

POSITION DESCRIPTION – TEAM LEADER

Position Title	Team Leader Galiwin'ku	Department	Community Programs
Location	Galiwin'ku, Northern Territory	Direct/Indirect Reports	Up to 10
Reports to	Darwin Regional & Emergency Services Manager	Date Revised	October 2019
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0007847

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

The Galiwin'ku Team Leader is responsible for facilitating a variety of community led initiatives with a team of Red Cross staff and volunteers alongside community partners. This role has a comprehensive focus on guiding community development practice within the Galiwin'ku team, evidence based practice aligned with a 'First 1000 days' approach, supporting community leadership structures that underpin resilience and wellbeing and developing capacity in emergency preparedness and response. This role has strategic oversight of the future direction of Red Cross work in Galiwin'ku that is led by community input and priorities, works in partnership and results in local sustainability and community ownership. This role ensures all initiatives record and demonstrate evidence of impact and efficacy and carefully considers community complexities and cultural context and systems.

■ Position Responsibilities

Key Responsibilities

- Ensure that all work in Galiwin'ku effectively documents the program management cycle with emphasis on demonstrating evidence and outcomes.
- Develop and implement strategic plans, risk assessments and action and operational plans with teams and partners.
- Manage partnerships with Aboriginal Organisations and develop strategies for sustainability and local ownership in shared community initiatives.
- Support locally appropriate leadership and governance structures and ensure Red Cross work is guided by these forums as required in culturally appropriate and informed ways.
- In collaboration with relevant authorities, and Red Cross thematic experts, lead a place based approach in relation to disaster preparedness, response and recovery that enhances community resilience.
- Exercise independent judgement and initiative to manage program staff and situations in community as they arise, taking into consideration relevant policy and statutory frameworks.
- Ensure all Red Cross staff and volunteers in Galiwin'ku are 'Red Cross prepared', which includes meeting mandatory checks, e-learning requirements performance and development reviews and attending relevant training opportunities.

■ Position Selection Criteria

Technical Competencies

- Excellent program management and community development experience and proven ability in the design and delivery of effective programs and services.
- Highly skilled in cross cultural communication with the ability to facilitate unique and targeted community engagement and capacity building approaches.
- Demonstrated initiative, strategic thinking, problem solving, conceptual and analytical skills related to living and working with Aboriginal communities and organisations in remote areas.
- Proven experience in developing and maintaining strategic partnerships with community based organisations and across the government, non-government and other sectors.
- Ability to self-manage living and working in Galiwin'ku with expectation of semi-regular trips to Darwin.

Qualifications/Licenses

- Degree in Community Development or other relevant qualification is highly desirable.
- Equivalent work experience and/or experience working with Aboriginal and Torres Islander people is essential.
- Current NT driver's license or be able to obtain one.
- Knowledge or willingness to learn Yolngu Matha.
- A NT Ochre Card (Working with Children Card) is mandatory for this role.

Behavioural Capabilities

- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.
- **Team effectiveness | Collaborating |** Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.

■ 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 Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements

- 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