

Community Services Manager



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| Position: | Community Services Manager |
| Classification Level: | 8.3 |
| Location: | Wadeye |
| Reports to: | Director of Council and Community Services |

Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as homelands, aged care and community night patrol.

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 is primarily responsible for managing the day to day Council service delivery operations in the community under direction of the Director Community Services and/or Chief Executive Officer and to contribute to implementing the strategic direction of the West Daly Regional Council.

Position Liaises with

| Internal | External |
|-------------------------|--|
| Chief Executive Officer | Government Representatives |
| Executive team | Local Authorities and other Community Agencies |
| All Council Staff | Consultants |

Duties

1. Direct, oversee and monitor all Council core services, programs and minor projects in the community.
2. Manage all Council assets on the community including plant equipment, buildings and vehicles, ensuring transport routes and airstrips are operational when possible.
3. Develop, support and maintain effective consultant links with the local authority and relevant community and government agencies and direct agency staff as required.
4. Supervise and monitor staff in a cross cultural environment with specific reference to developing the capacity of local aboriginal people.
5. Maintain a safe working environment and ensure Occupational Health & Safety regulations are adhered to including the responsibility of emergency management outlined in the Regional Disaster Plan.
6. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.
7. Other duties as directed by the Director of Council and Community Services.

Selection Criteria

Essential

1. Demonstrated experience in managing a range of service delivery activities and programs in a collaborative manner.
2. Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context.
3. Proven ability to motivate and manage teams to deliver outputs and achieve outcomes.
4. Excellent organisational skills with the ability to set priorities and meet deadlines.
5. Well developed oral and written communication skills including the ability to:
 - consult and negotiate sensitively and effectively with Aboriginal people;
 - produce clear and sound based reports in a timely manner;
 - liaise effectively with a variety of stakeholders and resolve conflict.
6. Strategic and decision making skills with an analytical and innovative approach to problem solving.
7. Understanding of business and financial planning principles and practices.
8. Sound knowledge of the principles of Work Health & Safety.
9. A current driver's licence.
10. An appropriate qualification or relevant experience.
11. Any additional tasks as requested by the Director Community Services or Chief Executive Officer.
12. Sound computer skills with knowledge of Microsoft Office.

Desirable

1. Previous experience in similar role within Local Government.
2. Thorough understanding of the Local Government Act.
3. An appropriate qualification or experience or a willingness to undergo appropriate training.

Approval/Agreement

This appointment is a full time position and the appointed applicant may be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer

I _____ have read, understood and agree to the above position description and accept the employment appointment.

(Signature)

(Date)

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| Created | 7 November 2017 |
| Version | 1 |
| Reviewed | |