



Position: Project Manager
Empowered Communities Program: Secretariat (auspiced by NPY Women's Council)
Classification: Full Time (38 hours per week), Fixed Term for to June 2022 (with option for extension based on continued funding)
Location: Alice Springs with some travel to the NPY member communities in NT, SA & WA
Base Salary: \$88,340 – \$96,751 dependent upon experience, with additional benefits

<h2>Our Purpose:</h2> <p>To support Anangu to lead healthy and meaningful lives in safe and positive communities where people have improved life choices, while maintaining culture and language.</p>	<h2>Our Values:</h2> <p>We are an Anangu-led alliance. We are guided by our core values of Tjukurpa (law), Walytja (family), Manta (land) and Wangka (language).</p> <p>Our work is based on Anangu-led decision making and community empowerment, and our approach is strengths-based and place-based. We work together, with Anangu in the lead, for the best outcome for families and communities – wiru (proper) way.</p>
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<h2>Your Team:</h2> <p>The NPY Empowered Communities (EC) Secretariat (the regional backbone organisation) is a critical component of the EC design and implementation. It is the key operational unit for EC management and coordination.</p> <p>In the NPY region, the Secretariat focuses on supporting the Empowered Communities Regional Steering Committee (RSC) and all Anangu and Yarnangu (Anangu) in this important work. This work includes:</p> <ul style="list-style-type: none"> ▪ strategic planning, communications, community engagement, negotiation, and data management; ▪ facilitating the delivery of EC initiatives that align with the NPY EC Regional Development Roadmap; ▪ facilitating monitoring, evaluation, learning and adaptation (MELA) of EC priorities in the NPY region; ▪ working closely and collaboratively with a broad range of stakeholders; ▪ facilitating partnerships with the aim of achieving collective impact to achieve the collective success of this regional effort; and ▪ representing and advocating for EC. 	<h2>Your role:</h2> <p>As Project Manager for the NPY EC Secretariat your role is critical to the successful delivery of the Empowered Communities outcomes in the region. In this role, you will:</p> <ul style="list-style-type: none"> ▪ facilitate the delivery of one or more EC initiatives through high quality project management (planning, budgeting, collaboration with stakeholders, reporting to RSC, and MELA support); ▪ support achievement of broader EC outcomes, including improving access to regional data, strengthening EC governance, developing a Regional Development agenda, building partnerships with government, and embedding MELA; ▪ support the design / co-design, planning and implementation of projects as required; ▪ support Anangu tjuta to be empowered and participate in all aspects of EC's work, including prioritisation, co-design, delivery and evaluation of EC initiatives, engagement and communications (i.e. supporting the subsidiarity principle); ▪ support engagement outcomes by building relationships and partnerships with Anangu, Anangu organisations, non-Anangu organisations, government and other relevant stakeholders;
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- support aspects of communications outcomes;
- support and promote an active learning culture within the Secretariat, the RSC, Anangu representative bodies and other community and government partners;
- support a positive, open, respectful, collaborative work environment with a focus on flexibility and adaptive learning.

Your Responsibilities:

Under the management of the Executive Manager of the EC Secretariat, and in collaboration with other team members, undertake these responsibilities:

- Manage projects to a high standard to support EC priorities as determined by Anangu and the RSC, including through project planning, schedule and budget development, project reporting (to the RSC and other external stakeholders), and outcome monitoring, evaluation, learning and adaptation (MELA).
- Understand, promote and integrate the EC MELA principles and framework(s) into the day to day work of any project or program work on behalf of the EC Secretariat and seek to build appreciation and uptake by stakeholders, including the principles and practices of systematic, robust data / evidence based approaches to design / co-design, innovation, testing and refinement for all EC related work.
- Lead and support the co-design of new projects to support EC outcomes using the principles of the EC Design Report and EC National and Regional frameworks and methodologies (including (i) Co-design and (ii) integrated MELA).
- Develop trusted relationships with Anangu communities, Anangu organisations, families and individuals to enable meaningful collaboration in all areas of your work and the team's work, with the aim of supporting Anangu leadership and community empowerment through EC.
- Prepare and assist with the development of reports, board papers & minutes, project plans and other materials on behalf of the Secretariat, the RSC and its member organisations.
- Support for the identification, scoping, design, development and preparation of key regional deliverables including First Priorities, Regional agendas, Regional Agreements / Accords and Project / Delivery Plans.
- Work with the team to plan and deliver engagement activities locally and in remote communities- in coordination with Anangu to promote understanding of and support for EC, including: presenting at community meetings and meeting with Anangu families and individuals and other relevant stakeholders to progress specific projects.
- Work with the team to deliver communications products to promote understanding of and support for EC and specific projects, including: social media and newsletter content, website management and audio-visual materials (e.g. film clips, animations, audio recordings in local language).
- Develop relationships with government(s), service providers, and other regional organisations to promote effective regional collaboration (collective impact), co-design and support for EC priorities and outcomes as determined by Anangu including those captured in the Regional Development Roadmap.
- Support the integration of MELA practices within the EC Secretariat, as well as the promotion of MELA concepts, tools and processes and their benefits to stakeholders in the NPY region.
- Advocate for the adoption of EC Indigenous Reform Policy and Principles in the NPY region, with a specific focus on empowerment, development, productivity and the Indigenous Empowerment Framework.
- Prepare and assist with the development of reports, papers, minutes and other materials on behalf of the Secretariat, the RSC and its member organisations.

