

POSITION DESCRIPTION AND SELECTION CRITERIA



two ways :: one outcome

Position Title	Council Services Coordinator- Laramba
Reporting To	Regional Services Manager
Classification	Full Time
Level	7
Locations	Laramba

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 minor communities of the Central Desert Region. The position is responsible for ensuring all Councils municipal and contractual services are met and for managing the day to day activities of council staff, including core services, general budgeting, reporting and other financial and administrative arrangements. The Council Services Coordinator also ensures Council assets are appropriately used and maintained, including fleet, plant and infrastructure and assists relevant Council managers with the planning, delivery and acquittal of minor capital projects on the community;

KEY DUTIES AND RESPONSIBILITIES

- Ensure Council's core (municipal) service obligations are met as per agreed and mutually developed and prioritized Service Levels, Works Matrix and other relevant standards,
- Ensure Councils compliance with relevant Acts, laws, regulations and policies including Work Health and Safety obligations in Community,
- 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.
- Provide effective leadership, direction, mentoring and training to relevant staff and ensure employees maintain and adhere to clear, regularly reviewed Work Plans and Performance Reviews;
- Work collaboratively with non-core Agency, Commercial and CDP staff within Council; and
- Develop and maintain positive and successful relationships with relevant stakeholders,

SELECTION CRITERIA

Essential

- Previous experience living and working in remote Indigenous communities, preferably with a Regional Council or similar service provider.
- Demonstrated experience in managing a range of service delivery activities and programs including the control and reporting on budgets.
- Demonstrated ability to lead, manage and develop staff and a commitment to continuous improvement, business excellence and career advancement.
- Competent decision making skills and an analytical approach to problem solving.
- Sound knowledge of Work Health and Safety requirements.
- Current open drivers licence

Desirable

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

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Regional Services Manager
Supervises:	All works staff under this position
Internal Liaisons:	Other Program Managers, Directors, Coordinators and Employees
External Liaisons:	Service contractors, Government and any other relevant stakeholders, Local Authority members.

Note to Candidates.

The Council Services Coordinator 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.
- Hold a current first aid certificate or have the ability to obtain this qualification.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

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

VISION – TWO WAYS, ONE OUTCOME
(Indigenous and non-indigenous people working together for the best outcomes)



two ways :: one outcome

**INFORMATION FOR APPLICANTS FOR THE POSITION OF
Council Services Coordinator – Laramba**

Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as 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.

SALARY

The salary is Level 7 (Salary \$78,992 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

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 Superannuation Scheme.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

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

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.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

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 per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

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 leave does not accumulate from year to year.

PROBATION

This role 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. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.

VEHICLE

The employee will have access to a vehicle for work use. This can be used for private purposes in and around the community in which they are based or whilst on a business trip elsewhere within the Regional Council's area and/or Alice Springs. All private use is subject to the conditions within the Regional Council's policy.

The vehicle provided will be a Ute, as deemed appropriate.