

POSITION DESCRIPTION – TEAM LEADER

NEW STRUCTURE AS AT 1 JULY

Position Title	Team Leader Aboriginal Community Development	Department	Aboriginal Community Development Programs
Location	Port Augusta	Direct/Indirect Reports	Direct report: 2 Volunteers: Up to 20
Reports to	Manager, Aboriginal Community Development Programs	Date Revised	May 2013
Budget	Nil	Delegation	Nil

Red Cross is committed to building long-term and respectful partnerships by working with Aboriginal and Torres Strait Islander people, communities and organisations to determine and lead their own solutions. To support this commitment, Red Cross is determined to build our capacities through meaningful and rewarding employment opportunities for Aboriginal and Torres Strait Islander people.

■ Position Level Descriptor

An individual at the Team Leader level is a front line Manager or Supervisor who has a team of people reporting to them. The team generally has a single disciplinary focus. An individual at the Team Leader level typically reports to a Manager

■ Position Summary

The role of the Team Leader, Aboriginal Community Development based in Port Augusta is to have operational and financial oversight of the Australian Red Cross services based in the APY Lands. The Team Leader is not required to live on the APY Lands but is expected to travel frequently or as the need arises. The Team Leader is also responsible for developing and maintaining stakeholder partnerships and for working with Aboriginal communities including but not limited to the APY Lands, Coober Pedy, Whyalla, Port Pirie, Port Augusta, Port Lincoln, Davenport, Ceduna (and surrounds) and the Flinders Ranges. The Team Leader works closely with the Manager Aboriginal Community Development Programs and backfills the Manager position as required. . This position is responsible for the oversight of Red Cross personnel who are associated with the APY Lands. A focus on community development when working with Aboriginal communities is a key focus of this role.

The Team Leader is also required to work closely with the Adelaide Office and other regional offices and link with other programs around Food Security and in particular FOODcents and implementation in Aboriginal communities. This position in conjunction with the Manager, will also be responsible for developing new program ideas, searching and developing funding applications in conjunction with senior staff at Red Cross and Aboriginal Community Leaders.

■ Position Responsibilities

Key Responsibilities

- Plan, coordinate and contribute to program delivery and training within Aboriginal rural and remote Aboriginal communities, using a community development approach, including developing and maintaining collaborative partnerships.
- Ensure that training program development and delivery is undertaken in partnership with each community. For Aboriginal communities, ensure the services are planned in a respectful, culturally appropriate manner, and delivered in a manner which maximizes the engagement of Aboriginal people (e.g. employees, volunteers or provision of relevant training).
- To work in consultation with the Manager Aboriginal Community Development Programs to ensure the smooth consultation, development, implementation and evaluation of key programs delivered in the Anangu Pitjantjatjara Yunkantjatjara Lands.
- Provide oversight and performance support and management to Red Cross personnel working on programs in the APY Lands.
- Mentor and coach other Red Cross staff and volunteers
- Provide training to Red Cross staff, volunteers and communities in a range of program areas, including but not limited to Breakfast Club and FOODcents, with a focus on Port Augusta, Davenport and APY Lands.
- In consultation with other Red Cross teams and with other key stakeholders and personnel, facilitate the development and implementation of research based nutritional activities and initiatives within the program planning and delivery, consistent with relevant policy frameworks and standards.
- Complete accurate reports and provide information on relevant initiatives to the Manager, Aboriginal Community Development Programs in a timely manner as required.
- Attend senior meetings and teleconferences as required and directed.
- Work within budget parameters

■ Position Selection Criteria

Technical Competencies

- Previous experience in Aboriginal Community Development at a Senior level
- Demonstrated experience in managing multiple projects including design, implementation and evaluation
- Previous experience working in remote areas and the operation of a 4WD vehicle
- Ability to work effectively in isolation and as part of a team
- Relevant experience in a complex community development setting
- Demonstrated ability to provide guidance, mentoring and coaching
- Demonstrated ability to work cooperatively with internal and external stakeholders at various levels, establishing and maintaining strong partnerships
- Well developed problem solving and decision making abilities
- Highly developed oral and written communication skills
- Good computer proficiency
- Experience in working with and managing budgets.

Qualifications/Licenses

- Formal qualifications are not required however relevant qualifications (Degree/Diploma/Certificate) will be well regarded
- Current SA Drivers License or equivalent
- Workplace Level 2 First Aid

Behavioural Capabilities

- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines**
Recognises key decision-makers within the organisation | Maintains awareness of how different parts of the organisation operate in relation to one another | Has an awareness of sector developments and trends | Ensures self and team compliance with relevant policies and procedures
- **ACHIEVE | Plan and Implement | Effectively scopes, plans and implement work activities**
Clarifies individual work expectations and objectives | Understands the relationship between various work activities | Understands basic project management methodology | Effectively plans, implements and monitors own work plan | Effectively manages own time
- **LEAD | Manage Performance | Sets clear goals and expectations and is accountable for outcomes and behaviour**
Sets standards and goals for individuals and teams | Evaluates teams and individuals in relation to performance objectives | Addresses performance shortfalls quickly, directly and openly with individuals | Recognises good performance | Sets team objectives in line with organisational strategy
- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**
Provides team with clear direction | Models team qualities such as respect, helpfulness, cooperation and support | Provides an environment which supports members of the team | Provides appropriate support to team members | Balances personal goals with team goals
- **COLLABORATE | Share Information and Communicate Effectively | Shares information consistently and transparently**
Makes others aware of information that may be useful to the | Encourages others to share opinions before making decisions | Expresses opinions, information and key points in a clear and timely manner | Responds quickly and appropriately to the needs of stakeholders

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters