

Position Description



POSITION TITLE	Program Manager - Projects
POSITION NUMBER	104002
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 8
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Principal Programs
LOCATION/S	Alice Springs
SUPERVISOR	Director Principal Programs
POSITIONS SUPERVISED	This position has two direct reports

PRIMARY OBJECTIVE

The Program Manager - Projects will oversee the Ti Tree Junior Ranger Program, supporting cultural and environmental education for school-aged children at Ti Tree School and the surrounding community. The program aims to promote the intergenerational transfer of First Nations cultural knowledge and resource management through activities aligned with the Australian Curriculum. A Steering Group must be established, consisting of ranger groups, schools, Traditional Owners, and Elders from the region. The Program Manager - Projects will support this Steering Group/Committee and develop a place-based program and curriculum for the delivery and evaluation of the project. Based in Alice Springs, they will engage with First Nations students in the Anmatjere region through a combination of classroom and on-country learning. The role includes supervising the First Nations Project Coordinator and the First Nations Project Officer, while also working collaboratively with ranger groups in the region.

KEY DUTIES AND RESPONSIBILITIES

1. Design and deliver the Ti Tree Junior Ranger Program in alignment with the Junior Ranger Program Funding Agreement and for First Nation students in Ti Tree and surrounding outstations.
2. Establish a Steering Committee consisting of ranger groups, schools, traditional owners, and elders.
3. Work closely with the Steering Committee and attend the Steering Committee Meetings to provide support and deliver the program successfully.
4. Facilitate meetings with Steering Committee and other stakeholders to develop resources that focuses on on-country activities, school-based activities/projects, as well as activities for intergenerational cultural knowledge transfer.
5. Develop, implement and monitor the Junior Ranger program in collaboration with the school staff, and getting support from the school principal as required to meet the program objectives.
6. Identify career pathways and create career plans for youth transitioning from school to further studies or employment.
7. Oversee the recruitment, employment, and management of full-time, part-time, and casual staff, including a First Nations Project Coordinator and a First Nations Project Officer.
8. Promote family awareness and involvement in the Junior Ranger Program to encourage school attendance and improve literacy and numeracy skills.
9. Review budget, track expenditure, and maintain records of the program advancement which is fundamental for reporting and financial acquittal purposes.
10. Prepare comprehensive reports for internal/external stakeholders including funding bodies.
11. Demonstrate cultural awareness and maintain a friendly/approachable attitude towards all employees, families, local indigenous communities, and stakeholders.
12. Be engaged in an effective and proactive health, safety and wellbeing culture.
13. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Bachelor's degree or Certificate IV in Training and Assessment.
2. Demonstrated experience in project management, including work plan development, budget management, grant reporting, and establishing partnerships and collaborations.
3. Proven ability to lead, motivate, and manage a small team to achieve project goals, including conducting regular work updates, ensuring staff safety, developing work schedules, and providing performance feedback.
4. Demonstrated experience in developing and delivering culturally responsive curriculum resources that incorporate Aboriginal and Torres Strait Islander natural and cultural resource management knowledge.
5. Ability to integrate the knowledge of all Traditional Owners, Local Elders and rangers into mainstream education to enhance student engagement and contribute to the learning environment.
6. Proven ability to write and speak effectively to communicate ideas with staff, parents, community members, and volunteers in a cross-cultural environment, including in reports, newsletters, emails, and recruitment events.
7. Ability to facilitate regular meetings, drafting meeting minutes, providing program feedback, and receiving input on program delivery from the community.
8. Current Class C licence and willingness to undertake 4WD training and travel to remote communities by road or air.
9. Acceptable Police Check and Ochre Card.

Desirable

1. Bachelor of Education
2. Ability to obtain a light rigid licence for small buses or people movers.
3. Videography and photography skills for documenting program activities.
4. A strong passion for the Australian outback, including its flora and fauna.
5. Previous working experience in a Local Government organisation.