

# Position Description

<b>POSITION TITLE</b>	Senior Coordinator, Commercial Services
<b>POSITION NUMBER</b>	103403
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 7
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Council Services / Commercial Services
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Regional Manager, Commercial Services
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Senior Coordinator, Commercial Services is responsible for coordinating the effective implementation and reporting compliance associated with Council's commercial services agreements (e.g. Airstrip maintenance, postal services, visitors' accommodation, CentreLink) in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Manage the implementation, monitoring and reporting of commercial services agreements.
2. Work collaboratively across all stakeholders to ensure commercial service agreements are well planned and effectively delivered on-the-ground.
3. Coordinate the financial operations of commercial agreements within financial delegation.
4. Maintain productive working relationships with internal and external stakeholders to ensure commercial services matters are dealt with efficiently and effectively.
5. Undertake research and consultation with stakeholders to inform contracting, project design and service delivery.
6. Prioritise multiple deadline-driven projects and manage the collection of supplemental materials required.
7. Provide professionally written comprehensive formal and ad hoc reports.
8. Be engaged in an effective and proactive health, safety and wellbeing culture.
9. Any other reasonable duties delegated by the Manager which are within level.

## SELECTION CRITERIA

### Essential

1. Degree in a related discipline (or equivalent transferrable experience) complimented by considerable work experience in contract and/or project management.
2. Proven experience in developing and maintaining positive working relationships with internal and external stakeholders in complex cultural settings.
3. Demonstrated experience in coordinating projects, contracts and service delivery, including budgeting and resource allocation.
4. Excellent written, analytical and verbal communication skills with the ability to work across all levels within the business in complex cultural settings, including experience in the development of reports, business cases, operational plans and guidelines.
5. Demonstrated ability to research, review, resolve complex issues and make recommendations.
6. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
7. Current Class C Licence.
8. Ochre Card.

### Desirable

1. Acceptable police check.