

Position Description

POSITION TITLE	Senior Coordinator, Council Services Delivery
POSITION NUMBER	103203
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Council Services / Council Services Delivery
LOCATION/S	Laramba / Nyirripi / Willowra / Yuelamu / Engawala
SUPERVISOR	Regional Manager, Municipal Services – West / Regional Manager municipal services - East
POSITIONS SUPERVISED	This position has 2-6 direct reports plus casuals as required

PRIMARY OBJECTIVE

The Senior Coordinator, Council Services Delivery is responsible for providing quality field maintenance, contract and municipal services and local authority projects in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Supervise, oversee and administer municipal services.
2. Provide quality municipal services and Local Authority projects, ensuring services and projects are delivered in line with plans, budgets and funding requirements.
3. Ensure on-ground deliverables for contracted programs are met, including Centrelink Agent Services contract; Postal Agency Agreement; Maintenance of Aerodrome; Housing Tenancy and Housing Maintenance and others that may arise.
4. Liaise with community, elected members, contractors, employees, management and stakeholders on issues relevant to Council operations and service plans.
5. Lead the delivery of projects and work plans, provide detailed, regular reports on project status, risks, budgets, contingencies and timeframes.
6. Manage the operational budget and monitor costs to ensure that services and projects can be completed within budget allocation.
7. Supervise, coach and mentor team members and drive team practices to deliver quality services.
8. Conduct regular inspections of sites and ensure that all worksites, machinery and equipment are safe and compliant with Work Health Safety (WHS) obligations.
9. Provide WHS oversight over all Council activities and facilities on Community.
10. Coordinate materials and resources ensuring procurement guidelines are met.
11. Foster strong and sustainable community partnership through ongoing collaborative working relationships with internal and external stakeholders.
12. Be engaged in an effective and proactive health, safety and wellbeing culture.
13. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Diploma/Advanced Diploma in related discipline and/or substantial experience directly related to the position.
2. Proven experience in developing and maintaining positive working relationships with internal and external stakeholders in complex cultural settings.
3. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
4. Demonstrated experience managing projects including costs and resources.
5. Demonstrated ability to plan works including accurately allocating time and resources.
6. Knowledge of procurement process and demonstrated ability to manage an operational budget and allocate resources accordingly.
7. Excellent written, analytical and verbal communication skills with the ability to work across all levels within the business and build and maintain working relationships with all stakeholders, in a client-focussed and cross-cultural environment.
8. Sound knowledge of WHS requirements with the ability to manage WHS in a complex environment.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current Class C Licence.
11. Ochre Card.

Desirable

1. Lived in and/or professional experience gained in a remote or regional community.