



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Council Services Manager	
Reporting To	Regional Services Manager	
Classification	Full Time	ID: 420698
Level	8	
Locations	Yuendumu, Lajamanu, Anmatjerre	

OBJECTIVES OF THE POSITION:

Operating under the direction of the Regional Services Manager and in accordance with Council corporate plans, policies and relevant legislation, Community Service Managers are based in the major 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 Manager 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;
- Assist Regional Service Managers with the development of Service Plans, Regional Plans, Community Plans and budget,
- 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 and an awareness of issues affecting Aboriginal people in remote location,
- 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, engage and influence key community members and stakeholders.
- 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.