

POSITION DESCRIPTION

Homelands Program Coordinator

Position	Homelands Program Coordinator
Classification Level	Common Law Contract
Location	Wadeye
Reports to	Regional Services 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, many 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 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

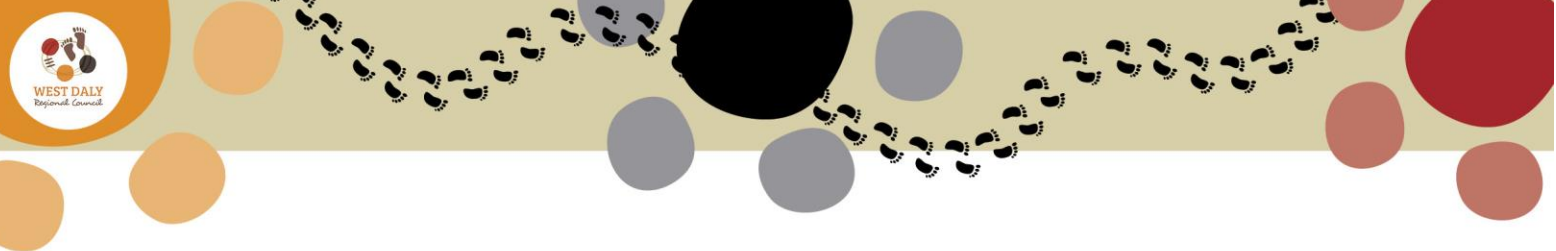
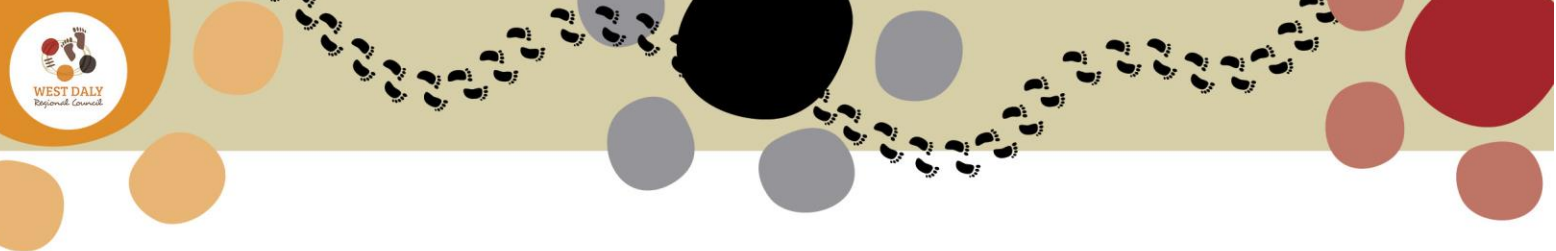
Service Work performed is of the highest quality, innovative and solutions focused.

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

The Homelands Program Coordinator is responsible for the coordination and delivery of Municipal and Essential Services, Housing Maintenance Services and Capital works as part of the Homelands Program.

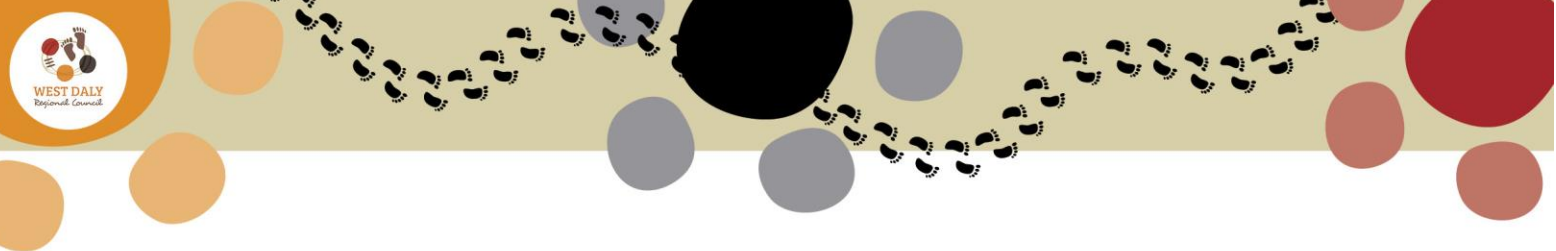
ROLE RELATIONSHIPS

Internal	External
Chief Operations Officer	Community organisations
Technical Services Manager	Homelands residents
Regional Services Manager	NT and Australian Government Departments
Community Services Managers	Suppliers
Administration Officer (Wadeye)	
Grants Coordinator	
All Council Staff	

