

Position Title	Manager Northern Territory
Purpose	This is a key management role and is responsible for delivering the contractual obligations for the Northern Territory contract, ensuring its longevity and effectiveness in our community. By aligning the strategic priorities of the organisation, they help to create value and drive sustainable growth. As the Manager NT, this role is expected to lead by example and contribute to the growth and success of NAPCAN.
Industrial Instrument	Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010
SCHADS Classification (Level)	Level 6
Position Type (Fulltime, Parttime or Casual)	Fulltime
Employment Status (Permanent, Fixed Term or Casual)	Permanent
Location	Winngate Business Village Intersection Winnellie Rd & Hickman St Winnellie NT 0820
Manager (What position title does this position report to)	Executive Manager Projects QLD & NT
Direct Reports	1 X Training and Development Specialist
Main Duties and Responsibilities (What are the main duties and responsibilities of the position?)	PROJECT MANAGEMENT • Development of a work plan and coordination of NT Core activities. • Collaborate with your Manager, CEO and Executive Manager Finance to ensure service activities are met within the agreed resource constraints. • Meet reporting requirements for the NT Core service agreement in consultation with your Manager and the CEO. • Stakeholder management and engagement required for NT Core responsibilities. FINANCIAL MANAGEMENT • Meet requirements for the funding agreement in consultation with your Manager, including development of work plan and meeting reporting requirements for the service agreement. • Financial management and responsibility ensuring budgets are adhered to and are inline with NAPCAN policies.

- Manage stakeholder engagement, including representing NAPCAN at relevant meetings, committees, conferences and forums (including National Child Protection Week in NT) with approval of your Manager and the CEO.
- Develop coordination/collaboration/auspice arrangements with key agencies and sector representatives to promote and support the prevention of child abuse and neglect.

- Responsible for the day to day operations of the Northern Territory office and maintaining a safe workspace where all staff, clients and visitors abide by the workplace health and safety policies and procedures.
- Maintain a clean and safe workspace.
- Participate in WH&S Audits and action any corrective actions that are identified.

- Demonstrate a commitment to the mission and vision of NAPCAN.
- Contribute to the development of the organisation's quality management system and future ISO audit for the NT.
- Demonstrate a commitment to remaining informed on issues that are relevant to the prevention of child abuse and neglect, including evidence-based communication.
- Abide by the principles and policies of a child safe organisation.

- Embed the organisation's vision, values, and strategic objectives into the wider NAPCAN team.
- Lead by example, demonstrating the organisation's values and ethics in daily actions.
- Enable the NT team to be successful through planning, policies and processes.
- Build and execute initiatives to enable professional development within NAPCAN.
- Build and maintain a high-performing team by promoting a positive and inclusive culture.
- Establish and maintain strong relationships with key stakeholders, including employees, partners and board members.
- Communicate effectively with various audiences, ensuring transparency and trust.
- Create quarterly reporting to support your Manager and the CEO with appropriate visibility to the board for areas of responsibility.
- Identify opportunities for additional revenue streams.

- Foster a culture of trust and open communication within the NT team and across NAPCAN more broadly.

	- Regularly review and update position descriptions and key performance indicators (KPIs) for the NT team in collaboration with your Manager and Executive Manager Human Resources. - Conduct fortnightly one-on-one meetings with NT team members to provide feedback, address concerns, and support their professional growth. - Hold team members accountable for their performance. - Ensure alignment of the team's efforts with the overall organisational strategy. - Facilitate cross-skilling initiatives for the NT team members to broaden their skill sets, enhance team capabilities and ensure leave coverage. - Regularly review and assess the effectiveness of cross-skilling efforts. - Financial management and responsibility for all direct line reports including TOIL, timesheets, leave and expenses.
Skills (What skills are needed for the position, including any technical or interpersonal skills ?)	- Strong leadership, communication, and problem-solving skills. - Ability to work collaboratively with cross-functional teams. - Customer and service focused. - Capable of following instructions and adapting to feedback. - Adaptable to continuous change and priorities. - Keen attention to detail. - High technical proficiency with excellent time management.
Qualifications (What qualifications, licences or education level does the employee need?)	- Working with Children Clearance (Ochre Card) - National Police Check - Drivers Licence - Relevant tertiary qualification and/or extensive experience in not for profit/community/social services and/or management
Experience (What type and how much is needed?)	- Working in senior position/s that require strong understanding of child development, and frameworks and strategies related to preventing child abuse and neglect. - Experience in preparing reports, submissions and proposals in government and/or not-for-profit environments. - Knowledge of best practices in governance, risk management and contract compliance. - Experience in facilitating training packages.
Performance Goals (What level of performance do you expect from the employee?)	- Ensure staff/self/visitors and clients comply with the workplace health and safety policies and procedures. - NT Core Work Plan developed and activities delivered on time and to a high standard. - Maintain, role model and lead a respectful and high functioning workspace (NT office). - Report and articulate to the External Funding Bodies on achievements and future plans with approval of your Manager and the CEO. - Raise the profile of NAPCAN in the Northern Territory. - Adapt and develop relevant NAPCAN packages to reflect best practice in consultation with your Manager and the CEO.

Key Relationships

- CEO
- Executive Manager Projects QLD & NT
- Executive Team
- NT Key Stakeholders
- NAPCAN Team