

## CatholicCare NT Role Description

Position Title	General Manager Leadership and Capacity Building
<b>Position Number</b>	CC2484
<b>Salary</b>	Base Salary 160,000 (above award) Plus, Superannuation Guarantee Contribution, 17.5% leave loading and salary packaging option
<b>EFT</b>	Full time 38 hours per week Monday to Friday 8:30am – 5pm
<b>Location</b>	Darwin City
<b>Commencement</b>	ASAP
<b>Completion</b>	On going
<b>Last Reviewed</b>	NEW POSITION

### 1. Program Description

CatholicCare NT is a Territory wide NGO with placed based services across Darwin, Palmerston, Katherine, Tennant Creek, Alice Springs, Wadeye, Daly River, Tiwi Islands, Jabiru and Southeast Alice Springs. We provide a broad range of family counselling and support, financial wellbeing, domestic and family violence programs, housing, aged care advocacy, AOD, mental health, employment, and community development programs. These programs are variously funded through NT and Australian Government contracts. This position supports the organisation to be able to demonstrate and report on outcomes across all programs.

### 2. Purpose of the Position

The General Manager Leadership and Capacity Building will play a key role in fostering and enhancing Aboriginal leadership within CatholicCare NT and will work closely with the General Manager of Operations to ensure that services provided by CCNT are high quality and deliver outcomes for participants. This position focuses on developing and supporting Aboriginal staff within the organisation to ensure career satisfaction and progression. You will have a focus on developing relationships and partnership with Aboriginal people, communities and ACCO's to support the strategic goals and mission of CCNT.

The role also involves leading the Reconciliation Action Plan, the Aboriginal Advisory Group, and has a key governance role in CCNT through the membership of the Executive.

### 3. Accountability

The General Manager Leadership and Capacity Building reports directly to the CatholicCare NT Director, works closely with the General Manager Operations and sits on the CatholicCare NT Executive.

## 4. Key Responsibilities and Performance Standards

### 4.1 Leadership and Development

- Develop and implement strategies to support and enhance Aboriginal leadership within the organisation.
- Provide mentorship and professional development opportunities for Aboriginal staff.
- Facilitate capacity building initiatives to engage Aboriginal employees at all levels.

### 4.2 Program and Site Support

- Collaborate with Managers to ensure that all programs and sites are effectively engaging with Aboriginal communities and key stakeholders
- Develop and maintain strong partnerships with Aboriginal communities and ACCOs to support capacity building and service outcomes.
- Monitor and evaluate program outcomes, ensuring they meet the needs and expectations of Aboriginal participants and communities.

### 4.3 Reconciliation Action Plan

- Lead the implementation, and monitoring of the CatholicCare NT Reconciliation Action Plan.
- Drive a culture of reconciliation and respect within the organisation.
- Report on RAP progress and achievements to stakeholders.

### 4.4 Aboriginal Advisory Group

- Lead the Aboriginal Advisory Group to ensure that Aboriginal perspectives and voices are integral to the organisation's decision-making processes.
- Facilitate regular meetings and provide strategic guidance to the Advisory Group.
- Implement recommendations from the Advisory Group to improve organisational practices.

### 4.5 Governance

- Support the governance of the organisation through Executive leadership.
- Ensure decision-making processes respect and incorporate Aboriginal cultural values and practices.

### 4.6 Expertise Support

- Provide specialised support and advice to programs addressing key areas of need.
- Share expertise and best practices to enhance the effectiveness of CatholicCare NT's services.
- Engage in continuous learning to stay informed on issues affecting Aboriginal communities and integrate this knowledge into program and organisational development.

### 4.7 Participate in Supervision activities by

- Attending regular supervision as per CatholicCare NT policy.

### 4.8 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

#### **5. Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the General Manager Leadership and Capacity Building and must demonstrate the following personal attributes:

- Strong leadership and mentoring abilities.
- High cultural competency and sensitivity.
- Strategic thinker with a proactive approach.
- Passionate about social justice and community empowerment.
- Collaborative and inclusive working style.

#### **6. Work Conditions**

The General Manager Leadership and Capacity Building is located in the Darwin City Office. This position requires regular travel; this includes regular travel to remote communities, travel in light aircraft, basic accommodation and some weekend work.

#### **7. Selection Criteria**

- 1) A strong background in Aboriginal leadership and community development.
- 2) Extensive experience working with Aboriginal communities and organisations.
- 3) Proven ability to develop and implement capacity building and professional development initiatives.
- 4) Experience in writing clear and concise reports.
- 5) Demonstrated experience in program management and evaluation.
- 6) Strong understanding and commitment to reconciliation, cultural competency, and Aboriginal governance.
- 7) Excellent interpersonal, communication, and stakeholder engagement skills.

#### **7. Special Conditions**

- 1) The filling of this employment opportunity is intended to constitute a special measure under the Anti-Discriminatory Act (NT) 1992. Being Aboriginal or Torres Strait Islander is a genuine occupational requirement
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) Current NDIS Worker Screening check.
- 6) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (IHC) prior to you

employment commencement date. The outcome of the initial screening check must be satisfactory.

- 7) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 8) Six-month probation period.
- 9) Non-smoking working environment.
- 10) The contact details of at least two referees are required.
- 11) Evidence of qualification attainment will be required.