



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Council Services Manager – Atitjere
Reporting To	Regional Services Manager
Classification	Full Time
Level	7/8
Location	Atitjere

OBJECTIVES OF THE POSITION:

Operating under the direction of the Regional Services Manager and in accordance with Council corporate plans, policies and relevant legislation, the position is based in Atitjere. The position is responsible for:

- Core Services: Ensure all Council core (municipal) service obligations are met;
- Contract Services: Ensure on-ground deliverables for contracted programs are met and reporting/finance data provided;
- Staff Management: Management and development responsibility for Atitjere Core Services staff, including Essential Services Officer;
- Capital Works: Assist the planning and delivery and acquittal of minor capital projects on the community;
- Council Assets: Ensure Council assets are appropriately used and maintained including fleet, plant, equipment and facilities;
- Strategic Development: Assist Regional Services Manager with planning, development and documentation of Strategic Plans and related documents/processes;
- Council Finance and Administration: General budgeting, reporting and other financial and/or administrative requirements;
- Stakeholder Relationships: Develop and maintain positive and successful relationships with relevant stakeholders;
- Community Development: Participate proactively in Council initiatives to develop long-term positive outcomes for local Indigenous communities.
- Other duties as directed

DUTIES AND RESPONSIBILITIES

As directed by the Regional Services Manager perform the following tasks within Atitjere Community:

Core Services delivery

- Ensure Council's core (municipal) service obligations are met as per agreed Service Levels, Works Matrix and other relevant standards.
- Contribute to the planning, development, prioritisation, delivery and reporting of services including 6-monthly update of Works Matrix.
- Assist Council's Roads Crew and program as required.
- Ensure Council is compliant with relevant Acts, laws, regulations and policies including Work Health and Safety obligations.

Implement Council's risk management policies to address strategic, operational and legislative compliance risks.

Contract Services delivery

- Ensure on-ground deliverables for contracted programs are met and reporting/finance data provided to Contract Coordinator for relevant contracts including Power Water Corporation Essential Services Agreement; Outstation grants; Centrelink Agent Services contract; Postal Agency Agreement; Aircraft Landing Area Agreement; and others that may arise.

Staff Management

- Provide effective leadership, direction, mentoring and training to relevant staff as per Council's Organisational Structure by building and maintaining productive teams and a positive workplace culture.
- Manage relevant Works staff in Service Delivery Centre including recruitment (with HR), induction, performance management/review, training, mentoring, WH&S compliance, grievances and dispute management. This includes day-to-day management of the Essential Services Officer.
- Ensure employees maintain and adhere to clear, regularly reviewed Work Plans including Performance Reviews conducted and submitted on time.
- Ensure staff adhere to relevant Council policies and procedures.
- Optimise employment and support for local Indigenous people.
- Optimise engagement with CDP and similar employment programs.
- Assist with training needs analyses and support delivery of local training across the region.
- Maintain, Monitor and Report on WH&S and Risk Management standards necessary to comply with all statutory requirements.
- Work collaboratively with non-core Agency, Commercial and CDP staff within Council

Capital Works

- Assist the planning and delivery and acquittal of minor capital projects on the community;
- Assist major capital works projects in the community
- Assist appropriate community engagement/feedback into planning and delivery of projects.
- Assist on-ground aspects of capital works and infrastructure management, maintenance and development

Council Assets

- Ensure fleet, plant, equipment and facilities in the community are appropriately used and maintained by Core Service staff
- Provide monitoring and support for the management of Agency buildings, vehicles and equipment.
- Work cooperatively with the regional use of Council plant and equipment

Strategic Development

- Actively contribute to the planning, development and documentation of Works and Infrastructure Strategic Plans and related documents/processes.

