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| Position title | Carpenter |
| Division | Tangentyere Constructions |
| Classification | 6.1 |
| Prepared by | Carlo Simpson |
| Date | 19/01/2023 |
| Staff reporting to position | 0 |

# Position Summary

Tangentyere Council Aboriginal Corporation (TCAC) is a community controlled Public Benevolent Institution delivering human services and social enterprise activities for the benefit of Aboriginal people from the Alice Springs Town Camps, urban Alice Springs, and Central Australia.

Tangentyere Constructions, a subsidiary of Tangentyere Council, is a professional building contractor. Tangentyere Constructions promotes self-determination and community control in the construction industry.

Tangentyere Constructions delivers property management, new construction work, and trade repairs and maintenance works to Alice Springs Town Camps and remote communities & outstations. Carpenters will be allocated by the General Manager to work on projects under the supervision of the Property Management Team Leader or one of the Constructions Supervisors.

This Carpenter will work under the supervision of the construction supervisors, and undertake various construction related activities including but not limited to tasks such as constructing and upgrading municipal residences and buildings, maintenance services including carrying out necessary minor general repairs.

This position is also expected to work autonomously or as part of a team, demonstrate sound judgement and decision making. The Carpenter must be a responsible person and have the capacity to instruct and supervise unskilled labourers in basic construction related tasks.

As part of your role, you will be working with children, people with a disability and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns in line with our duty of care obligations. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

# Responsibilities

* Assist construction manager and supervisors as required and directed, whether they are employed by Tangentyere Constructions or subcontractor in projects undertaken by the enterprise.
* Responsible for various carpentry works in Alice Springs and Remote areas of Central Australia.
* Work alone or as part of a team, make decisions that are responsible and achieve outcomes that are in the interests of Tangentyere Constructions and their clients.
* General labouring and construction work, maintaining and cleaning of workshop and carrying out basic plant maintenance.
* Follow Tangentyere Constructions’ ‘Workplace Health & Safety Management Plan’ at all times whether on a work site or at the work premises. Adhere to Tangentyere Council Vehicles Policy.
* Assist with achieving quality management objectives across the organisation.
* Assist with achieving safeguarding objectives across the organisation.
* Assist with achieving compliance objectives across the organisation.
* Other reasonable duties as required.

