

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Learning Centre Manager (Yuendumu)	<b>DATE:</b>	November 2018
<b>LEVEL:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4	<b>SALARY:</b>	Award rate with relevant penalties
<b>REPORTS TO:</b>	General Manager- Youth and Family Services	<b>DEPT:</b>	Learning
<b>APPROVED BY:</b>	CEO	<b>SUPERVISES:</b>	LC Officer, Volunteers and Mentors

### *PART A: ABOUT WYDAC*

#### 1. BACKGROUND

Warlpiri Youth Development Aboriginal Corporation (WYDAC), formerly Mt Theo Program, was started by Yuendumu Community in 1993 to address chronic petrol sniffing in Yuendumu. WYDAC achieved unprecedented community success in this initial struggle, which led to considerable growth in the scope of the services provided. WYDAC now provides a comprehensive range of programs that deliver diversion, development, treatment, and leadership services throughout the Warlpiri region.

WYDAC was created by, and for, Warlpiri people, and is governed by a Warlpiri Committee. WYDAC head office is located in Yuendumu Community, and WYDAC has permanent staffing and operations at five different Warlpiri sites – Yuendumu, Willowra, Nyirripi, Lajamanu remote communities and Mt Theo Outstation. The notable, and sustainable, success of the program has been firmly based on the support and strength of local Warlpiri youth and their communities, as well as the ongoing commitment of staff.

The program aims to promote positive and meaningful pathways for all young Warlpiri people and, in turn, their families and communities. This is done through an extensive range of complementary, community-based programs.

#### 2. VALUES

We believe that health does not just mean the physical wellbeing of the individual but refers to the social, emotional, cultural and spiritual wellbeing of the community. We strive to support young Warlpiri people from all over the region to achieve their full potential as human beings, to build strong futures for themselves, their families and their communities.

### 3. GUIDING PRINCIPLES

Warlpiri patu kurlangu	Warlpiri Leadership & Ownership
Kurdu-kurdu jungarni yaninjaku	Positive and meaningful pathways for young people
Mardarni-njaku kurdu-kurdu jintangka	Support for Warlpiri youth to deal with hard times
Nguru-ngka taarnga-juku warrki-jarrinjaku manu nyiya-kanti-kanti mampu-ngku mardarni-njaku	Sustainable resources and infrastructure on country
Jinta-ngka karlipa warrki-jarrimi manu kalipa nyanu purda-nyanyi Yapa manu kardiya jinta-marri-marri-warrki jarrimi	Unique and responsible working relationships Yapa and kardiya working together

## **PART B: POSITION SPECIFICATIONS**

### **1. PURPOSE OF THE POSITION**

The primary role of the Learning Centre Manager will be to:

- Lead the Learning Centre team to provide and develop a five day per week program in four key learning areas i.e. informal, formal, non-formal and Warlpiri language & culture.
- Ensure that Warlpiri governance and direction is adhered to, manage key stakeholders relationships and perform all administration requirements

### **2. KEY RELATIONSHIPS**

The Learning Centre Manager will be responsible to the General Manager- Youth and Family Services and Warlpiri reference group. The Learning Centre Manager reports directly to the General Manager- Youth and Family Services.

Other key relationships that the Learning Manager will foster include, but not limited to,

- Yuendumu Youth program
- Yuendumu School
- Partner RTOs
- Local service providers
- WYDAC cultural advisors
- Alice Springs/NT service providers as appropriate
- Internal and External existing LC reference groups

### **3. KEY RESPONSIBILITIES - GENERAL**

- Manage and deliver the daily activities of the learning centre, ensuring they are in line with Learning Centre Model and WYDAC strategic plan.
- Ensure the maintenance of appropriate standards with regards to recruiting local staff, induction and professional mentoring
- Contribute to the development of resources
- Plan and disseminate information regarding learning centre activities and training
- Provide regular reports to internal and external stakeholders as requested
- Maintain database, provide reports comply with requirements and regulations
- Provide advice to learners about potential pathway and external courses
- Support community members explore options for study support
- Exercise all appropriate delegations of the position
- Ensure the principles of equal opportunity in education and employment are applied to all staff and learners

