

# Position Description



<b>Position Title:</b>	South Queensland Indigenous Programs Manager
<b>Business Unit:</b>	<b>Indigenous Programs</b>
<b>Location:</b>	State Office -Tingalpa QLD
<b>Primary purpose of role:</b>	The SQ Indigenous Programs Manager will be responsible for overseeing Indigenous Programs managed by QPCYWA across Southern Queensland, ensuring program outcomes are met; accountability of funds including all necessary acquittal and audit reports and all operations are conducted in accordance within QPCYWA Policies and Procedures and Association Rules.

## Reporting Structure

Reports to:  
General Manager – Indigenous Programs

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## Working Relationships

<u>Internal</u> <ul style="list-style-type: none"><li>• PCYC Branch Management and staff</li><li>• PCYC Indigenous Sport &amp; Rec Officers</li><li>• PCYC State Team</li></ul>	<u>External</u> <ul style="list-style-type: none"><li>• Indigenous Network Groups</li><li>• Queensland Police Service</li><li>• Sport and Recreation Services Indigenous Advisers</li><li>• Other Government Stakeholders (Commonwealth, State, Local)</li><li>• Other Community/NGO Providers</li></ul>
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## Key Performance Indicators

KEY RESULT AREAS	ACTIVITY	KEY PERFORMANCE INDICATORS
<b>Program Development/ Management</b>	<ul style="list-style-type: none"><li>• Work with General Manager to identify funding programs that enhance and improve the delivery of services to indigenous communities across Southern Qld.</li><li>• In consultation with General Manager, develop and implement appropriate tools to allow the effective evaluation of programs across Southern Qld.</li><li>• Work with General Manager and Grants Unit to develop and submit applications to identified funding sources across Southern Qld.</li><li>• Liaise with Finance and Grants Team to monitor expenditure against programs and unit budgets</li><li>• Provide monthly reports to the General Manager on the operations of Southern Qld Programs</li></ul>	<ul style="list-style-type: none"><li>• Funding programs identified allow the delivery of relevant programs across Southern Qld</li><li>• Documented evaluation framework</li><li>• Funding applications developed and submitted within timeframes</li><li>• Program expenditure in line with budget requirements</li><li>• Timely and accurate operational reports provided to General Manager as required</li></ul>

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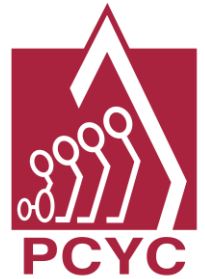


<b>Stakeholder/Team Management</b>	<ul style="list-style-type: none"> <li>• Build effective relationships both internally and externally to contribute to the ongoing development and sustainability of the Southern Qld Indigenous Programs</li> <li>• Through consultation and stakeholder meetings identify other funding sources to help address arising program opportunities</li> <li>• Management of team members, including setting of key performance indicators to facilitate in the success of Program outcomes</li> <li>• Team members have access to appropriate supervision and support</li> <li>• Training and development opportunities are identified as required</li> </ul>	<ul style="list-style-type: none"> <li>• Networks are established across Southern Qld that contribute to the success and sustainability of Indigenous Programs</li> <li>• Additional funding sources identified</li> <li>• Recruitment of team members and key performance indicators set and managed accordingly</li> <li>• Able to demonstrate that Team members are supervised; workloads managed and team have access to-relevant training and development opportunities as required</li> </ul>
<b>PCYC Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and compliance with PCYC policies and procedures.</li> <li>• Understands and ensures compliance with PCYC Workplace Health and Safety policies and procedures in all company workplaces</li> <li>• Implements and maintains safe work systems and workplace environment</li> <li>• Accepts personal responsibility for maintaining a safe workplace and work practices</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of where to locate policies, procedures etc.</li> <li>• Demonstrated understanding of key policies and procedures</li> <li>• Signed Code of Conduct</li> <li>• Demonstration of safe work practices including identification and reporting of hazards/workplace incidents as they occur</li> </ul>

While representative of the duties and responsibilities of the role, this Position Description does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

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## Selection Criteria

To qualify for this position the following essential criteria must be met:

1. Tertiary qualifications in a relevant discipline **and/or** at least 5 yrs experience that would equip you to deliver the outcomes of the position;
2. Well-developed written and verbal communication, negotiation and interpersonal skills with demonstrated ability to build relationships with indigenous communities;
3. Demonstrated experience in working with Indigenous Community Councils along with demonstrated capacity to operate programs and services sensitive to the culture;
4. Able to demonstrate success in program development, delivery and evaluation in a not for profit organisation;
5. Ability to demonstrate problem solving and analytical skills;
6. Effective time management and organisational skills with a demonstrated ability to meet deadlines and commitments;
7. Demonstrated ability to work autonomously and manage teams;
8. Well-developed skills in the Microsoft Office suite of products (Word, Excel, Outlook)
9. Current Drivers License;
10. Suitability clearances – Working With Children Checks;
11. Ability to travel across Qld as required

## Standards to which performance will be assessed

- Key Performance Indicators
- Compliance with PCYC policies, procedures and practices
- Compliance with the position description
- Management and peer feedback.

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## Sign Off

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CREATED BY:	CEO, GM – People
APPROVED BY:	CEO
DATE CREATED:	12 November 2016
VERSION CONTROL:	V1