



## Job Description : Regional Workplace Mentor

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<b>POSITION TITLE:</b>	Regional Workplace Mentor
<b>POSITION NUMBER:</b>	LM031, LM032, LM033, LM034 and LM044
<b>CLASSIFICATION LEVEL:</b>	CL 5 – CL 6 (Broad-banded)
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	Manager, Land Management
<b>LAST REVIEWED:</b>	24 February 2022

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### KEY FUNCTIONS

This position will contribute to employment outcomes of indigenous community-based rangers by providing workplace mentoring through personal and professional development services and provide leadership in the strategic development of mentoring initiatives.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Support rangers to identify and realise employment aspirations and further career pathways through regular coaching, maintenance of individual mentoring plans and referrals to appropriate support services.
2. Be an advocate for rangers in identifying, assessing and providing advice and resources to assist Supervisors and project staff in resolving personal barriers affecting rangers' job-readiness and on-the-job performance;
3. In collaboration with training staff and relevant education and training institutions contribute to the design and delivery of personal and professional development programs that equip Aboriginal rangers with skills and knowledge to enhance their employment performance;
4. Provide accurate, timely and relevant written records that contribute to the strategies that monitor, evaluate and promote the benefits of Aboriginal participation in employment as they relate to the Ranger Program;
5. Develop and maintain strong networks with rangers, ranger group coordinators, communities and service providers and represent the Central Land Council on committees, working groups and other forums relevant to the functions of the position;
6. Provide assistance to Aboriginal people seeking employment in the CLC Ranger Program with preparation for the recruitment process, job alignment, and workplace orientation support;
7. Operate within a strategic organisational framework under limited direction, effectively initiate, set and respond to priorities in a dynamic working environment and respond effectively to unforeseen challenges with a high level of professionalism;
8. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training, and are consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

- NT Pastoral Land Act;
- Territory Parks and Wildlife Conservation Act;
- Mandatory Reporting Legislation;
- Domestic and Family Violence Act;
- Care and Protection of Children Act 2007 ;
- Information Act; and
- External funding and other service agreements relevant to the position

### **WORKING RELATIONSHIPS**

- Reports to and receives direction from Coordinator, Employment and Training;
- Work closely and collaboratively with all other staff of the Land Management unit in making positive contributions to the CLC's performance;
- Works collaboratively with the CLC Human Resources section to ensure effective coordination and with CLC Human Resources policy development and compliance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

### **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy

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## **SELECTION CRITERIA**

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### **ESSENTIAL**

1. Relevant tertiary qualifications and/or extensive experience in supporting and empowering Aboriginal employees to identify and address barriers to succeeding in work, including demonstrated mentoring, counselling, mediation and conflict resolution skills.
2. Demonstrated sound knowledge of the cultural, political, economic and social issues affecting Aboriginal people in Central Australia or comparable settings.
3. Good interpersonal skills with an ability to communicate effectively with a diverse range of people and stakeholders relevant to the position.
4. Demonstrated ability to efficiently complete tasks on time, to budget, and in compliance with the management and reporting requirements of external funding agreements.
5. Demonstrated ability to operate within a strategic organisational framework under limited direction and respond to priorities in a dynamic working environment with a high level of personal responsibility.
6. Ability to travel, and work in remote locations as a regular part of the job and conduct extended field work.
7. High professional and ethical standards with an ability to build rapport with a broad range of individuals and organisations, analyse and solve problems with flexibility and good humour.
8. A current drivers licence and an appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg.
9. Ability to communicate effectively in writing through preparation of correspondence, reports, briefings and submissions for distribution to relevant parties

### **DESIRABLE**

1. Experience working in remote areas

2. Familiarity with social and emotional wellbeing service providers and training providers relevant to Aboriginal people in Central Australia.
3. An awareness and understanding of the overall context in which the Central Land Council operates.

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*APPROVAL DATE:* 24 February 2022