



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: HOMELANDS SERVICES MANAGER/TEAM LEADER WORKS - UTOPIA

REPORTING TO: HOMELANDS MANAGER

SALARY: LEVEL: 7/8

FIXED TERM CONTRACT TO 30 JUNE 2018

OBJECTIVES OF THE POSITION:

- Operating under the direction of the Homelands Manager and in accordance with Council's corporate plans and policies and relevant legislation this position is responsible for managing Council's delivery of municipal and essential services and housing management to Utopia homelands ensuring that they are effectively implemented and all reporting requirements are met including representing the Council in meetings with a range of key agencies and stakeholders.

DUTIES AND RESPONSIBILITIES:

- Manage the delivery of Council's municipal and essential services program at all Utopia homelands.
- Manage the delivery of Council's housing management program at all Utopia homelands including housing repairs and maintenance.
- Assist the implementation and delivery of Council's grant funded capital works in Utopia homelands.
- Manage, coordinate and work closely with Council's homeland staff based at Utopia, with specific responsibility for supporting the work plans, capabilities and outcomes of Council Field Officers.
- Collaborate with other Council staff to optimise the efficiency of resources use and to ensure a coordinated approach to service delivery.
- Regularly liaise with key stakeholders including homeland residents, Urapuntja Aboriginal Corporation staff and board, Arlparra Local Authority, Barkly Regional

Council, the Executive Management Team and external stakeholders to ensure that Utopia homeland service issues are dealt with efficiently and effectively in each location.

- Work closely with Urapuntja Aboriginal Corporation to deliver all aspects of the Service Agreement between Council and Urapuntja Aboriginal Corporation.
- Authorise and monitor expenditure against budgets in relation to Utopia grants and agreements that Council has entered into including assistance with reporting requirements.
- Proactively work with Northern Territory and Commonwealth government agencies, and other relevant organisations, to make the most of any opportunities for agreements which fall within the scope of Council's business plan and which provide local training and employment opportunities.
- Assist in the development of the Council's policies and procedures in relation to the delivery of services and works to homelands and ensure that these policies and procedures are implemented in a manner that accords with Northern Territory and Commonwealth Government policies and guidelines to the extent that they apply to the grants and agreements.
- Provide reports on the Council's regional activities as required.
- Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment.
- Other relevant duties as directed

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Demonstrated experience in implementing, delivering and managing a number of different programs related to municipal, essential and housing services to small communities in rural and remote locations.
- Experience in project management of maintenance and capital works.
- Strong strategic and decision making skills with an analytical and innovative approach to problem solving.
- Excellent financial management skills and the ability to interpret financial information and manage external funding.
- Well developed oral, written and interpersonal communication skills including the ability to liaise effectively with a variety of stakeholders, resolve conflict and competently write reports in a timely manner.
- Demonstrated knowledge of procurement processes and contract administration.
- Willingness to travel to a range of remote communities and service delivery centres.
- Knowledge of risk management and the principles of workplace health and safety and ability to promote them in the workplace.
- Current drivers licence.

Desirable

- Formal qualification tertiary qualifications and/or experience in essential, municipal and housing services, public sector management or similar is highly desirable. These can be in either a scientific, engineering, building/technical discipline.
- Knowledge of Local Government or community development work.
- At least 5 years in a management position, especially involving housing and infrastructure projects, management of dispersed teams and communication with multiple stake-holders.
- Knowledge of asset management related to housing and essential services infrastructure.

POSITION ATTRIBUTES:

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

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.

Level 8 covers professionals/specialists positions that provide both advisory and project management responsibilities in excess of Level 7. The positions in Level 8 generally have a major impact upon the day-to-day operations of a function, department or work area of the employer.

Authority and accountability: Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).

Judgment and problem solving: Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.

Specialist knowledge and skills: Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.

Management skills: Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.

Interpersonal skills: Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.

Qualifications and experience: Employees at this level supplement base level professional qualifications with additional skills training. Considerable practical experience or skills training is required to effectively control key elements of the job.

Note to Candidates

The Homelands Services Manager/Team Leader Works - Utopia will be expected to:

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

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

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

Applications marked 'Confidential' should be forwarded to by **8am Monday 21st August 2017**

Recruitment Team

PO Box 2257

Alice Springs NT 0871

Email: recruitment@centraldesert.nt.gov.au

VISION – TWO WAYS, ONE OUTCOME

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

**INFORMATION FOR APPLICANTS FOR THE POSITION OF
HOMELANDS SERVICES MANAGER/TEAM LEADER WORKS - UTOPIA**

Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Juanta, 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 fixed term employment contract.

SALARY

The salary is Level 7/8, \$78,599.14 - \$91,721.38 per annum pro rata.

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 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 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.