



## VACANCIES

### **Regional Managers, Regional Implementation Group (RIG) 1 and 3**

The Advocacy Training and Development Program (ATDP) are asking for applications from people who would like to volunteer for a position as an ATDP Regional Manager. There are two positions available:

- Regional Manager, Regional Implementation Group 1 (*Qld & NT*) and
  - Regional Manager, Regional Implementation Group 3 (*Vic, Tas and SA*)
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## JOB DESCRIPTION

### **POSITION CONTEXT**

The Advocacy Training and Development Program (ATDP) is responsible for training advocates who provide advice to ex-serving Australian Defence Force members and their families about compensation and welfare entitlements.

### **REGIONAL MANAGER POSITION SUMMARY**

The Regional Manager (RM) will provide leadership to the Regional Implementation Groups (RIG's) and administer the ATDP across their geographic region to deliver the strategic objectives and goals of the ATDP.

There are three Regional Implementation Groups:

- *Region 1:* Queensland and Northern Territory;
- *Region 2:* New South Wales, ACT and Western Australia; and
- *Region 3:* South Australia, Victoria and Tasmania.

The RM will work closely with Ex-service Organisations (*ESOs*), Advocacy Communities of Practice (*CoP*) and the Departments of Defence and Veterans' Affairs to coordinate, implement, monitor and validate the delivery of advocacy training and development in each Region.

The RM will automatically become a member of the Capability Framework Management Group (CFMG) (See: [Advocacy Training](#)). The CFMG oversees the operations of the ATDP nationally to ensure there is a consistent approach to training across all regions.

### **SPECIFIC REQUIREMENTS**

This is a volunteer position and will involve significant time and commitment in fulfilling the requirements of the role.

The role will also involve travel within Australia to attend meetings and to participate in workshops and working groups. All travel and allowances are paid for by the ATDP.

## **DUTIES AND RESPONSIBILITIES**

### *The Regional Manager as leader of a RIG will:*

- Lead a RIG, a small, dedicated and multi-skilled team of members, in line with the objectives agreed through the CFMG for the delivery of advocacy training.
- Manage the RIG Program Support Officer (PSO) in accordance with RIG requirements and their Statement of Duties.
- Explain ATDP plans, policy, procedures, processes and training and development pathways to ATDP facilitators, mentors/workplace assessors and advocates.
- Build and sustain effective partnerships between the Departments of Defence and Veterans' Affairs and ESO stakeholders across the Region.
- Develop, promulgate, implement and review ATDP procedures and processes in the Region.
- Prepare RIG business plans and Regional budgets for consideration by the CFMG.
- Implement operational plans in line with CFMG approval and agreed Budget.
- Ensure resources are used efficiently and effectively in line with CFMG direction.
- Promote ethical behaviours and practices.
- Facilitate healthy and safe workplaces.
- Work collaboratively across disparate groups and with the CFMG.
- Resolve complex and contentious issues between ATDP stakeholders.

### *The Regional Manager as a member of the CFMG will:*

- Deliver the strategic objectives and goals, within the agreed parameters, set by the SGB in the implementation of the ATDP.
- Implement strategic plans and undertake operational business planning.
- Implement and review the ATDP, related project or initiatives, and drive continuous improvement and change.
- Promote and manage relationships with internal and external clients, stakeholders and service providers.
- Work collaboratively within the CFMG and take an active part in sub-committees, working groups, task groups etc. to meet objectives and responsibilities.
- Research and analyse a range of complex issues, and develop, review, evaluate and implement policies, procedures, processes and documents.
- Provide reporting and forecasting data to support decision making at the strategic, capability framework and regional management level.
- Ensure clear and regular communication to the RIGs so that they have the detailed capability framework and related information required to implement the ATDP at a regional level.

## **DESIRABLE QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Experience as an advocate.
- Experience in the governance and or management of a business or community based organisation.
- Tertiary, diploma or certificate qualifications in a relevant field (business management, organisational development, human relations, public administration etc.)
- Qualifications and experience in training and development.
- Experience in one or more of the following areas of expertise: adult learning (including mentoring and on the job learning), continuing professional development, organisational standardisation, governance (preferably in the public sector), quality assurance, culture change, conflict management, risk/demand management, business planning, financial and asset management, and project management.

## TERMS OF APPOINTMENT

Appointment may be made on the basis of written applications or may involve an interview process.

Initial appointment is for 12 months. Upon review the Strategic Governance Board (SGB) may extend the appointment for a further period of up to 12 months, providing the SGB is satisfied with the performance of the appointee in this role.

## APPLICANT INFORMATION

### How to apply

Applicants should address the following selection criteria in their applications with reference to the listed duties and responsibilities of the role in the position description.

### Selection Criteria

1. Effective strategic planning, management and leadership skills.
2. Demonstrated collaboration, participation and contribution to team and organisational objectives.
3. Well-developed oral and written communication skills.
4. Experience liaising effectively with a wide range of stakeholders.
5. Proven ability to work cooperatively in a team environment.
6. Demonstrated experience as a military advocate.

The following **STAR** model provides a framework for presenting information in response to selection criteria. For each criterion, use the following elements to structure your answers:

#### **SITUATION**

Describe the situation/environment you were in.

#### **TASK**

What did you need to accomplish to deal with the situation? What was your role concerning the problem, issue or assignment?

#### **ACTION**

What did you do? Set out the steps you took to resolve the situation. Provide detail.

#### **RESULT**

What was the outcome? What did you accomplish? What did you learn? Promote yourself and your achievements.

Please send your application to [ATDP.COMMUNICATIONS@dva.gov.au](mailto:ATDP.COMMUNICATIONS@dva.gov.au) by **COB 13 March 2020**.

### Enquiries

If you require more information about this role, please contact Roger Greene, CFMG Chair on Mobile: [0411 431 189](tel:0411431189) or by Email: [cfmgchair@atdp.org.au](mailto:cfmgchair@atdp.org.au)

For more information about the ATDP visit the ATDP website at: [web.atdp.org.au](http://web.atdp.org.au)

Or the DVA website [www.dva.gov.au](http://www.dva.gov.au) and search for 'advocacy training' or use this link: [Advocacy Training](#)