

## POSITION DESCRIPTION

# Homelands Maintenance Officer

<b>Position</b>	Homelands Maintenance Officer
<b>Classification Level</b>	Level 3
<b>Location</b>	Wadeye
<b>Reports to</b>	Homelands Manager

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

### The Council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and a strong regional economy
- Provide high-quality services within financial resources available
- Maintain and develop Council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

## ATTRIBUTES

**Service** Work performed is of the highest quality, innovative and solutions focused.

**Ethical** Applies the highest standards of integrity and ethical conduct.

**Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** Makes appropriate decisions, sound judgements and communicates effectively.

**Safe** Work practices performed apply and promote Work Health Safety standards.

## POSITION

Operating under the direction of the Homelands Coordinator and following Council corporate plans, policies, relevant legislation and funding requirements; this position is responsible for the delivery of services to Homelands and undertakes a range of Homeland municipal and essential services projects, including but not limited to; maintenance and repairs of water supplies, power supplies, sewage systems, landfills and other municipal services as required.

## ROLE RELATIONSHIPS

### Internal

Homelands Coordinator  
Civil Works Supervisor  
Community Services Manager  
Administration Assistant (Wadeye)  
Civil Works Team

### External

Community Organisation Representatives  
Community and Homelands Members

## DUTIES

### Primary Tasks

- Plan and complete a range of municipal and essential services projects as required.
- Plan and undertake minor housing repairs and maintenance as required
- Oversee and support Council Trades or Contractors to ensure appropriate work outcomes are achieved
- Work cooperatively with the Homelands Coordinator to complete assigned tasks.
- Maintain high levels of communication, consultation and support to Homelands to build and maintain effective and responsive working relationships with Homelands Residences
- Plan and budget projects ensuring compliance with procurement guidelines
- Ensure plant, tools and equipment used for homeland activities are maintained in good working order
- Ensure safety for yourself and others in the workplace, engage in effective and proactive health, safety and wellbeing culture.
- Any other reasonable duties delegated by Homelands Coordinator

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

- Develop a team approach to problem-solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

### Work Health & Safety

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- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Homelands Coordinator

## SELECTION CRITERIA

### Essential Qualifications & Experience

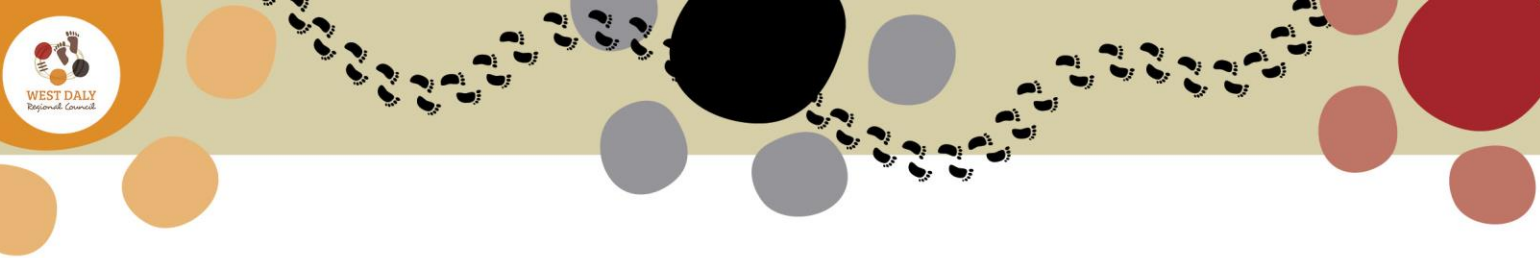
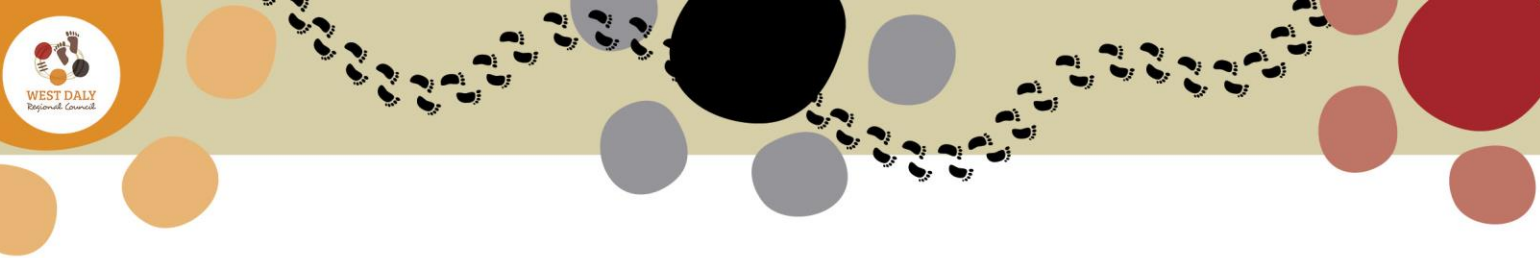
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- Qualifications in at a minimum certificate IV or trade level or extensive relevant experience
- Permits to operate the machinery.
- Current Northern Territory Driver's Licence (HR licence preferred).
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)

### Knowledge, Skills & Abilities

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- Experience in essential, municipal and housing services, preferably in the Aboriginal community context.
- Ability to work remotely, unsupervised and a high level of self-reliance in an environment that is challenging.
- Demonstrated strong technical problem-solving abilities, with the ability to adapt to suit circumstances.
- Ability to travel regularly to Homelands and Communities, including staying in Communities.
- Strong communication skills with the demonstrated ability to resolve issues in a cross-cultural setting.
- Ability to work with others in a team environment to achieve desired outcomes.
- Knowledge of risk management and the principles of work health and safety and ability to promote them in the workplace
- Current NT drivers licence and ability to travel to remote locations on unsealed roads
- Cultural knowledge and an understanding of the West Daly region.



APPROVAL

*Matthew Eastham*

Matthew Eastham ASM  
Chief Executive Officer

Dated: October 2021

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