

POSITION DESCRIPTION

Regional Services Manager-Trades & Works

Position	Regional Services Manager
Classification Level	Common Law Contract
Location	Wadeye
Reports to	Chief Operations Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Palumpa and Peppimenarti as well as the surrounding 33 homelands, a number of which communities 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

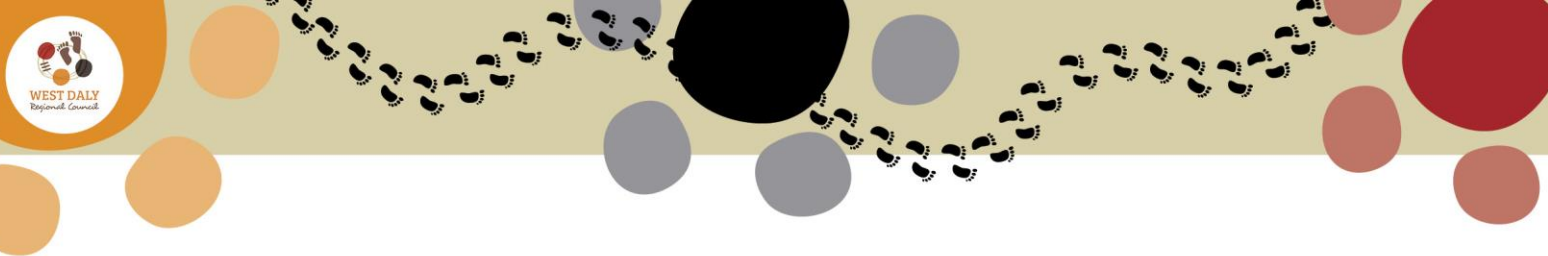
Service Work performed is of the highest quality, innovative and solutions focused.

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

Reporting to the Chief Operations Officer, the Regional Service Manager will lead the Trades and Civil Works programs for Council. The Regional Services Manager is responsible for providing leadership, direction and management across the Trades and Civil Works teams to ensure the achievement of outcomes in line with Council strategies, objectives, vision and values.

ROLE RELATIONSHIPS

Direct Reports

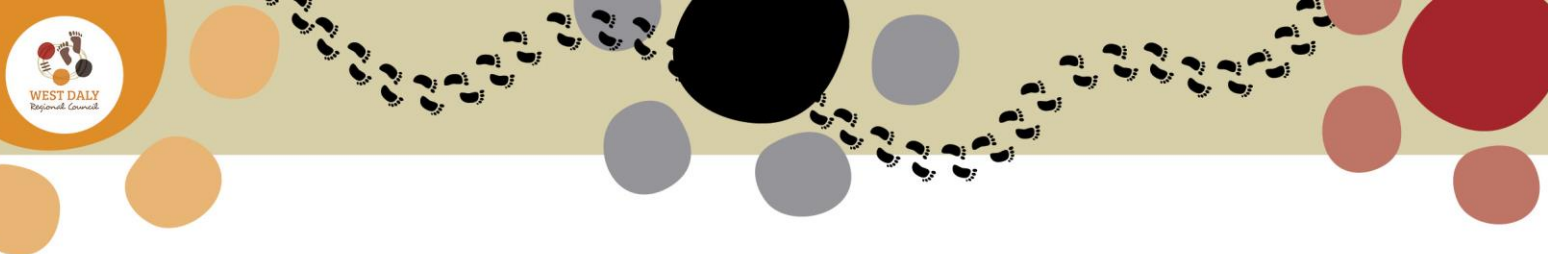
Tradesmen (Carpenters, Mechanics, Electricians, Plumbers)
Civil labourers
Trades Assistants
Trainees & Apprentices

Internal	External
Chief Operations Officer Community Service Managers Homelands Manager Executive Team All Council Staff Mayor & Councillors Community Service Managers	Community organisation representatives Community members Government and non-government representatives Consultants and businesses Local NT Police, Clinics, Shelters etc.

DUTIES

Primary Tasks

- Provide leadership, direction and oversight to all internal trades and works staff and external contractors
- Identify, target and develop new business opportunities with a focus on commercial trade & works opportunities
- Monitor, evaluate and report on cost expenditure and services levels to ensure outcomes are met, ensuring the commercial viability of contracts and works
- Manage trades and works teams to ensure maintenance, construction, levels of service, standards, goals and objectives are achieved
- Identify, coordinate and oversee the development of traineeship and apprenticeship pathways for suitable staff
- Assist with the development and implantation of strategies that encourage employment and involvement of local Aboriginal people in all facets of divisional activities
- In conjunction with the COO develop, recommend and implement forward capital works programs



- Providing support and oversight of Service Levels Guidelines across the region and implementing monthly inspection and reporting to the COO and Council
- Ensure Councils infrastructure and assets are maintained to the required service levels as outlined in the Councils Asset Management Plan and within annual budgets
- Develop briefing material, submissions, papers and reports on behalf of the COO
- Assist with the development, oversight and implementation of preventative, corrective maintenance and asset management programs for Council.
- Undertake various ad hoc projects and tasks on behalf of the COO as required from time to time
- Undertake duties commensurate with skills and experience as directed by the COO

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

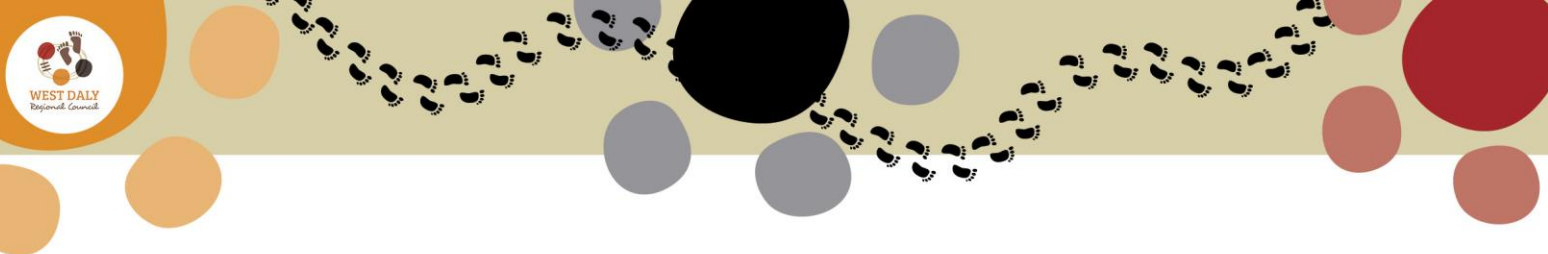
- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders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

Work Health & Safety

- 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 Operations Officer.



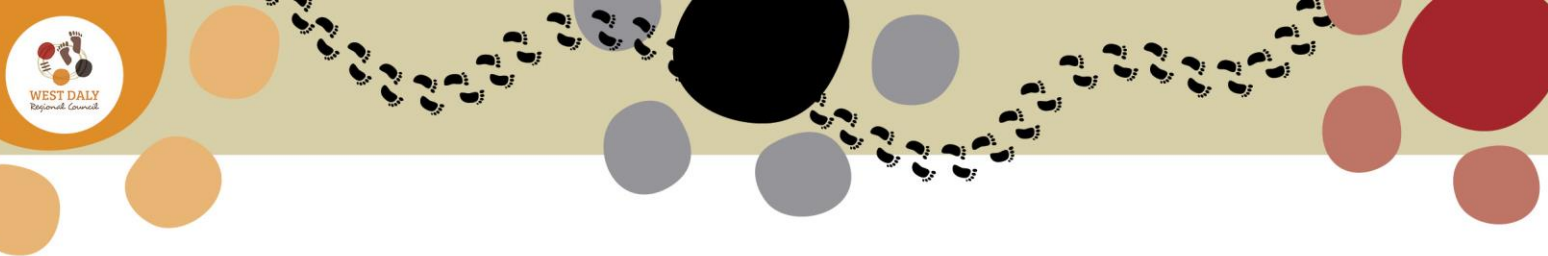
SELECTION CRITERIA

Essential Qualifications & Experience

- Tertiary qualifications, or extensive management experience in trades, construction, civil works, community services, business, public sector management or a related field.
- Exceptional interpersonal skills with the ability to persuade, negotiate and influence a broad range of stakeholders.
- Well-developed skills in:
 - asset management,
 - project management,
 - provision of service delivery programs,
 - personnel management,
 - budget analysis, and
 - business operations.
- Sound understanding of the issues affecting Indigenous communities in remote locations and cultural awareness.
- Demonstrated ability to provide effective leadership in a dynamic, austere and cross-cultural environment.
- Experience and working knowledge of the Environment, Work Health and Safety, Local Government legislation and other relevant Acts and/or Standards.
- Proven ability to undertake multiple tasks simultaneously and effectively manage workloads to meet critical timeframes.
- Well-developed oral and written communication skills that enables a balanced and considerate approach to sensitive issues.
- Proficient in the Microsoft Suite of Products and a high level of computing skills.
- Demonstrated commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.
- Current Northern Territory Drivers Licence.
- National Criminal History Check clearance.
- Current Working with Vulnerable Persons (children)/Ochre Card

Knowledge, Skills & Abilities

- Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context.
- Well-developed oral and written communication skills including the ability to:
 - appreciation of the issues affecting Indigenous communities in remote locations and cultural awareness; and
 - consult and negotiate sensitively and effectively with Indigenous people.
- Well-developed skills in project management, asset management, provision of service delivery programs and budget management.
- Strategic and decision-making skills with an analytical and innovative approach to problem solving.
- Ability to liaise effectively with a variety of stakeholders and resolve conflict.



- Ability to liaise with a broad range of stakeholders including an ability to communicate sensitively and effectively with Indigenous people.
- Proven capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.
- Highly proficient computer skills including experience in the Microsoft suite, internet, and e-mail.
- Ability to work autonomously and as a team member.
- Ability to use initiative and judgement combined with excellent problem-solving skills.
- Sound knowledge of the Environment, Work Health and Safety, Local Government legislation and other relevant Acts and/or Standards.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: February, 2022

Created	February 2022
Version	1