



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Works Leading Hand/Essential Services Officer
Reporting To:	Council Services Manager - Willowra
Classification:	Level 4/5 (\$60,974.20 - \$69,226.10 per annum)
Locations:	Willowra Community

OBJECTIVES OF THE POSITION:

Operating under the direction of the Council Services Manager and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for:

- Ensuring that Council's contractual obligations under the Power and Water Essential Services Agreement are performed in accordance with the Procedures and Operations as defined by Power and Water as and when required.
- Leading and working with staff involved in the maintenance and development of parks, gardens, roads, waste management, facilities, and Council infrastructure.

DUTIES AND RESPONSIBILITIES:

Follow a work plan of daily, weekly, monthly and quarterly PAWC requirements which include:

- Maintaining the supply and infrastructure of the communities Power, Water and Sewerage.
- Cleaning and maintaining the power house.
- Servicing and maintaining power generators.
- Maintaining and servicing water and sewerage infrastructure.
- Removing vegetation from compounds.
- Maintaining fire breaks around compounds.
- Completing and forwarding all power and water daily, weekly and monthly forms.

Respond to Emergency after Hours Faults:

- Respond to Official Order Request as required.
- Remove pole fuses.
- Replace faulty equipment and parts.
- Repair damaged water and sewerage systems.

- Operate plant and equipment.

Aircraft Landing Areas (ALA):

- Maintain Aircraft Landing Area (ALA).
- Other Duties as required by the Council Services Manager/and Works Supervisor

Municipal Works

- As directed by the Council Services Manager the Team Leader Works/ESO will be required to undertake Municipal Works as requested by the Council Services Manager. During these times, some or all of your daily ESO responsibilities will be relieved by other staff including afterhours obligations.
- Lead Council employees and co-ordinate resources to undertake a range of projects within the Service Delivery Centre.
- Mentor all trainees, Field Officers and assist in the transferring of skills in a cross-cultural environment.
- Effectively contribute as a member of a team in the management of the community and promote a safe and harmonious work environment. This will entail fulfilling Duty of Care obligations in project safety in accordance with the NT Workplace Health and Safety Act 2008.
- Ensure all tools, plant, equipment and vehicles are maintained in good working order and serviced as required.
- Perform any other duties as delegated which are within ones level as and when delegated by the Council Services Manager.

SELECTION CRITERIA:

Essential:

- Good understanding of work place occupational health and safety principles including the use of Job Safety Analysis process, incident and near miss reporting, chemical data sheets.
- Experience in establishing and maintaining relationships with stakeholders.
- Proven ability to work as a team leader and maintain compatibility within a team environment and with other teams within Council.
- Previous experience in the field of road and parks maintenance
- Sound decision making skills including an analytical approach to problem solving.
- Strong interpersonal and written communication skills.
- Experience in or the ability to acquire cross cultural competencies.
- Hold a current Drivers licence.
- Trade qualifications, Previous ESO experience.
- Construction Industry Induction (NT White Card or interstate equivalent)
- Basic information technology skills.
- Ability to work unsupervised.

Desirable

- Experience in working with indigenous people.
- Experience in organising and supervising essential services operations.
- Sound Mechanical background.

POSITION ATTRIBUTES:

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 and is the entry level for technical and trades employees.

Authority and accountability: Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

Judgment and problem solving: The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

Specialist knowledge and skills: Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.

Management skills: Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.

Interpersonal skills: Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

Qualifications and experience: Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

a trade certificate or equivalent;

completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or

knowledge and skills gained through on-the-job training.

Level 5 covers technical, administrative and trades employees undertaking duties and responsibilities in excess of Level 4.

Authority and accountability: The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes.

Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.

Judgment and problem solving: Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.

Specialist knowledge and skills: Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.

Management skills: May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.

Interpersonal skills: Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

Qualifications and experience: Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:

- (a) post-trade certificate and/or other post-secondary qualification below diploma or degree; or
- (b) extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

Note to Candidates

The Works Leading Hand/Essential Services Officer 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 drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Hold or be willing to obtain Cert II Remote Area Essential Services. (Or hold a Cert III qualification in electrical, mechanical or plumbing trade).
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

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.

Applications marked 'Confidential' should be forwarded to 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
WORKS LEADING HAND/ESSENTIAL SERVICES OFFICER**

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 permanent employment contract.

SALARY

The salary is Level 4/5, \$60,974.20 - \$ 69,226.10 per annum. Salary increase stipulated in the CDRC Enterprise Agreement will apply after 30 June 2017. Salary step increases within the salary level will be subject to good performance.

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.