DUTIES

Primary Tasks

- Coordinate and oversee the delivery of the Municipal and Essential Services (MES) Program
- Coordinate and oversee the delivery of the Housing Maintenance Services (HMS) Program
- Develop future Capital Grant funding priorities and assist with the development Capital Grant applications with the Grants Coordinate
- Develop yearly Service Delivery plans (SDP) in collaboration with Homeland residents that ensure that minimum standards of service delivery are achieved for both MES and HMS programs
- Maintain up to date and accurate Homelands Maintenance Logs that record all work completed funded on homelands
- Maintain up to date and accurate Infrastructure and Equipment Register (IER) that records all infrastructure and equipment changes on funded Homelands
- Develop and maintain an Emergency plan for the Homelands in conjunction with the WHS Officer
- Ensure budgets associated with the Homelands program and projects remain on target and add value to the Council
- Effectively manage scheduling and programing to ensure that projects remain on time
- Provide reports on the status of the Homelands Program and projects including income and expenditure to the Chief Operations Officer
- Provide effective leadership, direction and support to the Homelands Maintenance Officer and other Homelands staff
- Work collaboratively with the Technical Service Manager, Regional Services Manager and The Community Services Managers to ensure they are fully informed, facilitate their ability to meet targets, deliver quality services, build capacity and meet compliance requirements relating to the Homelands Program
- Regularly liaise with subcontractors and suppliers



- Coordinate the purchasing of goods, services, and capital items in line with Councils Procurement policy and guidelines.
- Liaise with external agencies stakeholders and other funding bodies to ensure purchasing and procurement is undertaken to maximise cost efficiencies
- Work as part of a team to ensure a collaborative approach is taken to achieve positive outcomes

OTHER DUTIES

- Other duties commensurate with skills and experience as directed by the Chief Operations Officer.

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Work in collaboration with Community Services Managers to coordinate maintenance and infrastructure projects in homelands in proximity to their locations.
- 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

- 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.

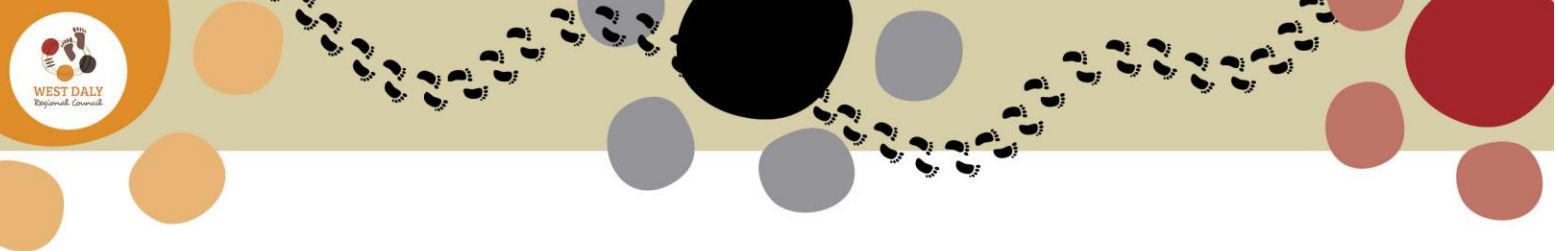
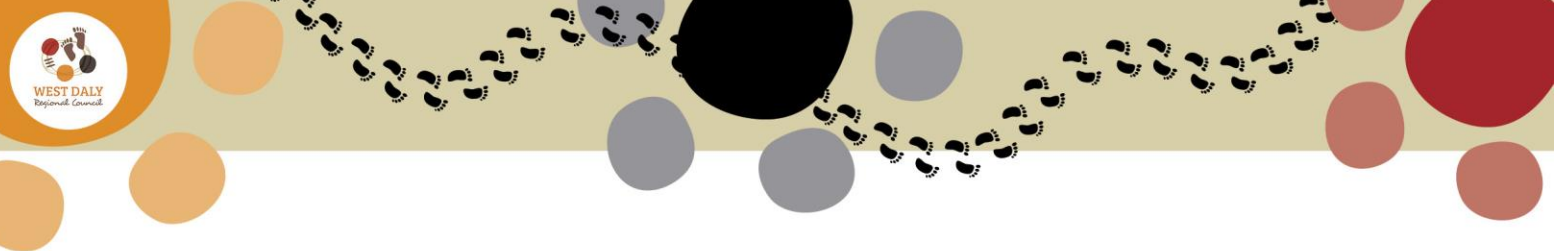
General

- 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 Chief Operating Officer.

SELECTION CRITERIA

Essential Qualifications & Experience

- Tertiary qualifications in a related discipline and extensive demonstrated experience.
- Well-developed knowledge of the preparation of procurement documentation relating to contract's, assessment and recommendation of tenders as based on the value for money principle.
- Project supervision skills to project manage ongoing projects from development to completion.
- High level interpersonal, communication skills and the ability to be able to multitask.



- High level of adaptability and flexibility including the ability to manage pressure, change and meet deadlines in an environment undertaking continuous improvement in with a focus on effective service delivery.
- Previous experience working in remote locations.
- Experience in general finance principles and practices including budget and financial acquittals.
- Current Northern Territory Driver's Licence.
- 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

- Demonstrated effective administrative and community service skills, including the ability to be discreet, maintain confidentiality and discern sensitive issues.
- A solid understanding of Indigenous tradition and culture.
- Demonstrated high level interpersonal, verbal and written communication skills.
- Proven ability to participate as part of a team and to work co-operatively with Council staff members and peers in achieving objectives.
- Demonstrated organisational skills, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, exercise initiative and attend to detail.
- Demonstrated ability to project manage.
- Ability to utilise a range of computer programs to produce reports and correspondence.
- Ability to prioritise workloads and work independently and in a team.
- Sound knowledge of the principles of Workplace Health Safety.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: 09 February 2023

Created	9 th February 2023
Version	1.0