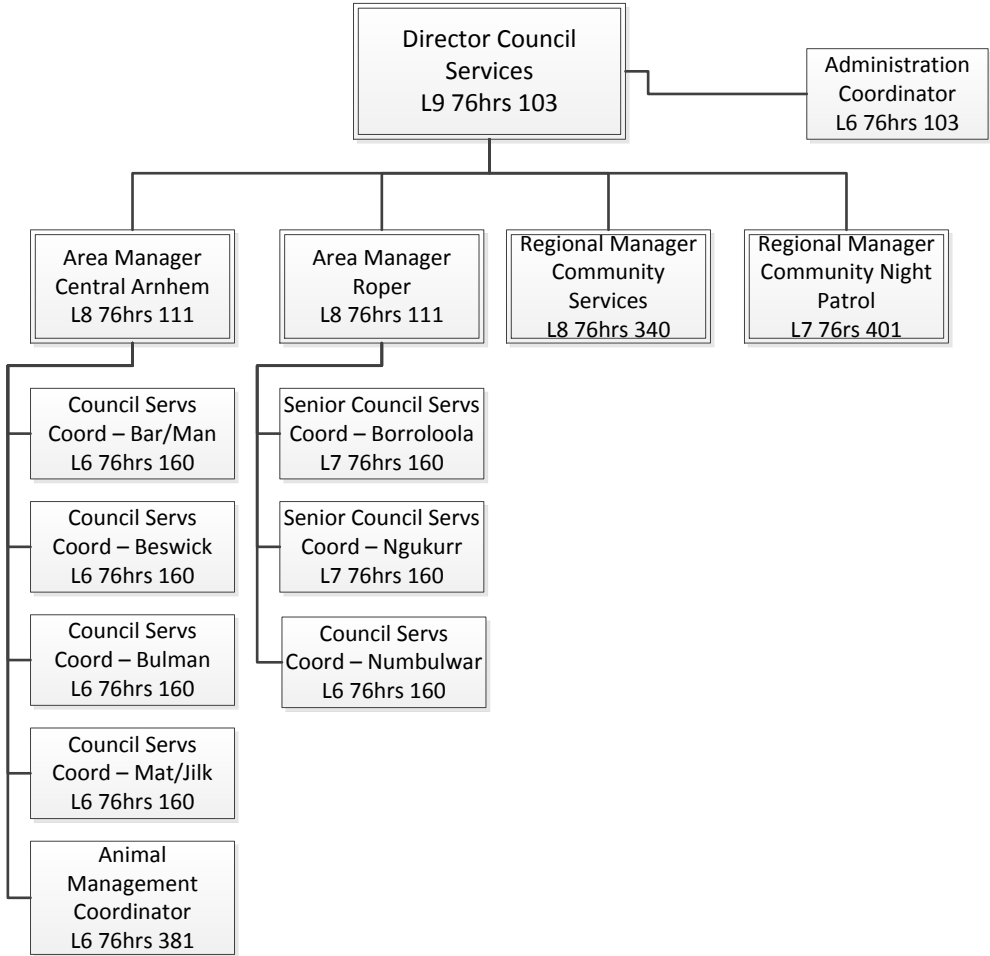


POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Area Manager Council Services (Roper)	Designation & Classification Level	Fixed Term Contract
Position No		Directorate	Council Services
Division	Municipal Services	Date Created	26 th May 2016
Location	Ngukurr	Date Approved	26 th May 2016
Reports To	Director of Council Services	Version Date	12 th June 2018
2. POSITION CONTEXT			
Council Overview	<p>The Roper Gulf Regional Council incorporates an area of 185,000 sq km (80% the size of Victoria) on the South Eastern region outside of Katherine, Northern Territory. The total estimated resident population of the Shire is 6,919.</p> <p>The Council provides services in 11 communities including Youth, Sport and Recreation, Night Patrol, CDP Programs, Waste Management and Municipal Services.</p> <p>Council Mission: “Working as one towards a better future through effective use of all resources”</p> <p>Council Vision: Sustainable, Viable and Vibrant</p> <p>Council Values: Honesty, Equality, Accountability, Respect, Trust</p>		
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		
Principal Objectives	<ul style="list-style-type: none">• Provide management and oversee delivery of core municipal services under Council’s strategic initiatives in the towns of Borroloola, Ngukurr and Numbulwar of the Roper Management Area.		
Major Role and Challenges	<ul style="list-style-type: none">• Manage Council Services programs to ensure budgetary compliance.• 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• Council Staff• Local Authorities and Councillors• 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• Registered Training Organisations (RTOs)	
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.• 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	<p>As per the RGRC delegations manual</p>
Organisational Responsibilities	<div data-bbox="331 835 963 938"> <p>Council Services Coordination Organisational Structure 2016-2017</p> </div>  <pre> graph TD Director[Director Council Services L9 76hrs 103] --- Admin[Administration Coordinator L6 76hrs 103] Director --- AM_Central[Area Manager Central Arnhem L8 76hrs 111] Director --- AM_Roper[Area Manager Roper L8 76hrs 111] Director --- RM_Comm[Regional Manager Community Services L8 76hrs 340] Director --- RM_Night[Regional Manager Community Night Patrol L7 76rs 401] AM_Central --- CS_Coord1[Council Servs Coord – Bar/Man L6 76hrs 160] AM_Central --- CS_Coord2[Council Servs Coord – Beswick L6 76hrs 160] AM_Central --- CS_Coord3[Council Servs Coord – Bulman L6 76hrs 160] AM_Central --- CS_Coord4[Council Servs Coord – Mat/Jilk L6 76hrs 160] AM_Central --- AMM[Animal Management Coordinator L6 76hrs 381] AM_Roper --- SCSC1[Senior Council Servs Coord – Borrooloola L7 76hrs 160] AM_Roper --- SCSC2[Senior Council Servs Coord – Ngukurr L7 76hrs 160] AM_Roper --- CS_Coord5[Council Servs Coord – Numbulwar L6 76hrs 160] </pre>

3. KEY STRATEGIES, RESPONSIBILITIES AND RESULTS AREAS

Program Management	<ul style="list-style-type: none"> • Oversee the core services delivery model within the Council Services directorate. • Establish and maintain positive and effective working relationships with the senior management team and relevant government agency officers. • Monitor and report on the key performance indicators for each operational site. • Ensure operational plan and budgetary compliance.
