



POSITION DESCRIPTION

Homelands Coordinator

Position	Homelands Coordinator
Classification Level	Level 5
Location	Wadeye
Reports to	Chief Operations Officer

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 Coordinator is responsible for ensuring effective and efficient coordination and delivery of funded Homelands housing and facilities projects in accordance with NT Government Guidelines.



ROLE RELATIONSHIPS

Internal

Chief Operations Officer
 Community Services Managers
 Civil Services Team
 Carpenter
 Mechanic
 Administration Officer (Wadeye)
 Grants Coordinator
 All Council Staff

External

Community organisations
 Homelands residents
 NT and Australian Government Departments
 Contractors and Consultants
 Suppliers

DUTIES

Primary Tasks

ESSENTIAL SERVICES MAINTENANCE

- Coordinate the repairs and maintenance for all homelands essential services.
- Liaise with and coordinate homeland residents input regarding required essential services and housing maintenance and upgrades.
- Ensure Emergency plans are current and updated and distributed to homelands residents.
- Coordinate homeland site visits.
- Engage contractors to complete homelands projects.
- Oversee homelands staff engaged under the Homelands Jobs Program.
- Coordinate maintenance of homelands equipment and vehicles with CSMs.

STOCK ORDERING and MANAGEMENT

- Coordinating homelands program purchasing across the West Daly region
- Sourcing quotes as required.
- Ordering stock as required.
- Stocktake of equipment and assets.
- Create requisitions, check invoices and accounts and receive goods.

RECORDKEEPING and GRANT MANAGEMENT

- Prepare project reports for Aboriginal Benefit Account, Northern Territory and Australian government funded maintenance programs and Special Purpose Grant projects.
- Maintain records, draft correspondence, filing, coordinate appointments and meetings, and travel arrangements.
- Data entry for job cards.
- Timesheet entries.
- Vehicle reconciliations.
- Ensure that standards under the program guidelines and the funding agreement are met.
- Liaise with and encourage homeland resident's participation regarding the Jobs Program.
- Ensure Service Delivery Plans are completed and returned within the required timeframes

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

- Certificate IV in Local Government (Operational Works) and/or relevant work experience in a similar role.
- 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.



SELECTION CRITERIA (Cont ...)

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
Chief Executive Officer

Dated: 20th July, 2021

Created	1 st June 2021
Version	1.0