# Major Accountabilities

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| Accountabilities | Performance indicators |
| * Assist other qualified persons as required in construction related tasks.
* Tangentyere Constructions staff.
* Subcontractor Site Supervisors.
 | * Follows directions as instructed by the Manager and Supervisors in a respectful and timely manner. Making sure that all WHS requirements are followed at all times.
* Follows directions as instructed by qualified subcontractors in a respectful and timely manner. Making sure that all WHS requirements are followed at all times.
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| * Carry out Carpenter Works to various sites in Central Australia.
* Responsible for constructing and upgrading municipal residences and buildings.
* Adhere to Tangentyere Council vehicles policy at all times.
 | * Follow directions as instructed by Project Supervisors in a respectful and timely manner.
* Supervisor will making sure that all WHS requirements are followed at all times.
* All machinery and vehicles checks will be carried out as required.
* Supervisor to monitor all aspects of policy with ads such as Navman and weekly vehicles checks.
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| * Work autonomously and as part of a team. Make safe and responsible decisions and be able to supervise unskilled labourers when required.
* Ensure that workers are performing duties in a safe and efficient manner.
* Work alone when required in a safe and efficient manner.
 | * Tasks to be completed as expected by the job supervisors.
* Ability to work alone or with others in a remote setting.
* Ability to solve problems and assist others.
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| * Carry out maintenance on dwellings / properties in accordance with the Housing Maintenance Handbook and Standards.
* Responsible Sound knowledge and understanding of legislation, standards and codes underpinning activities associated with the construction, maintenance, and management of residential rental properties.
* Where tasks require a qualified tradesperson other than a Carpenter, report to the Programme Manager.
* Adhere to Tangentyere Council vehicles policy at all times.
 | * Follows directions as instructed by Programme Manager / HMO Coordinator in a respectful and timely manner.
* Programme Manager / HMO Coordinator will making sure that all WHS requirements are followed at all times.
* HMO Coordinator will conduct inspections on works carried out to ensure that all workmanship is satisfactory and time frames are meeting requirements.
* HMO Coordinator will ensure that all works refired to housing for trade panel contractor is accurate.
* External reports from tenants, community members as well as other service providers and Government Departments.
* Supervisor to monitor all aspects of policy with ads such as Navman and weekly vehicles checks.
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| * Follow Tangentyere Constructions ‘Workplace Health & Safety Management Plan’ at all times whether on a work site or at the work premises.
* Responsible for making sure that the WHS plan is understood and adhered to.
 | * Read through the WHS plan and ask for clarification if needed.
* Correct use of personal protective equipment (PPE) at all times.
* Completion of all forms as required including SWMS ‘near miss’ and incident / accident reports.
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| * Assist with achieving quality management objectives across the organisation.
* Commitment to the Tangentyere Council Quality Management Objectives.
 | * All work-related actions and behaviours are aligned with the organisations mission and values.
* Actively participate in and promote a continuous improvement culture across the organisation.
* Understand and comply with organisation policies and procedures.
* Maintain organisation and client records in accordance with legislative and organisational policy requirements.
* Ensure all decisions made in the course of your duties are transparent and align with organisational policy and procedures.
* Assist clients to provide feedback when required.
* Contribute to QMS area audits as required in a timely manner.
* Contribute to implementing change when identified through the QMS as required.
* Provide feedback on the QMS as required.
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| * Assist with achieving safeguarding objectives across the organisation.
 | * Report any concerns or suspicions of abuse of children, people with a disability or vulnerable peoples in line with duty of care and mandatory reporting obligations.
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| * Assist with achieving compliance objectives across the organisation.
 | * Maintain own records and manage Employment Hero compliance for staff, where applicable.
* Maintain current certifications (Driver’s Licence, Working with Children (Ochre Card), Police Check, and where relevant, RN Registration, White Card and First Aid Certificate etc.) and upload evidence in Employment Hero.
* Complete probation reviews (6, 12 and 22 weeks) within the approved timeframe.
* Read and acknowledge all relevant policies in Employment Hero.
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| * Other reasonable duties as required.
 | * Additional tasks that may arise from time to time are completed within the required timeframe and to a suitable standard.
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# Relationships

Internal

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| * Constructions Manager
 | * Constructions Supervisor
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| * Constructions Team Leaders
 | * Trades Assistants and R&M Workers
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External

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| --- | --- |
| * Trade Qualified Subcontractors
 | * Clients
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| * Tangentyere Council Aboriginal Corporation
 | * Community Housing Central Australia
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| * Department of Territory Families, Housing & Communities
 | * Department of Infrastructure, Planning & Logistics
 |
| * Central Land Council
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# Competencies

Tangentyere core competencies

* Commitment
* Teamwork
* Communication
* WHS
* Cultural Awareness

# Qualifications and Selection Criteria

Required

* Qualified Carpenter with other various experience with maintenance, building or construction.
* Be highly motivated and be able to work without supervision.
* Well-developed communication skills, both written and oral, including negotiation and conflict resolution experience in a service delivery environment with clients from cross cultural backgrounds.
* Ability to follow a WHS plan and other policies, procedures, and plans.
* Ability to work respectfully in an intercultural environment with tenants, co-workers, and subcontractors.
* Current Construction (White Card).
* Current NT Drivers Licence, NT Working with Children (Ochre) Card, satisfactory Police Check, and proof of full (3) vaccination against COVID-19.

Desired

* Knowledge of Local Government or community development work.
* Previous experience workingwith Indigenous organisations.
* Ability and willingness to attain a first aid certificate.

# Verification

This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.

Position holder

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| --- | --- |
| Name |  |
| Date effective |  |
| Signature |  |

Manager

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| --- | --- |
| Name |  |
| Date effective |  |
| Signature |  |