

POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
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| Position Title | Council Services Coordinator Manyallaluk | Designation & Classification Level | Level 6 |
| Position No | | Directorate | Council Services |
| Division | Municipal Services | Date Created | 26 th May 2016 |
| Location | Manyallaluk | Date Approved | 26 th May 2016 |
| Reports To | Area Manager Council Services (Central Arnhem) | Version Date | 26 th May 2016 |
| 2. POSITION CONTEXT | | | |
| Council Overview | <p>The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the region is 6,919.</p> <p>Roper Gulf Regional incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation; Aged Care; Child Care; Youth Services and Juvenile Diversion; Libraries; RJCP Programs; Power, Water and Sewerage Maintenance; Housing Repairs and Maintenance and Tenancy Management; Night Patrol, and many more.</p> <p>The Council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to Council's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p> | | |
| Principal Objectives | Coordinate and ensure effective delivery of core municipal services under the Council Services Directorate Operational Plan. | | |
| Council Strategic Objectives | <ul style="list-style-type: none">• Strong leadership through good governance, strong financial management, corporate planning and operational support.• To protect and care for our physical environment• Safe, strong and vibrant communities• Support employment, training and economic development | | |
| Major Role and Challenges | <ul style="list-style-type: none">• Coordinate Council Services in the small remote town of Manyallaluk within the Central Arnhem Management Area.• The geography of the region poses many challenges to equitable distribution of services. Clients should have access to a consistent level of care, attention and opportunities which build capacity and exercise their potential to enjoy fulfilling and meaningful activities which contribute to quality of life.• Be a safety leader in the workplace. | | |
| Key Interactions/ Relationships | <ul style="list-style-type: none">• Chief Executive Officer• Directors• Regional and Area Managers• Council Services Coordinators• Constituents | <ul style="list-style-type: none">• Australian and Northern Territory Government Personnel• Government Engagement Coordinators (GECs)• Indigenous Engagement Officers (IEOs)• Local Aboriginal Corporations• Non-government organisations | |
| Special Conditions | <ul style="list-style-type: none">• An incumbent will be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity.• Some out of hours work, and frequent travel to remote communities necessitating overnight absences will be required. | | |

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| | <ul style="list-style-type: none"> In response to changing organisational needs, the incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis. <p><u>Essential</u></p> <p>Prior to employment with Roper Gulf Regional Council you must obtain the following;</p> <ul style="list-style-type: none"> Undertake a new criminal history check at commencement of employment with RGRC At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing Be an Australian Resident or provide the current, relevant Visa to work within Australia <p>It is a condition of employment with Roper Gulf Regional Council that you must;</p> <ul style="list-style-type: none"> Update Criminal History Check annually as required through out period of employment through the HR Department Renew your Ochre card clearance every two years through the HR Department Update Criminal History Check annually as required through out period of employment through the HR Department. Renew your ochre card clearance every two years through the HR Department |
| Authority to Act / Delegations | As per the RGRC delegations manuals |
| 3. KEY STRATEGIES, RESPONSIBILITIES AND RESULTS AREAS | |
| Program Coordination | <ul style="list-style-type: none"> Oversee the core services delivery model across Manyallaluk. Establish and maintain positive and effective working relationships with all Council work teams and relevant government agency officers. Collect and collate information and data on the key performance indicators for each operational site. Understand and comply with the areas operational plan and budget. |
| Workforce Development | <ul style="list-style-type: none"> Actively manage the workforce employed to deliver Council Services programs. Set targets for individuals who achieve service delivery outcomes and obligations. Ensure individual development and training plans for each staff member. Ensure quarterly performance reviews are conducted for each staff member. Ensure staff have the opportunity to participate in regular staff meetings. |
| Planning & Reporting | <ul style="list-style-type: none"> Maintain and implement work plans for each program as directed. Adhere to standard operating procedures for each program. Submit reports to the Area Manager as directed. Coordinate and support the Local Authority. Contribute the achievement of objectives outlined in Council's strategic plan and regional plan. |
| Workplace Health & Safety | <p>In accordance with the requirements of the <i>Work Health and Safety (National Uniform Legislation) Act</i>:</p> <ul style="list-style-type: none"> Acquire and keep up-to-date knowledge of WHS matters. Gain an understanding of the nature of the operations of the Council and generally of the hazards and risks associated with those operations. Ensure that the Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of |

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| | <p>the conduct of the business or undertaking.</p> <ul style="list-style-type: none"> Consider safety as a factor in all budget decisions and be able to ensure that safety and welfare of workers is not compromised. Proactively raise WHS issues at Executive level (and higher) meetings. Ensure that all workers (including contractors, sub-contractors and labour hire employees) are made aware of and make use of hazard and incident reporting systems. Ensure key hazards are appropriately managed through engineering/structural controls, administrative measures etc. Ensure that all staff participates in work, health and safety training relevant to their roles. |
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4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

SELECTION CRITERIA

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| Essential | <ul style="list-style-type: none"> Demonstrated record of achievement in the delivery of local government or community services and successful completion of small projects. Demonstrated ability to plan at an operational level across a range of activities and locations for a period in excess of one month. Demonstrated work organisational skills required to coordinate and control a team and a number of projects to meet organisational goals and objectives. Competent in oral and written communication skills with the ability to write standard correspondence and reports that require original content. Competent word processing and computer application skills. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities and the ability to provide effective team leadership in a cross-cultural environment. Knowledge and competence to be a safety leader and maintain a safe workplace. Certificate relevant to the role, or equivalent experience. <p>Other</p> <ul style="list-style-type: none"> Current Northern Territory "C" and "LR" Class Drivers Licence. MR or HR would be well regarded. Experience in plant operation in a civil construction context. Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> Undertake a new criminal history check at commencement of employment with RGRC At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing Be an Australian Resident or provide the current, relevant Visa to work within Australia |
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5. ACKNOWLEDGEMENT

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| Delegate / Director / Manager | | Date: | Signature: |
| Employee Name | | Date: | Signature: |
| Revisions Due Date: | 27 th May 2016 | | |