

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	<b>Manager of Economic &amp; Strategic Development</b>
Reporting To	Director of Community Services
Classification	Full time – fixed term contract
Level	Level 10
Location	Alice Springs with travel other locations as required

### **THE POSITION:**

Operating under the direction of the Director of Community Services, this position will have responsibility for a range of strategic projects and economic development opportunities as well as strategic and performance management of the Community Development Program including identifying, researching, quantifying and pursuing enterprise opportunities.

### **DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities will be in accordance with the project scope document prepared for each specific project. The duties will typically include:

- Liaise with key government, non government and industry stakeholders to take advantage of economic development and employment opportunities in the region.
- Develop partnerships with peak bodies, industry and employer representatives and training and education providers to ensure the needs of employers and the employment aspirations of people living in remote communities within the Region are at the forefront of the Councils economic development planning.
- Undertake research and provide high level strategic advice on enterprise opportunities available to the Council.
- Assist with the Council's community planning process, including the development of funding submissions where appropriate, to contribute to the achievement of communities' and the Councils' economic aspirations.
- Liaise with PM&C to ensure the implementation of CDP is compliant with contractual agreements;
- Liaise with community leaders and employers within the Central Desert region to understand the economic, social and cultural drivers that will influence CDP planning and service delivery.

- Provide effective leadership and direction to CDP Management team by fostering productive, performance focused teamwork and a positive, resilient and flexible workplace culture.
- In collaboration with the CDP Management Team, and using a Continuous Improvement approach, monitor, evaluate and revise the CDP Service Delivery model based on assessed performance.
- Assist the CDP Manager with the development of business plans, organizational structures and budgets;
- Undertake planning pertaining to new initiatives,
- Implement, monitor and evaluate identified projects which have been approved by the CEO or the Director of Community Services, within set timelines.
- Provide project progress reports to the Director of Community Services on a monthly basis or as and when delegated.
- Attend conferences, meetings, and industry events as the Council's representative.
- As directed by the Director Community Services, ensure appropriate assigned goals are met within set timelines and strategic directions are being progressed as planned;
- Provide accurate and timely reports upon request from the CEO and/or Director Community Services.
- Effectively contribute as a member of a team in the management of the Shire Council and promote a safe and harmonious work environment for RJCP employees.

#### **POSITION ATTRIBUTES:**

Level 10 positions can be described as those which have a management focus upon the attainment of operational and strategic objectives. This level includes senior managers who report to senior executive officers.

**Authority and accountability:** Makes determinative decisions and is accountable under delegated authority. Influences day-to-day and/or strategic direction of a department. May lead development and/or implementation of policy.

**Judgment and problem solving:** Resolution of problems which require analytic reasoning and integration of wide-ranging and complex information. High level of independence in determining direction and approach to issues.

**Specialist knowledge and skills:** Positions require the application of a range of specialist knowledge and skills, including relevant legislation, policies and other areas of precedent.

**Management skills:** Application of developed management skills to establish and/or monitor goals and objectives. Manage employees, budgets, work programs or major projects of the employer or a department utilising leadership, evaluation and monitoring skills to facilitate achievement of objectives. Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services.

**Interpersonal skills:** Employees at this level are required to use highly developed interpersonal skills to influence, persuade and/or motivate others to achieve objectives critical to the employer and to resolve conflict.

**Qualifications and experience:** Employees require a relevant degree or equivalent and management experience.

### **FLEXIBLE WORK PATTERNS**

The nature of the work of the Manager of Economic & Strategic Development will involve tasks and responsibilities that are unpredictable and varied. The incumbent will be required to work in a flexible way to meet the needs of the organisation. This will include periods away from home representing the Council.

### **STATEMENT ON CONFIDENTIALITY**

It is in the nature of the work of the Manager of Economic & Strategic Development they may become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of the Council's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

### **KEY SELECTION CRITERIA:**

#### **Essential:**

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment;
- Demonstrated business acumen and experience of a commercial nature.
- Demonstrated experience in planning, implementing and managing high level and strategic community and economic development programs.
- The ability to interpret financial information and manage external funding;
- Proven experience of analyzing information and evaluating results to choose the best solution and solve problems.
- Well developed oral, written and interpersonal communication skills
- Demonstrated ability to develop and maintain high level working relationships with government, industry and community stakeholders;
- Willingness to travel to a range of service delivery centres throughout Central Desert Regional Council.
- Formal qualifications/experience in Business, Commerce, Management, Community Development, or other related discipline.
- Agreement to an NT Police Criminal History checks and hold a current C Class drivers license

#### **Desirable:**



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- Knowledge of Local Government functions and responsibilities, and procedures and processes.

**ORGANISATIONAL RELATIONSHIPS:**

Reports to: Director of Community Services  
Supervises: Manager CDP  
Internal Liaisons: Executive Management Team and other senior Council staff  
External Liaisons: Peak Industry bodies, employers and commercial business operators, Government agencies, community members, councillors and other identified stakeholders.

**Note to Candidates:**

The Manager of Economic & Strategic Development will be expected to:

- Interact with Aboriginal people that speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current drivers license.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council’s Code of Conduct in the performance of their duties.

<b>Reviewed by:</b>	<b>Date</b>	<b>Signed</b>
Director of Community Services	30 June 2017	
<b>Approved by:</b>		
Chief Executive Officer	June 2017	



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## **VISION – TWO WAYS, ONE OUTCOME**

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

### **INFORMATION FOR APPLICANTS FOR THE POSITION OF Manager of Economic and Strategic Development**

Central Desert Regional Council is a council that covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Yuelamu Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land. The new 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 10 with a range depending on qualifications and experience of \$107,658.56 - \$116,766.97 per annum. Contract is subject to ongoing funding.

#### **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.

#### **SALARY SACRIFICING**

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv 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](mailto: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 cannot 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 employee'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.