

Position: Project Manager

Employment Details: Full Time, 38 hours per week, ongoing dependent on funding

Reports to: Executive Manager

Location: Alice Springs with some travel to member communities in NT, SA & WA

Base Salary: \$100,159.61 to \$117,785.69 per year (based on experience) with additional benefits

Our Purpose:

To support Anangu to lead healthy and meaningful lives in safe and positive communities where people have improved life choices, while maintaining culture and language.

Our Values:

We are an Anangu-led alliance. We are guided by core values of Tjukurpa (law), Walytja (family), Manta (land) and Wangka uti (language).

Our work is based on Anangu-led decision making and community empowerment, and our approach is strengths-based and place-based. We work together with Anangu in the lead for the best outcome for families and communities – wiru (proper) way.

Your Team:

Tristate Empowered Communities (Tristate EC) is part of a national initiative, with regional backbone organisations in 10 locations around the country, connected by a national Empowered Communities team.

In the Ngaanyatjarra Pitjantjatjara Yankunytjatjara (NPY) region, EC is an alliance of Aboriginal partner organisations whose members represent Anangu families and communities from across the tristate region in WA, SA and NT. In this region, EC is currently auspiced by key partner NPY Women's Council.

The work of EC involves:

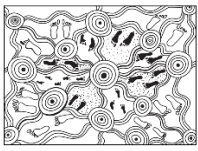
- facilitating delivery of EC initiatives aligned with the Tristate EC regional development agenda and contribute to systems change impacting on the region
- strategic planning, communications, community engagement, negotiation, and data management
- facilitating monitoring, evaluation, learning and adaptation (MELA) of EC priorities in the NPY region
- working closely and collaboratively with a broad range of stakeholders, and,
- facilitating partnerships with the aim of achieving collective impact to achieve the collective success of this regional effort.

Your Role:

As Project Manager your role is critical to the successful delivery of Empowered Communities outcomes in the region.

In this role, you will work closely with the EC team to:

- facilitate the delivery of EC initiatives through high quality project management (planning, budgeting, collaboration with stakeholders, reporting, and embedding MELA);
- support achievement of broader EC outcomes, including improving access to regional data, strengthening EC governance, developing a regional development agenda, building partnerships with government and contributing to systems change;
- support the design / co-design, planning and implementation of projects;
- support empowerment of Anangu tjuta and participate in all aspects of EC's work, including prioritisation, co-design, delivery and evaluation of EC initiatives, engagement and communications;
- support engagement outcomes by building relationships and partnerships with Anangu, Anangu organisations, government and other relevant stakeholders;
- support and promote an active learning culture within the EC alliance and network, Anangu representative bodies and other community and government partners;
- support a positive, open, respectful, collaborative work environment with a focus on flexibility and adaptive learning.



Your Responsibilities:

- Lead and support the co-design of new projects to support EC outcomes using the principles of the EC Design Report and other EC frameworks and methodologies, including co-design and integrated monitoring, evaluation, learning and adaptation (MELA).
- Manage projects to a high standard to support EC priorities, including through project planning, schedule and budget development, project reporting, and MELA.
- Develop trusted relationships with Anangu communities, Anangu organisations, families and individuals to enable meaningful collaboration in all areas of your work and the team's work, with the aim of supporting Anangu leadership and community empowerment.
- Lead and contribute to the identification, scoping, design, development and preparation of key regional deliverables including regional development agendas, regional agreements and collaborative project plans.
- Work with the EC team to plan and deliver engagement activities locally and in remote communities, in coordination with Anangu to promote understanding of and support for EC, including presenting at community meetings and meeting with Anangu families and individuals and other relevant stakeholders to progress specific projects.
- Advocate for the adoption of EC Indigenous reform policy and principles in the tristate region, with a specific focus on empowerment, development, productivity and the Indigenous Empowerment Framework.
- Work with the team to deliver communications products to promote understanding of and support for EC and specific projects, including: social media and newsletter content, website management and audio-visual materials.
- Develop relationships with government, service providers, and other regional organisations to promote effective regional collaboration, co-design and support for EC priorities and outcomes as determined by Anangu.
- Prepare and assist with the development of reports, board papers & minutes, project plans and other materials on behalf of EC and its partner organisations.
- Understand, promote and integrate the EC MELA principles and framework(s) into the day to day work of any project or program work and seek to build appreciation and uptake by stakeholders, including the principles and practices of systematic, robust data / evidence based approaches to design / co-design, innovation, testing and refinement for all EC related work.
- Support operational systems, including reporting, data management, stakeholder management and logistics.

Skills and Experience:

- Motivated, proactive and willing to learn, have a "can do" attitude with a focus on working as part of a team to get the job done.
- Experience in a 'client-focused' or 'stakeholder-focused' role.
- Experience working in a cross-cultural environment.
- Excellent interpersonal and communication skills.
- Experience in project management or coordination.
- Demonstrated ability to quickly build and maintain working relationships.
- Ability to multitask and prioritise work effectively and have excellent time management skills.
- Demonstrated ability to work autonomously and as part of a team.
- Well-developed levels of self-reflection and self-awareness.
- A high tolerance for volatility, uncertainty, complexity and ambiguity.

Qualifications:

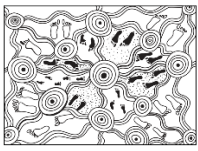
Qualifications and / or demonstrated experience and success in a relevant field.

Remuneration:

- Base Salary: \$100,159.61 to \$117,785.69 per year (or pro rata)
- 11% Superannuation
- Generous leave entitlements
- Salary packaging benefits
- Retention bonus

Additional Benefits and Entitlements:

- 5 weeks' annual leave per annum with 17.5% leave loading
- 3 weeks' personal leave per annum
- 5 days' additional leave per annum as a with-travel employee
- Time off in Lieu (TOIL) provisions
- Retention Bonus (Based on 12 Months Service)



Desirable

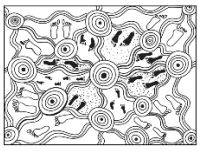
- Knowledge and/or proficiency of project management approaches, systems and tools.
- Experience working with Anangu and/or other Indigenous Peoples and organisations in a cross-cultural environment.
- Experience in community development and community empowerment environments, particularly with participatory development / co-design approaches.
- Experience working in an environment with multiple community based and / or government organisations, in the role of facilitator / coordinator of shared outcomes.
- Knowledge or experience in using and developing / refining methodologies for (co)design, development and delivery of community driven / collaborative programs and projects.
- Knowledge and experience in data analysis and management and / or monitoring and evaluation.

Employment Conditions:

- Work in a manner consistent with NPY Women's Council (NPYWC) Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.



TRISTATE EMPOWERED COMMUNITIES

Tristate Empowered Communities
Desert Knowledge Precinct
South Stuart Highway
Mparntwe/Alice Springs NT 0870
npyec.org.au

To find out more about this position, please contact Jason Quin, EC Executive Manager, on 0408 215 700, or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date