



POSITION DESCRIPTION

Position Title	Regional Manager – Western Deserts
Division	Community Development Programme (CDP)
Work Location	Western Deserts
Hours of Work	Monday to Friday 8:00am – 4:00pm
Reports To	Chief Executive Officer
Status (FT PT, Casual)	Full Time
Salary Band	Band 5 – Leadership Group
Award	Labour Market Assistance Award 2020
Classification	A7.1 Manager Grade 2
Delegated Authority	In accordance with AAC Delegations and Authorities Policy
Probationary Period	3 months: Probation Review 6 months: Progress Review 12 months: Annual Performance Review The Performance Management System provides the platform to measure employee progress, including the following: <ul style="list-style-type: none">• Individual Performance & Training Plan• Half yearly Informal Review• Annual Performance Appraisals
Travel Required	Within WA
Intent	Forming part of the Executive Management Team, the Regional Manager is integral to the high performance of the Community Development Programme (“CDP”) by holding accountability for program delivery in the Western Deserts region. Crucial to the role is the ability to: <ul style="list-style-type: none">• Think and plan strategically in conjunction with the Executive Management Team to achieve organisational objectives;• Utilise your leadership skills to lead, manage and develop teams of culturally diverse staff located across a large geographical area;• Develop and maintain productive relationships within the community, local Indigenous organisations, peak bodies, businesses, not-for profit organisations, government departments and other key stakeholders;• Have a working understanding of project management lifecycles;• Be accountable for the business operations of the Community Development Programme in line with budgets, service delivery plans and performance frameworks. Pivotal to the role is an ability to travel throughout the region in order to develop staff and contribute to implementation of strategic initiatives as devised by the Executive Management Team.
Specific Duties	Leadership <ul style="list-style-type: none">• Lead and motivate culturally diverse staff, through provision of coaching/mentoring and identification of training/development needs to ensure they have the knowledge and support to perform their role in a quality manner.• Ensure AAC is considered a leading community-based organisation in terms of client service and program delivery credibility Performance Indicators <ul style="list-style-type: none">• AAC is recognised as an employer of choice, particularly for Aboriginal people.• A positive culture of sharing, support, communication and cooperation is promoted.

-
- Performance and/or behavioural issues within teams or by individual staff members is addressed in a fair and transparent manner.
 - Staff are actively consulted and engaged in a learning and development framework which meets organisational priorities and individual learning needs.
 - Staff are supported to understand their roles, their KPIs and are encouraged to perform in a proactive manner.
 - A culture of staff reward, recognition and acknowledgement is practiced.
 - Lead by example with all behaviors and actions congruent with AAC Policies and Procedures.

Relationships

- Establish and maintain productive relationships within the community, local Indigenous organisations, peak bodies, businesses, not-for profit organisations, government departments and other key stakeholders.
- Ensure relationships are founded upon integrity, are congruent with AAC objectives and are mutually beneficial.

Performance Indicators

- Positive relationships with new and existing partner organisations, referral agencies, community members and the like are sought out, promoted and maintained.
- Partnerships and strategic relationships which add value to program delivery are pursued.
- A cooperative relationship with government departments and other funding bodies is maintained.
- AAC takes a lead role in effective development of and representation on relevant interagency and/or external committees, inclusive of working forums and parties and community events.
- AAC is represented in public forums and professional development is maintained via attendance at conferences and workshops.

Contract Management and Performance

- Hold responsibility for performance, contractual compliance and reporting requirements of employment programs.
- Maintain a high level of understanding of, and compliance with, contractual requirements including all guidelines and correspondence issued by funding bodies.

Performance Indicators

- Consistent high-level performance (as appropriate to the funded program) is achieved against established benchmarks.
- No contractual breaches or performance related matters are identified by funding bodies.
- All reporting, acquittal and/or performance review reports are submitted.

Service Delivery

- Hold responsibility for delivery of business operations in line with budgets, service delivery plans and performance frameworks, that are prepared and reviewed in conjunction with the Chief Executive Officer.

Performance Indicators

- A Regional Labour Market plan which translates to workforce development strategies for major employers in the Region is maintained.
 - A comprehensive post placement support strategy which includes developing retention risk strategies, addressing immediate support needs; documenting job seeker progress; and supporting job skills development is maintained.
-

- Delivery of a broad range of quality skills-based Activities which actively engage job seekers are developed and maintained.
- An integrated culturally appropriate case management framework is utilised to drive job seeker engagement and effective and efficient assessment and related intervention support.
- Service expenditure patterns, and other processes to improve service profitability and efficiency are reviewed.
- Regular monitoring and evaluation of performance to foster an environment of continuous improvement.
- Provision of regular internal and external service delivery reports.

Aboriginal Ways of Working

- Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities.

Performance Indicators

- Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures.

Work Health and Safety

- Safe workplaces and environments are provided and maintained for Staff, Job Seekers and external stakeholders.

Performance Indicators

- A positive workplace culture free of bullying, harassment and discrimination is promoted.
- All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken.
- Immediate intervention occurs wherever unsafe work practices are observed.

Quality in all We Do

- All operations are conducted with a commitment to quality which align with the quality management principles which underpin AAC's accredited Quality Management System.

Performance Indicators

- Operations are conducted in accordance with AAC's Quality Management System.
- Feedback from job seekers and external clients demonstrates quality services are provided.
- Formal Provider Performance feedback attests to the delivery of quality service

Requisite Training

Courseware from Ashburton Academy to be completed within probation period include:

1. Course relating to staff management
2. Course relating to cultural awareness

Selection Criteria

Essential

- Minimum three (3) years' experience in leadership roles in community or employment-based organisation sectors (or similar).
 - Substantive evidence of ability to lead and manage culturally diverse teams with a positive and professional approach within a structured performance management framework.
 - Demonstrated ability to achieve outcomes through effective and efficient resource management (financial, physical and staff).
 - Effective interpersonal and communication skills, including the ability to consult, negotiate and liaise with a diverse range of people to achieve required outcomes.
 - Demonstrated project planning, time management and delegation skills.
-

-
- Previous experience working with Aboriginal Australians and/or organisations and/or a demonstrated understanding of the social, economic and environmental factors impacting on remote communities.
 - Excellent written and reporting skills with demonstrated competence in Microsoft Office products and IT platforms.
 - Driver's licence.
 - National Police Clearance provided and to the satisfaction of employer.

Desired

- Tertiary qualifications in management.
 - National Disability Insurance Scheme management.
 - Demonstrated experience in managing performance-based government contracts.
 - Knowledge of WHS regulations and demonstrated practical experience in administering WHS requirements within an organisational context.
-