

Position Description



POSITION TITLE	Officer, Remote Australia Employment Services
POSITION NUMBER	104143
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Principal Programs/Remote Australia Employment Services
LOCATION/S	This position will be based ((Laramba, Yuelamu, Nyirripi, Engawala and Atitjere) in any one of these communities as required and allocated.
SUPERVISOR	Assistant Program Manager, Remote Australia Employment Services
POSITIONS SUPERVISED	This position has maximum 3 direct reports

PRIMARY OBJECTIVE

The RAES Officer is responsible for delivering day-to-day employment services, participant support, and activity coordination in the allocated community. The role provides direct engagement with jobseekers, assists with activities that build work readiness, and ensures accurate and compliant record-keeping in line with NIAA guidelines, Council policies and relevant legislation. The Officer contributes to local, place-based employment solutions and supports positive outcomes for jobseekers.

Cultural and Community Engagement Requirements

This role works closely with Aboriginal peoples, families, communities and service providers across Central Australia. The position requires respectful engagement, cultural awareness and an understanding of local community contexts. Aboriginal and/or Torres Strait Islander people are encouraged to apply

KEY DUTIES AND RESPONSIBILITIES

1. Engage directly with participants to provide day-to-day RAES support, including scheduling appointments, helping meet mutual obligations, and guiding jobseekers through their employment pathways.
2. Assist participants with job applications, work readiness and employment opportunities, including preparing resumes, lodging applications, linking with employers, and supporting participants to overcome personal or practical barriers.
3. Develop personalised jobseeker plans that build on participants' strengths, goals and capabilities, ensuring plans are realistic, motivating and aligned with local opportunities in the community.
4. Coordinate and support community-based activities and training programs, including preparing attendance sheets, setting up activities, assisting visiting trainers, and encouraging consistent participation.
5. Maintain accurate and compliant documentation, including case notes, participant files, attendance records and evidence required for RAES contractual and legislative obligations.
6. Prepare verbal and written updates on participant progress, activity delivery, issues arising in community, and any risks or operational needs.
7. Build and maintain positive relationships with community members, Elders, stakeholders, local organisations and employers to support collaborative, place-based employment outcomes.
8. Promote safe work practices by following all Work Health and Safety (WHS) procedures, reporting hazards and incidents promptly, and ensuring activities are conducted safely and culturally appropriately.
9. Carry out any reasonable duties delegated by the Program Manager that are within level and consistent with the role

SELECTION CRITERIA

Essential

1. Diploma, Certificate IV with work experience or equivalent considerable experience directly relevant to the position.
2. Ability to engage and support participants from a range of cultural backgrounds.
3. Ability to maintain accurate records, documentation and simple reports.
4. Demonstrated ability to work effectively as part of a team in a cross-cultural setting.
5. Understanding of the socio-economic factors affecting Aboriginal people in remote communities.
6. Good communication skills and willingness to learn RAES systems, compliance and activity delivery.
7. Current Class C Driver's Licence, Acceptable Police Check and Ochre