



# NATIONAL CENTRE OF INDIGENOUS EXCELLENCE

## TATU Programs Manager

### Key Position Information

Job Title: **TATU Programs Manager**

**Position Reports To:** General Manager, Programs & Partnerships

Location: **National Centre of Indigenous Excellence, 180 George St, Redfern**

This position description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Status: Fixed term, Full Time

Direct reports: 3

### Primary Purpose of Job

The purpose of this role is to develop and direct NCIE's Tackling Indigenous Smoking program, which aims to reduce smoking prevalence rates in Aboriginal and Torres Strait Islander peoples by providing innovative preventative health activities that encourage change in smoking behaviours and attitudes. TATU – Talking About Tobacco Use.

### Qualifications

Completion or working towards an appropriate qualification will be well regarded, or extensive on-the-job experience, in particular working with youth &/or Aboriginal & Torres Strait Islander communities.

A NSW Working with Children clearance and National Police Check are requirements of this role.

A current NSW Driver's Licence is desirable.

Key Result Area (KRA)	Key Performance Indicator (KPI)
<b>Team development</b>	<ul style="list-style-type: none"> <li>• Create a collaborative team environment that motivates and engages staff and internal stakeholders to perform at their best.</li> <li>• Manage recruitment, training and operational management of a small TATU program team; positive interaction with and actively supporting wider Programs team.</li> <li>• Coordinate logistics across NCIE departments to engage contractors, deliver cultural activities, provide food services and TATU program activities.</li> <li>• Provide development opportunities for staff and clients, to build employment, social and community capacity.</li> </ul>
<b>Community relationships</b>	<ul style="list-style-type: none"> <li>• Develop NCIE relationships with key Indigenous community groups, local Elders, government and corporate partners/ stakeholders.</li> <li>• Develop strong communication pathways and networks with Indigenous communities and staff to enable implementation of TATU initiatives and demonstrate smoking behavioural change.</li> </ul>
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Provide leadership, strategic planning, goal setting, monitoring and evaluation of TATU programs to ensure outcomes are achieved and reported.</li> <li>• Manage TATU financials including budget planning, monthly management reporting, contractor payments, Department of Health (Tackling Indigenous Smoking) acquittal/ reports.</li> <li>• TATU event logistics, management and service delivery.</li> </ul>
<b>NCIE's Core Values</b>	<ul style="list-style-type: none"> <li>• Consistently acts in accordance with the NCIE's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision making.</li> </ul>
<b>Employee WHS</b>	<ul style="list-style-type: none"> <li>• Modelling healthy and safe behaviour and ensuring personal health and safety at work.</li> <li>• Not adversely affecting the health and safety of other workers or persons.</li> <li>• Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control.</li> <li>• Complying with all reasonable instructions, policy, procedures and safely using equipment.</li> <li>• Reporting any incidents (near misses/injury/illnesses).</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Assists with developing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk.</li> <li>• Manage and monitor team safety procedures and practices including off-site, remote activities to ensure team wellbeing, child protection and client safety.</li> </ul>
<b>NCIE Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Contribute to the development, compliance, maintenance, training and application of NCIE policies and procedures.</li> </ul>

## Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria:

1. Strong knowledge of preventative health practices, a strength based approach and demonstrated experience in delivering culturally appropriate health initiatives to communities, preferably including Indigenous families.
2. Demonstrated ability to develop and maintain effective networks, alliances and relationships across individuals, families, communities and organisations, including Indigenous groups.
3. Experience working in, leading and influencing a small team, with a high degree of initiative, self motivation, ability to delegate, coach and manage others output.
4. High level presentation, report writing and interpersonal skills, to deliver positive messaging.
5. Highly developed communication skills to effectively understand needs, facilitate and negotiate significant outcomes with a wide range of people, including the ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
6. Computing skills, particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.
7. High level organisational skills, attention to detail, interest in Indigenous sector issues.

## Practical Requirements

The preferred candidate will be engaged on a fixed term Employment Agreement for an initial 12 month period (negotiable).

Work outside of the normal hours of duty may be required. Some travel may be required. Interstate and Intrastate travel including overnight absences may also be required.

Employment will be subject to a Criminal History Check and the candidate must have or have the ability to get a NSW Working with Children Check clearance. Possession of a valid driver's licence is essential. Any disqualification of your driver's license may result in termination of employment.

Appointment to this position of a person not currently an officer of NCIE will be subject to a probationary period of 6 months.

