

RESIDENTIAL MANAGER

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Residential Manager
Saltbush Division	Supported Bail Accommodation
Location	Darwin
Employment Type	Permanent, Full time
Reports to	Chief Operating Officer
Hours of Work	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
Travel	Some regional and remote travel may be required as part of this role.
Compliance Requirements	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence, Current First Aid, COVID-19 Vaccination.

PRIMARY PURPOSE OF POSITION

The Residential Manger is responsible for the delivery of a comprehensive Supported Bail Service to young people aged 10 to 17 years.

You will lead a passionate and caring team providing integrated bail support services to young people to meet their bail conditions and to improve their prospects of avoiding detention.

Your hands-on management style will ensure day to day home-style supervision and support of young people while they are living in our accommodation.

You will also support the Chief Operating Officer to work closely with the Territory Families team to provide a throughcare model aimed at assisting the young person to make better life choices.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as the Residential Manager, you will:

- Take a leadership role in implementing the organisations values, vision and mission, while influencing, motivating and inspiring staff to deliver high quality, individualised care and support to our residents.
- Provide strong leadership through effective setting, delegation and communication of objective, coordinating and leading staff to ensure a full activities schedule is delivered in the residence.
- Manage the smooth and seamless daily operation of the accommodation facility including adhering to all applicable legislation, regulations and guidelines.
- Manage the overall program budget, facilities and procurement activities in accordance with Saltbush Financial and Procurement delegations including preparing regular financial reports for the Chief Operating Officer.
- Lead the Supported Bail team and manage all staffing matters across the employee lifecycle, ensuring staff understand and comply with all Saltbush, policies, procedures and reporting process.
- Ensure there is a therapeutic approach to all aspects of the service we deliver and our practices are underpinned by the Saltbush Therapeutic Framework.
- Ensure service delivery, case management, reporting and compliance activities are in accordance with our contract/s.
- Compile and submit all information, reports and records as requested or required by government agencies or legislation to appropriate government officials or the Board of Directors.
- Ensure staff understand and comply with all Saltbush, policies, procedures and reporting process.
- In conjunction with Saltbush Social Enterprises COO, maintains an awareness of the financial, statistical, and accounting records of the service.

ESSENTIAL SELECTION CRITERIA

- Previous experience working in a culturally diverse business environment, demonstrating empathy and determination with the delivery of services.
- Demonstrated high level verbal and written communication skills with excellent interpersonal skills and a flexible, responsive customer service approach.
- Excellent interpersonal skills to effectively liaise, consult and negotiate with a wide range of staff, service providers and service users.
- A working knowledge of Trauma Informed Care and strength-based approach to working with young people.
- A relevant tertiary qualification and/or comparable work experience at a Management level.
- Demonstrated ability in program and budget management.
- High level organisational skills and self-motivation with the ability to take initiative when working alone and ability to interact and work in a team.





HIGHLY DESIRABLE CRITERIA

- 5 years' experience in a similar position.

THE SALTBUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Expert
	Thoroughness	Advanced
	Manages Self	Advanced
	Teamwork and Leadership	Advanced
 Relationships	Building Relationships	Expert
	Collaboration	Expert
	Communicating for Results	Advanced
	Leading the Organisation	Skilled
 Results	Analytical Thinking	Skilled
	Organisational Alignment	Advanced
	Initiative	Advanced
	Problem Solving	Advanced
 Resources	Business Process Knowledge	Advanced
	Strategic Thinking	Skilled
	Project Management	Skilled
	Finance	Skilled
	Procurement and Contracts	Skilled
	Human Resources	Advanced

