

Position Description

POSITION DETAILS			
Position Title	First Nations Programs – Team Leader – Careers		
Reports to	First Nations Programs – Regional Manager		
Business Function	First Nations	Contract Term	ARRCS Enterprise Agreement
Direct Reports	2-5	Classification	SCAHDS Level 5.1-5.3 pending prior experience
Indirect Reports	0	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Consumers within our care and their families/relatives Operational Team Members and Front-Line Leaders
External Key Relationships	Collaborate with third parties providing services to the organisation

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
First Nations – Team Leader - Careers provides management and/or support for First Nations initiatives and programs related to respect for and collaboration with the Aboriginal culture in alignment to Reconciliation Action Plan. This includes but is not limited to the responsibility for program management and delivery of programs that lead to positive outcomes for First Nations people.
This role contributes to the increased participation of First Nations Careers participation across the organisation through Employment Programs including Entry Pathways, Traineeship Programs and Fulltime Employment in conjunction with the People and Culture Team.

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KEY RESPONSIBILITIES

Programs

- Lead the day-to-day planning, coordination and reporting of First Nations programs team direct reports and its activities including leave planning and timesheet management.
- Plan and monitor project budgets and track expenditures including maintaining and managing the project related financial administration.
- Manage communications through Marketing, Media relations, social media teams.
- Work collaboratively with key stakeholders to implement and achieve positive outcomes for Aboriginal and Torres Strait Islander initiatives throughout the organisation.
- Create presentations, summaries and informative materials to ensure better communication and companywide understanding of the program to support growth and program development.
- Build and maintain mutually beneficial relationships that support and enhance the organisations capacity to deliver services to Aboriginal and Torres Strait Islander people.
- Utilise local networks with Aboriginal and Torres Strait Islander communities to promote reconciliation and positively represent ARRCS during engagement.
- Manage, deliver and complete all assigned actions on Reconciliation Action Plan by established due dates.
- Successful engagement and ability to fill required positions needed for Trainees, Apprentices and Pathway Programs
- Proactively source, write and secure grants to increase ability to fund programs and initiatives ensuring a low impact for financial business cost.

First Nations Trainees

- Collaborate with hosting service managers to coordinate the Aboriginal and Torres Strait Islander traineeship program including support with coaching and succession planning.
- Work in partnership with the ARRCS People & Culture team to ensure Trainees and Identified positions have required compliance, onboarding, and paperwork requirements to meet industry compliance.
- Establish and maintain an Aboriginal and Torres Strait Islander talent pool and trainees.
- Collaborate and liaise Registered Training Organisations (RTO) representatives to ensure all legal, administrative, and training requirements of each traineeship are adhered to for the duration of each traineeship.
- Develop and coordinate the delivery of growth-training sessions for trainees and existing Aboriginal and Torres Strait Islander employees that develop skills to help the transition and progression of careers.
- Coordinate and administer funding contracts with the department for applicable subsidies.
- Work with line leadership to actively monitor progress and development of Indigenous employees, supporting and advising leadership as required.
- Other support linked to pathways programs as required. Constantly seek opportunities to improve and add value in the cultural programs space including the delivery of RAP Commitments.

Reporting, Administration and Documentation

- High level of computer administration skills including (where relevant) the management of Health care related databases (Procura / ComCare or similar)

Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety, and risk management system. Act in accordance with all relevant external legislation and internal ARRCS policies and procedures that relate to this position and the organisation.

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- Understand the importance of the quality and safety system at ARRCS and assume responsibility for the delivery of the system through.
- Active participation in quality improvement activities.
- Actively participate in staff meetings
- Demonstrated knowledge of the Fire Safety and Evacuation Procedure
- Working knowledge of the ARRCS Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
- Be aware and comply with all Standards and Guidelines for Aged Care Services.
- Exercise due care and economy in the use of ARRCS equipment and supplies.

Personal Accountability

- Compliance with ARRCS's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCS employees and external stakeholders in accordance with ARRCS's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Qualifications – Essential

- Diploma of Education, Community Services or a similar discipline that compliments skills required for this role.
- Current First Aid Certificate

Qualifications – Desirable

- Certificate in Training & Assessment (Desirable)

Experience

- Proven experience in a similar organisational role with demonstrated experience of achieving growth and business outcomes.
- Demonstrated experience in coordination, sourcing, management and implementation of the organisation's pathways and entry level programs, specifically: Indigenous Employment Programs.
- Ability to reflect on own performance and seek guidance when required.

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- Ability to problem solve and use initiative to maximise positive outcomes.
- Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Mandatory Requirements

- NDIS Worker Screening or current Working with Children Card
- Current Influenza Vaccination
- National Police Check – Dated within 3 months.

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by your manager or the ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.