- Provide support to the team, Executive Manager and the RSC as required, including operational support for the Secretariat such as systems to improve reporting, data management, stakeholder management, logistics etc.

Skills and Experience:

- Motivated, proactive and willing to learn, have a "can do" attitude with a focus on working as part of the team to get the job done.
- Experience in a 'client-focused' or 'stakeholder-focused' role.
- Experience working in a cross-cultural environment.
- Excellent interpersonal and communication skills.
- Experience in project management or coordination.
- Demonstrated ability to quickly build and maintain working relationships.
- Ability to multitask and prioritise work effectively and have excellent time management skills.
- Demonstrated ability to work autonomously and as part of a team.
- Well-developed levels of self-reflection and self-awareness.
- A high tolerance for volatility, uncertainty, complexity and ambiguity.

Desirable

- Knowledge of project management approaches, systems, and tool knowledge and / or proficiency e.g. Microsoft Project or similar (or willingness to learn).
- Experience working with aboriginal people and organisations in a cross-cultural environment.
- Experience in community development and community empowerment environments, particularly with participatory development / co-design approaches.
- Experience working in an environment with multiple community based and / or government organisations, in the role of facilitator / coordinator of shared outcomes.
- Knowledge or experience in using and developing / refining methodologies for (co)design, development and delivery of community driven / collaborative programs and projects.

Qualifications:

Qualifications and / or demonstrated experience and success in a relevant field.

Remuneration:

- Base Salary: \$88,340 – \$96,751 per year (pro rata)
- 9.5% Superannuation
- Generous leave entitlements
- Salary packaging benefits
- Retention bonus

- Knowledge and experience in data analysis and management and / or monitoring and evaluation.

Employment Conditions:

- Work in a manner consistent with NPY Women's Council (NPYWC) Values, Code of Conduct, Rules and advocacy positions.
- Positions at NPYWC (and the NPYWC Empowered Communities Secretariat) are subject to funding.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- The incumbent must be prepared to participate in supervision and support, performance development including entering into a performance development plan.
- The incumbent is responsible and accountable for keeping accurate and complete records, e.g. timesheets, leave applications, bush passports in accordance with NPYWC policies and procedures, expenses etc.
- The incumbent may be reasonably required to be reassigned alternative duties commensurate with the skills, experience, etc.
- With agreement from the EC Executive Manager and the EC RSC this role may be negotiated as a part-time role (e.g. 0.8 FTE) with a pro-rated salary and entitlements package.
- The incumbent will ensure that the welfare of all staff is maintained at the highest possible level through the promotion and implementation of WHS and EO policies, legislation and practices.
- The incumbent is expected to embrace and adopt a client focused framework by modelling service excellence and promoting and ensuring the delivery of timely, high quality services that meet the needs of clients and enhances the profile of Empowered Communities and NPYWC.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC, you may be required to undergo a pre-employment medical assessment.

Special Conditions:

- Willingness to travel to and work in remote communities on an ad-hoc basis, including out of hours and overnight absences.
- Satisfactory criminal history check.
- If required, a current Ochre Card (Northern Territory Working with Children check), DCSI Working with Children Check and / or a Western Australia Working with Children Check or preparedness to obtain.
- Current Australian manual driver's licence.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role.

Note: If so required by NPYWC at any time, you must undergo a satisfactory medical examination (including a pre-employment medical examination) for the purpose of determining whether you are able to perform the inherent requirements of your position. Any such medical examination will be at the employer's cost, and copies of any medical report will be provided to you.

You must advise NPYWC of any illness, injury, disease, or any other matter relating to your health or physical fitness which may prevent you from performing your duties, or which may affect your ability to work safely.

- Understanding and acceptance of the values, principles and responsibilities of the NPY EC Secretariat as described in the NPY EC Secretariat – Job Applicant Information Pack.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Peter Riley, NPY EC Secretariat, on 08 8958 2312 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

APPROVED COPY

Signed: 

Date: March 2021

EXECUTIVE MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)	Employee Signature	Date
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