



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	Compliance and Communications Manager
LEVEL:	8
TERM:	Permanent
REPORTING TO:	Director Corporate Services
LOCATION:	Alice Springs

OBJECTIVES OF THE POSITION:

This position is responsible for managing the governance, compliance and communications services of the Central Desert Regional Council. The role leads and manages service plans and projects in a governance capacity relating to elected and appointed members and staff, administrative support of Council and Local Authorities, as well as communications and public relations work as well as monitoring and reporting on progress against our Regional Plan.

RESPONSIBILITIES:

1. Leadership and management of the following Council services:
 - a. Civic and community events
 - b. Elected member and Local Authority support
 - c. Governance and compliance
 - d. Public and corporate relations
 - e. Corporate planning (reporting)
2. Monitoring and reporting on Council's compliance with and progress against its Regional Plan.
3. Promoting best practice corporate governance and management protocols.
4. Providing expert advice, development and management in relation to corporate policies, procedures and practices.
5. Ensuring the Regional Council complies with all statutory and non-statutory governance requirements including reporting to relevant government departments.
6. Providing excellence in secretariat services and support to Council and Local Authority members.
7. Facilitating Council elections.
8. Facilitating community engagement activities required for the development of council plans.
9. Guiding, leadership and liaison in relation to Council's image and communications with a variety of stakeholders.
10. Promoting innovation and continuous improvement through:
 - reviewing existing work processes for opportunities for improvements in efficiency and quality and implement improvements where identified;
 - liaising with other parts of the organisation to ensure efficient cross directorate processes;

- Facilitating communication and cooperation between your own team and across the organisation.

Other duties and special projects as directed by the Director Corporate Services and the Chief Executive Officer.

SELECTION CRITERIA

Essential

- Management qualifications and, a minimum of, five years experience in a similar role. Strong general management skills.
- Proven knowledge of local government in the NT or other state.
- Ability to translate and drive outcomes from the Regional Plan in Compliance and Communications.
- Demonstrated well-developed skills and experience in achieving results, identification and management of issues and required actions.
- Strong negotiation and presentation skills. Ability to talk to and convey complex information to a broad variety of stakeholders.

Desirable

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Well developed skills in risk management.

Notes

The Governance Manager will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Travel to rural and remote service delivery centres (9 communities in Central Desert Region) at times.
- Hold a current driver licence.

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

INFORMATION FOR APPLICANTS FOR THE POSITION OF
Compliance and Communications Manager

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 8 (Salary \$86,957 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 Manager has an option to have a vehicle (fringe) benefit which is for work use and private use. Private use is subject to the conditions within the Regional Council's policy.

The cost of private usage of the Regional Council's vehicle must be borne by the employee. The current estimated value of personal use is \$12,000 subject to change based on fluctuations in CPI and usage.

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

The cost of a private usage will be part of the salary package if opted for by the employee.