#### 4. KEY PERFORMANCE AREAS AND INDICATORS

There are seven (8) key performance areas for the Learning Centre Manager

<b>Program Area</b>	<b>KPIs</b>
Informal Learning Centre Program	Support local learners with access to services e.g. banking, email, applications, phone calls, driver licence, myGov, phone activation, bible reading
Non-formal Learning Centre Program	Facilitate or broker workshops on identified needs e.g. cyber safety, online bullying, financial literacy, legal rights
Formal Learning Centre Program	Broker and coordinate accredited training e.g. Sport & Recreation, Community Services, Business  Enrolments and tutor engagement  Funding compliance
Warlpiri Language and Culture	Facilitate strong engagement with Warlpiri identity and literacy projects e.g. production of bilingual texts, artwork, crafts, signage
Warlpiri Governance	Ongoing consultation with Cultural Advisor  Establish reference group  Facilitate one meeting per quarter  Grow Warlpiri staff complement at LC (min of 2 on payroll)

External Stakeholder Management	Engage with other services and agencies - attend and document meetings  Communicate professionally & ethically  Consult with GM on any collaboration of resources
Administration	Adherence to all quality management procedures as described in policies and procedures  Timely and accurate data management  Internal and external reporting  Maintain high standards in LC space
WHS	Develop an understanding of all WYDAC policies and Procedures that relate to Occupational Health and Safety and the minimisation of risk.  Ensure that all Learning Centre employees are instructed in and aware of WH&S / risk management practices and policies and that these are observed, carried out and enforced  Behave in a safe manner at all times

## **PART C: PERSON SPECIFICATIONS**

### **1. ALL STAFF COMPETENCIES**

#### **Core attributes**

To contribute to a successful and enterprising, culture at WYDAC, each staff member is expected to demonstrate the following key behavioural attributes:

- Is trusted, authentic and self-aware – establishes credibility, is honest, reliable, accountable, and responsive
- Takes the initiative and delivers results – by seizing opportunities and being outcome and client/young person/Warlpiri community focussed
- Provides solutions – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- Communicates with impact – displays clarity, diplomacy, persuasiveness and sensitivity
- Leads and works well with others - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

### ***Performance development and management***

Participate in the WYDAC Performance Development and Management process.

### ***Occupational Health and safety risk management***

- Ensure that all Learning Centre employees are instructed in and aware of WH&S / risk management practices and policies and that these are observed, carried out and enforced.
- Ensure that all staff develop an understanding of all WYDAC policies and procedures that relate to the minimisation of risk and that duties are performed in a safe and professional manner without causing personal injury or financial loss to themselves, other employees, contractors or the public.
- Perform duties in a safe and professional manner without causing injury or financial loss to themselves, other employees, contractors or the public
- Report any injury, illness, asset of financial loss, hazard and near miss incident to their manager/supervisor as soon as they are detected in accordance with WYDAC procedures.
- Comply with safety directions agreed between management and the employees through the consultation process.
- Cooperate with the management when action is taken by them to comply with the Occupational Health and Safety Act (2004) and Risk Management.
- Participate in workplace inspections, audits and risk assessments

## **2. KEY JOB COMPETENCIES**

### ***Knowledge***

An understanding of English language literacy numeracy skills and employability skills, relative to the demands on the learners, the learner skills levels; and how to apply adult learning principles and select strategies that support learners. The ability to recognise and value the Warlpiri social, cultural and linguistic diversity of learners.

### ***Practice***

The ability to support English language literacy numeracy skills and employability skills of learners. The ability to collaborate for service delivery, provide pathways advice, create responsive programs, access resources and evaluate delivery.

### ***Professional engagement***

The ability to engage with others to review own practice, share knowledge and participate in professional networks, including local stakeholders. The ability to identify own areas of improvement in English language literacy numeracy levels and participate in professional development.

## **3. QUALIFICATIONS AND KNOWLEDGE**

Tertiary qualifications in adult language literacy numeracy and/or adult education

Certificate IV in Training & Assessment

Thorough knowledge and experience in the VET sector and in adult education delivery

Demonstrated understanding of, and experience in working with cross-cultural persons in either community development or education, preferably in a remote context.  
Proven qualities in educational leadership  
Exceptional communication, interpersonal skills and written skills  
Excellent administration, coordination and computer skills (spreadsheets and databases)  
Demonstrated ability to work in a multidisciplinary team  
Demonstrated capacity for resourcefulness, self-motivation, independent decision making, problem solving and negotiation  
Demonstrated stress management skills

**4. DESIRABLE CRITERIA**

VET qualification as appropriate to role  
First Aid Certificate  
4WD course

**5. ADDITIONAL FACTORS**

Possession of a current 'C' Class Open Driver's License

Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card prior to commencing work

<p><b>Endorsement</b></p> <p>The preceding information is an accurate statement of the requirements and employment of this position, at this time.</p> <p>Signature (CEO) _____ Date ____/____/____</p> <p>I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.</p> <p>Employee's Signature _____ Date ____/____/____</p>
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