

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Regional Services Manager - East
Reporting To	Director Remote Council Services
Classification	Full Time Permanent
Level	10
Location	Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Director Remote Council Services and in accordance with Council corporate plans, policies and relevant legislation, the position operates primarily in Council's Eastern communities and associated homelands and outstations in **Anmatjere, Willowra, Engawala, Atitjere and Laramba**. The RSM – East provides high level management and overall responsibility for Councils Core and Contract Services as well as staff, asset and financial management in the region. The position also assists the Executive Management Team in planning, developing and documentation of strategic and operational plans as they relate to Remote Council Services.

KEY DUTIES AND RESPONSIBILITIES

1. Provide effective leadership, direction, mentoring and training to remote council services staff;
2. Ensure Council assets, including fleet, plant, equipment and buildings are appropriately used and maintained by staff;
3. Utilising the principles of continuous improvement plan, develop and rollout relevant Operational Plans and procedures providing clear guidance for staff;
4. Ownership regional budgets, financial reports and other general administrative requirements;
5. Develop and maintain positive relationships with community members and their representatives, local councillors, local authority members, other CDRC programs, government agency representatives, Central Land Council and other relevant stakeholders.
6. Ownership of delivery outcomes for Remote Council Services in your region.

Other duties which are within the level and scope of responsibilities as directed

SELECTION CRITERIA

Essential

1. Previous experience living and working in remote Indigenous communities, preferably with a Regional Council or similar service provider.
2. Demonstrated experience in managing a range of service delivery activities and programs such as municipal essential services.

3. Proven ability in the formulation, control and reporting of annual budgets.
4. Competent decision making skills and an analytical approach to problem solving.
5. Sound knowledge of Work Health and Safety requirements.
6. Current NT Drivers open licence

Desirable

- Continuous learning approach to the workplace.
- Relevant management or technical qualifications

POSITION ATTRIBUTES:

Level 10

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.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director Remote Council Services

Supervises: All Council Service Managers/Coordinators in Council's Eastern Communities and associated homelands and

outstations.
All works staff under those positions

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 Regional Services Manager - East 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)

INFORMATION FOR APPLICANTS FOR THE POSITION OF
Regional Services Manager - East

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 10 (Salary \$108,196.86 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.