Financial Management	<ul style="list-style-type: none"> • Participate in the preparation of the annual budget for the Council Services directorate. • Participate in the quarterly budget reviews. • Manage expenditure in line with the budget. • Review financial reports and provide feedback to the Director and Financial Manager on a monthly basis.
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 operational plans for each program. • Develop and Implement standard operating procedures for each program. • Submit quarterly reports to the Director and manager meeting agenda. • Attend and report at Local Authority meetings. • Submit reports to the Director as required in accordance with the relevant performance management framework. • Oversee the achievement of objectives outlined in Council's strategic plan and regional plan.
Workplace Health & Safety	<p>In accordance with the requirements of the Work Health and Safety (National Uniform Legislation) Act 2012:</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 the conduct of the business or undertaking. • 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 participate in work, health and safety training relevant to their roles.

4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

SELECTION CRITERIA

Essential

- Demonstrated record of achievement in the delivery of local government or community services in and successful management of multi-million dollar budgets and projects.
- Demonstrated highly developed, research skills and innovation to resolve complex and multi-faceted problems
- Demonstrated ability to interpret and implement policies and legislative requirements into operations to make decisions and resolve issues.
- Demonstrated ability to plan at a strategic level to coordinate a range of activities across a number of business units and locations.
- Demonstrated work organisational skills to develop, manage, motivate and control work teams to achieve a diverse range of contractual and organisational goals and objectives.
- Highly developed oral and written communication skills with the ability to write complex non-standard correspondence, reports, submissions and proposals that require original content. Well developed word processing and computer application skills.
- Highly developed financial management skills including the ability to develop annual budgets and be accountable for expenditure across multiple business units.
- Demonstrated experience or awareness of issues affecting people in remote Indigenous communities and the ability to provide effective leadership in a cross-cultural environment.
- High developed knowledge and competence to be a safety leader and maintain a safe workplace.
- Degree qualifications relevant to the role, or equivalent experience.
- Minimum of 5 years experience in a relevant senior management role, preferably with a background in local government and community services.

Other

- Current Northern Territory "C" Class Drivers Licence
- Prior to employment with Roper Gulf Regional Council you must obtain the following;
 - 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

5. ACKNOWLEDGEMENT

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