



POSITION DESCRIPTION - Wunan Manager Employment & Training

OUR CORE VALUES	
Underpinning the work of Wunan are:	
• Urgency for change: acting now to make change happen today	
• Leadership: priding ourselves in being role models for others	
• Diligence: doing things once and doing them right	
• Accountability: being responsible for everything we do	
• Integrity: doing the right thing even when no one is watching	

CLASSIFICATION	
AGREEMENT TYPE	
ESSENTIAL REQUIREMENTS	<ul style="list-style-type: none"> • Supervision capacity and experience • Effective communication • Program management experience • Performance reporting capacity • Experience working with Aboriginal and Torres Strait Islander people. • Ability to work collaboratively.
REPORTS TO	General Manager Programs
POSITION LOCATION	Kununurra
WORK TYPE (FT/PT/CASUAL)	FT
SALARY RANGE	\$100,000
VACCINATION CATEGORY	Voluntary
WORKING WITH CHILDREN	Required
CRIMINAL RECORD CHECK	Required

PRIMARY PURPOSE	To manage the delivery of services on behalf of the Wunan Foundation in a functional area or functional areas or in a geographic location.
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KEY ACCOUNTABILITIES	<ol style="list-style-type: none"> 1. Service Planning and Delivery <ul style="list-style-type: none"> • Plan service delivery
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The details will be reviewed on a minimum of a six monthly basis within standard operating parameters as maybe required.

- Deliver a range of services and activities relevant to the community
- Implement community capacity building activities
- Engage community members to actively promote services provided by Wunan
- Write funding applications, service plans, budgets and performance reports
- Liaise and work collaboratively with other Wunan services
- Actively participate in Managers Meetings and at other Wunan forums
- Contribute to budget preparation and oversight
- Monitor the maintenance of a client case management system for service users
- Ensure cultural content is embedded in service delivery.

2. Manage Staff

- Lead and manage a team of service providers
- Recruit staff
- Supervise and support the work of staff
- Ensure staff have access to professional development opportunities
- Provide staff with regular feedback on work performance
- Facilitate regular staff meetings
- Provide opportunities for staff to contribute to project planning
- Liaise regularly with Team Leaders.

3. Reporting

- Oversight the collection of data and maintain appropriate records of activities to enable reporting to a professional standard which informs Wunan management and funding bodies
- Liaise regularly and report on activities and outcomes to the General Manager
- Report to the Executive
- Work seamlessly with other Wunan services.

4. Networks and Partnerships

- Establish and maintain strong collaborative relationships with other agencies
- Establish and maintain relationships with funding bodies, service delivery partners and other stakeholders to ensure that services are adequately resourced



	<ul style="list-style-type: none"> • Provide timely reports to funding bodies against KPI's set out in agreements • Promote a model of integrated service provision. <p>Continuous Improvement</p> <ul style="list-style-type: none"> • Promote service co-design and continuous improvement with community input • Participate in relevant opportunities for continuing professional development • Participate in reflective practice to assess progress and inform planning • Assist the review and evaluation of services. <p>5. Other Duties</p> <ul style="list-style-type: none"> • Ensure compliance with Workplace Health and Safety standards, policies, operating procedures and instructions • Report all risks, hazards, near misses and accidents in accordance with correct procedures and act to remove any hazards • Assist with the development of policies and procedures where required • Undertake other duties as required at the direction of the General Manager Programs.
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<p>SELECTION CRITERIA</p>	<ul style="list-style-type: none"> • Cultural competence • Capacity to lead, supervise and support the work of a team • Effective oral and written communication • Capacity to plan and deliver community services to a professional standard • Capacity to engage the local community • Ability to promote participation by service users • Ability to collect and analyse service usage data • Capacity to report on service performance to a professional standard • Relevant previous experience working with Aboriginal and Torres Strait Islander people • Understanding of community development and capacity building principles. • Ability to work collaboratively with other service providers and funding bodies.
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KEY CHALLENGES	<ul style="list-style-type: none"> • Work readiness • Developing the Jobs and Skills Centre service model • Staff turnover • Responsiveness to the requirements of business and industry.
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KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Staff • Department of Training and Workplace Development • North Regional TAFE • Coles • Employment and training service sector • School-based programs.
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OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Current Working with Children Check • National Police Clearance • Current drivers licence • Aboriginal & Torres Strait Islander people are encouraged to apply.
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Job Demands Checklist

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Often
Standing - remaining standing without moving about to perform tasks	Sometimes
Walking - Floor type: ; even/uneven/slippery, indoors/outdoors, slopes	Sometimes
Running - Floor type; even/uneven/slippery, indoors/outdoors, slopes	Not required
Bend/lean Forward from waist -Forward bending from the waist to perform tasks	Seldom
Trunk Twisting - Turning from waist while sitting or standing to perform tasks	Seldom
Kneeling - remaining in a kneeling position to perform tasks	Seldom
Squatting/Crouching - Adopting a squatting or crouching posture to perform tasks	Seldom
Leg / Foot Movement - Use of leg and /or foot to operate machinery	Often (vehicle)
Climbing (stairs/ladders) - Ascend /descend stairs, ladders, steps	Often
Lifting/Carrying - Light lifting & carrying : 0-9kg	Often
Lifting/Carrying - Light lifting & carrying : 10-15kg	Seldom
Lifting/Carrying - Light lifting & carrying : 16 and above	Seldom
Reaching - Arms fully extended forward or raised above shoulder	Seldom
Pushing/pulling/restraining - Using force to hold /restrain or move objects toward or away from the body	Seldom
Head/Neck Postures - Holding head in a position other than neutral (facing forward)	Sometimes
Hand & Arm Movements - Repetitive movements of hands and arms	Often



Grasping/Fine Manipulation - Gripping, holding, clasping with fingers or hands	Often
Work at Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Seldom
Driving - Operating any motor powered vehicle	Often

Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. computer screens	Often
Hearing - Use of hearing is an integral part of work performance e.g. telephone enquiries	Often
Smell - Use of smell is an integral part of work performance e.g. working with chemicals	Never
Taste - Use of taste is an integral part of work performance e.g. Food Preparation	Seldom
Touch - Use of touch is an integral part of work performance	Seldom

Psychosocial Demands	
Distressed People - e.g. emergency or grief situations	Often
Aggressive & Uncooperative People - e.g. drug/alcohol,	Sometimes
Unpredictable people - e.g. mental illness	Sometimes
Restraining - involvement in physical containment	Seldom
Exposure to Distressing Situations - child abuse	Seldom

Environmental Demands	
Dust/chemicals/gases/fumes - Exposure	Unlikely
Noise - Environmental / background noise necessitates people raise their voices to be heard	Seldom
Inadequate Lighting - Risk of trips, falls or eyestrain	Seldom
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Unlikely
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Likely
Confined Spaces - areas where only one egress (escape route) exists	Unlikely
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Seldom
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Seldom

Aboriginal people succeeding through ability, opportunity and reward for effort

Social enterprises proudly owned and operated by Wunan Foundation



Working At Heights - Ladders / stepladders /scaffolding are required to perform tasks	Never
Biological Hazards - exposure to infectious diseases	Seldom

Codes; C=Constant, F=Frequent, O=Occasional, N= Not applicable.

I _____ have read, understand and accept the duties and responsibilities of this position description.

Signed

Witness

Date