Council Finance and Administration

- Assist in the completion of Directorate Annual Budgets.
- Optimise revenue generated by the Works team
- Ensure expenditure in areas supervised comply with set budgets, and advise the Regional Services Manager of budget variances.
- Ensure procurement policies and procedures are adhered to for Works and Infrastructure purchases and sales.
- Provide accurate and timely reports upon request from the CEO, Director Works and Infrastructure and/or Regional Services Manager.
- Ensure all relevant incoming, outgoing and internal documents, emails and correspondence are lodged in Council's information management system
- Assist development of relevant Operational Directives to ensure clear guidance for staff
- Other duties delegated by the Regional Services Manager.

Stakeholder Relationships

- Develop and maintain positive and successful relationships with relevant stakeholders including community members and their representatives, local Councillors, Local Authorities, other Council programs, government representatives, Central Land Council, external agencies, professional bodies and other relevant stakeholders.

- Provide logistical and administrative support for Local Authority meetings.
- Build positive relations with local community leaders and members. Enhance the image and relevance of Council to local communities.
- Represent the Council in stakeholder meetings, community meetings, community events and other relevant forums.
- Ensure Works staff are maintaining positive, constructive relationships with relevant stakeholders.

Community Development

- Identify opportunities and actively input to Community Development initiatives;

Other duties as directed

SELECTION CRITERIA

Essential

- Previous experience living and working in remote Indigenous communities, preferably with a Regional Council or similar service provider.
- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Demonstrated commitment to continuous improvement, business excellence and career advancement.
- Demonstrated experience in managing a range of service delivery activities and programs in a collaborative manner.
- Demonstrated ability to lead, manage and develop staff from a range of backgrounds including delegation skills to achieve outcomes.
- Demonstrated experience in the control and reporting of annual budgets.
- Demonstrated interpersonal and communication skills including the ability to;:
 - Foster sound working relationships with staff.
 - Consult and negotiate sensitively and effectively with Aboriginal people,
 - Engage and influence key community members and stakeholders.
 - Negotiate effective outcomes including conflict resolution
 - Use contemporary computer programs to produce clear and soundly based reports in a timely manner,
- Competent decision making skills and an analytical approach to problem solving.
- Sound knowledge of Work Health and Safety requirements.
- Current C-class drivers licence

Desirable

- Relevant management or technical tertiary qualifications
- Willingness to undertake further studies and professional development.

POSITION ATTRIBUTES:

Level 7.

Authority and accountability: Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

Specialist knowledge and skills: Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

Management skills: Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

Qualifications and experience: Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Regional Services Manager

Supervises: All Works staff at Atitjere
Works Team Leader/Essential Services Officer at Atitjere

Internal Liaisons: Other Council Service Managers, Directors, Coordinators and Employees

External Liaisons: Service contractors, Government and any other relevant stakeholders, Local Authority members.

Note to Candidates.

The Council Services Manager will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- No criminal history which is relevant to this role.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date for application is **8am Monday 5th February 2018**

Applications marked 'Confidential' should be forwarded to:

The Recruitment Team
PO Box 2257
Alice Springs NT 0871
Email: recruitment@centraldesert.nt.gov.au

Further information and relevant documents available from:

Sascha McKell
Regional Services Manager
Ph: 08 8958 9553 or 0408 239 194
Email: sascha.mckell@centraldesert.nt.gov.au or the Regional Council's website.

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF COUNCIL SERVICES MANAGER – ATITJERE COMMUNITY

Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

CONTRACT

The successful applicant will be employed under a full time employment contract.

SALARY

The salary is Level 7/8, \$78,599 - \$91,721 per annum. Salary increase stipulated in the CDRC Enterprise Agreement will apply after 30 June 2018.

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Super.

SALARY SACRIFICING

Council has entered into a contractual relationship with Remserve to administer the salary packaging process on its behalf. Remserve is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

NOTE: Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

ANNUAL LEAVE

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave.

Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

LONG SERVICE LEAVE

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008 (NT)*, an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

STUDY LEAVE

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council.

Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.

The ordinary span hours of work for Agency and Commercial employees may be agreed between the employee and the Council in line with prescribed individual flexibility provisions and the requirements of the business operations, and may include weekends.

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

PUBLIC HOLIDAYS

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PROBATION

The Council Services Manager's employment will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply.