



## POSITION DESCRIPTION

# Civil Services Officer

<b>Position</b>	Civil Services Officer
<b>Classification Level</b>	Level 2
<b>Location</b>	Wadeye
<b>Reports to</b>	Civil Services Supervisor

## 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, 14 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

This position will work with the Civil Services Supervisor to coordinate and oversee the Civil Services Works Crew and assist in the hands-on delivery of core services within the community and surrounding areas. This will involve maintenance of all Council assets, and ensuring they are in a condition that meets the minimum requirements of operation for the Community and surrounding areas, and other duties as directed by the Civil Services Supervisor.

## ROLE RELATIONSHIPS

Internal	External
Civil Services Team	Community organisations
Community Service Manager	Community members
All Council Staff	

## DUTIES

### Primary Tasks

- Preparation of the necessary tools that are required in readiness for works to be undertaken.
- Oversee the pre-starts of the machines and ensures correct operating procedures.
- Refill of fuels for vehicles and machinery.
- Work with the Civil Services Labourers and undertake the more complex tasks.
- Coordinate efficient and effective running of the civil works at the outstations.
- As and when required, oversee the day-to-day operations of the Civil crew.
- In the absence of the Civil Services Supervisor, open and close the civil yard.
- Assist in the general construction, maintenance and delivery of civil works services.
- Assist in the general development, maintenance and delivery of parks and garden services.
- Assist in the regular provision of waste removal services for West Daly regional communities.
- Travel to remote locations and surrounding areas when required, to perform civil service requirements and tasks as directed.
- Communicate with and advise the Civil Services Supervisor when plant and equipment is not working.
- Maintain a safe working environment and ensure that relevant Workplace Health and Safety regulations are adhered to.
- Carry out any other duties as directed by the Civil Services Supervisor and the Community Services Manager.



## 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 Civil Services Supervisor.

## SELECTION CRITERIA

### Essential Qualifications & Experience

- Experience supervising the day-to-day operations of a small team.
- Previous relevant experience would be highly regarded.
- A current heavy rigid driver's licence.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.



## SELECTION CRITERIA (CONT) ...

### Knowledge, Skills & Abilities

- Ability to coordinate work tasks to less experienced staff.
- Work with limited supervision and direction.
- Ability and willingness to travel to remote communities and surrounding areas to perform civil service requirements and demands.
- Personal integrity.
- Good interpersonal skills and friendly disposition.
- Sound knowledge of the principles of Workplace Health and Safety.
- Knowledge of building regulations and requirements would be highly regarded.
- Experience of working within a controlled work area, such as airstrip slashing and fencing repairs.

## APPROVAL

*Matthew Eastham*

Matthew Eastham  
Chief Executive Officer

Dated: 12<sup>th</sup> May, 2021

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