

POSITION DESCRIPTION

Position:	WORKFORCE PROJECT COORDINATOR (Disability Workforce Innovation Network)
Reports to:	National Manager Workforce Development
Direct Reports:	N/A
Location:	Tennant Creek
Status:	Full time; 38 hours per week but part-time considered. Fixed Term contract until April 2016, with possibility of extension.

Company Overview:

NDS is the national peak body for disability services, representing approximately 1,000 non-government organisations. NDS's members range in size from small support groups to large multi-service organisations, and are located in every State and Territory across Australia.

NDS promotes the full inclusion of people with disability and this commitment is outlined in our Disability Action Plan (DAP).

Background:

The disability services system is in the midst of major reform which will have far-reaching implications for disability services. The National Disability Insurance Scheme (NDIS) is being trialled in seven trial sites across Australia, including the Barkly region of the Northern Territory. The Barkly trial started in July 2014. It is a promising development and full of opportunities; but like all reforms it also presents challenges and risks.

In particular, the NDIS will transform the support market and the workforce it engages. Implementation of the Scheme will create new employment opportunities as well as require new skills of existing workers. A sustainable workforce is an essential precondition for the overall success of the NDIS.

In the Barkly region, there are some challenges in the development of a sustainable workforce that are not present in other trial sites around Australia. To date the number of people participating is small, and their choice of services is limited by the fact that few disability services operate in the region. Most of the population is Aboriginal and people live in remote communities and outstations as well as in Tennant Creek. The agency managing the scheme (the National Disability Insurance Agency) is grappling with questions like are people in a position to make informed choices about their care? what does choice of services mean in the Barkly? and how should the operation of the scheme be modified to work in a remote, Indigenous trial site?

Services are also working out how to offer services within the framework of the NDIS and whether the services they used to offer will continue to be funded. They may not be ready to fully engage in workforce development and planning activities.

NDS is working with the Community Services and Health Industry Skills Council (CS&HISC) on a federal government-funded project to work with services in creating a sustainable workforce for disability work. Some of this project will be undertaken in Darwin, where many services have their head offices as they need to prepare for the Scheme being rolled out nationally from mid-2016.

NDS staff from Darwin and Sydney travel to Tennant Creek on a regular basis, but this position will be the first position based in Tennant Creek. To support this position NDS will be entering into a partnership with local organisations for office space and for mentoring and local support.

Position Overview:

The Workforce Project Coordinator (Disability Workforce Innovation Network) is part of the NDS National team which includes Workforce Advisers in the other States and the ACT. The Project Coordinator will be required to work together with the National Manager, Workforce Development who is based in Sydney, the NDS State Manager in Darwin and services and organisations in Tennant Creek to find practical solutions to the disability workforce issues in the Barkly.

This new position will coordinate the work in the Barkly region with the following project objectives:

- build up knowledge about disability support in the region, including what workers, unpaid family members and services think would help improve the quality and quantity of support for people with disability
- work with the local organisations and community members to trial actions that arise from consultation and evaluate how they are working
- engage services, training organisations, disability support groups and government agencies in working together to build up a well-skilled workforce to do disability work under the NDIS in the Barkly and other remote Indigenous regions.

Key Roles and Responsibilities:

- Ensuring project objectives are achieved in the Barkly region by strategic thinking, planning, and developing strong relationships and networks
- Deliver the Barkly disability workforce project in accordance with the project objectives and guidelines by maintaining neutrality and independence, and avoiding involvement in local conflicts
- Coordinate, engage with and support a Project Reference Group whose role is to guide and advise the project
- Plan and run project working groups and other events as needed

- Assist a research organisation that as our partner, will use Aboriginal researchers to consult the community about disability work and then evaluate the actions NDS takes in the Barkly
- After the consultation is finished, lead the development of a local workforce action plan that addresses the issues the consultation identified and ensure it is supported by local organisations
- Make sure that all organisations, project partners and NDS managers are kept informed about what is happening and as much as possible listen to all points of view before making decisions
- Comply with reporting requirements including short written and regular verbal reports to keep NDS staff up to date, keep accurate records of meetings, activities and expenses, and manage project finances
- Represent NDS at meetings in Tennant Creek, other parts of the Barkly and occasionally in Alice Springs or other relevant locations. Prepare information on the project and present this information when needed, including workshops and other meetings
- Take part in training and professional development that will help in achieving successful results for the project
- Assist with the collection and sharing of examples of good practice and data about the local workforce and the project
- Other duties as directed.

Key Attributes:

1. Demonstrated ability to effectively coordinate a project or service preferably in community services/health or employment and training;
2. Experience and understanding of Indigenous communities, including access to disability services in rural and remote regions;
3. Commitment to (and ideally experience of) working sensitively and in a culturally respectful way with Indigenous people, including taking advice from elders and following cultural protocols;
4. Experience living and/or working in a remote region of Australia;
5. Excellent communication and stakeholder management skills with the ability to involve people from different groups and organisations in an activity and keep them engaged;
6. Demonstrated willingness to listen to advice from project mentors and peers, and to use that advice to modify work activities;
7. Self-driven and highly motivated with personal qualities of integrity and credibility demonstrated through career and personal achievements;
8. Computer literacy, including Microsoft Office Suite is essential. Experience in communicating via Internet-enabled applications such as video-conferencing and Goto Meeting is desirable;

9. Tertiary qualification (at a Diploma level or higher) and demonstrated interest in learning new skills related to the project (such as project management, preparing presentations, facilitation and reporting); and
10. Drivers license and willingness to travel as needed within the Barkly region, at least once per month to Alice Springs, and occasionally to Darwin and the flexibility to fit with the schedules of service providers.

Interested applicants should send a cover letter relating their experience to each of the Key Attributes, together with their resume which lists the name of two referees to:

Berice King
Human Resources Manager

Ph: (02) 9256 3104

Fax: (02) 9256 3123

berice.king@nds.org.au

Position enquiries should be directed to:

Caroline Alcorso
National Manager Workforce Development

Ph: (02) 9256 3180

Fax: (02) 9256 3123

caroline.alcorso@nds.org.au

Closing date is 16 March 2015.

NDS is an equal opportunity employer and encourages applications from people with disability. Indigenous applicants are strongly encouraged to apply.