provide assistance, advice and coordinate support in all matters pertaining to the cultural, economic and social development of the community and its members;
- Plan and assist with the organisation of social and cultural activities;
- Liaise with NCAC staff, government bodies and other organisations to promote the interests of the Community;  
Liaise and consult with the community, NCAC and employees on community needs, issues and development;

- **Community Safety:**

- Assist the community in ensuring that relevant laws are observed;
- Assist in the resolution of disputes relating to the activities of the Community and or individuals;
- Advise the community and individuals in relation to dealings with government departments, police and other bodies;
- Compile incident reports for Police as required.

### **4. Reporting and Accountability**

- Report in writing to the Community Council and NCAC on the following matters at such intervals as required from time to time by the Community Council and the NCAC;
- Action completed in relation to matters on the Register of Resolutions' relevant to Community meetings, particularly AGM's;
- Major administrative matters dealt with;
- Progress report on all ongoing and approved projects, on both administrative and financial aspects

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### **5. Liaison**

- Ngaanyatjarra Council as applicable, community Chairperson & Council, community staff. CDP team and other NCAC or Ngaanyatjarra Services staff. It is imperative that all such liaisons are carried out in a collaborative manner; there will often be synergies which may be shared.
- Staff of other communities in the Ngaanyatjarra Lands, Ngaanyatjarra Health, Ngaanyatjarra Services, Centrelink, Government Departments both State and Commonwealth, Police, Local Government, WA Education Department, Department of Human Services and Health, visitors to the community, Consultants.

## **6. Accountability**

- While the CDA shall have a wide ranging administrative powers, the exercise of those powers will be done in the recognition that it is the Community through its Community Council, which is responsible for making decisions in relation to many aspects of Community life and that the Community Development Advisor must act in accordance with the directions of the NCAC with inclusion of the Community Council.

## **7. Additional responsibilities**

### **Ngaanyatjarra Council Regional Housing Program (NCRHP)**

- When requested assist with arranging Community Council meetings, NCRHP will provide a minimum of one week's notice, unless the Community request otherwise; or assist in Community Council endorsements being obtained where required
- Regularly update NCRHP staff of Community member's movements, in particular when someone may be in jail or is known to have permanently relocated, or when new families arrive in the Community;
- Assist with collecting signatures for Centrelink/wage deduction forms to be scanned and emailed to NCRHP;
- When possible, provide contractor or staff accommodation;
- Liaise with Store/Roadhouse Managers to negotiate storage space for building/housing materials;
- Use collaborative judgment when NCRHP ask to use forklift to unload goods or backhoe when conducting Community cleanup days.

## **SELECTION CRITERIA**

### **Essential**

- A strong commitment to the principles of Aboriginal self-determination and an understanding of Aboriginal history culture and contemporary Aboriginal political, social, cultural and economic issues
- Demonstrated ability to build and maintain relationships with a wide range of stakeholders including the ability to provide accurate, timely and appropriate services to clients
- Well-developed work management, time management and organisational skills including the ability to effectively assign and manage workloads and identify resource needs
- High level of judgement and decision making skills, including the ability to solve problems and resolve conflicts in a sensitive and appropriate manner
- Well-developed team leadership skills including the ability to develop and maintain team cohesion and to translate strategies and plans into actions
- High level of oral and written communication skills including the ability to communicate information coherently and concisely in a cross cultural environment
- Ability to work extended hours as required and cope with living in a remote location

**Desirable**

- Relevant tertiary qualification in management or administration
- Understanding of Local Government structures and processes
- Experience in community management and staff supervision and training, in particular in Aboriginal Communities;
- Experience in the management of municipal, CDP and / or essential service programs
- Experience in the preparation and management of financial budgets
- Basic knowledge of the responsibility of an Employment Services provider

**Applications and Enquiries:** E: [trans@transremote.com.au](mailto:trans@transremote.com.au) Tel: [0419 599 617](tel:0419599617)