



VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect
Equality
Honesty, Openness

JOB OVERVIEW

JOB TITLE	Council Services Manager		
JOB LOCATION	Timber Creek Ward	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Operations	SALARY	Salary Package
DIRECT REPORTS	Executive Assistant, Team Leaders for Parks & Gardens and Sport & Recreation	WORKING CONDITIONS	Based in Timber Creek
REPORTS TO	Director of Council Operations	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	As part of the operations team the Council Services Manager will be responsible for Local Government services, operations and employees in the Timber Creek Ward. This includes Administration, Parks & Gardens, Waste Management, Aerodrome, Sport and Recreation and Community Broadcasting. Also working with program managers to assist in the day to day management of Aged Care, NDIS, Night Patrol and the Community Development Program.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Work as part of the operations team to ensure a collaborative approach is taken to achieve positive outcomes. 2. Management of staff to insure programs and services are delivered compliant, on time and within budget. 3. With the operations team deliver of all Local Government services, programs and projects in the Timber Creek Ward. 4. Seek estimates, quotes, tenders and supervise works with the assistance of the Technical Services staff. 5. Plan, manage and monitor the budget for all operations, ensuring there is no over spend, working with the Director of Council Operations and Director of Finance. 6. Ensure there is compliance with funding agreements and contracts working with the Grants Coordinator and Director of Council Operations. 7. Ensure the Timber Creek Ward is meeting the Regional Plan requirements and performance indicators are reported against bi-monthly to Council. 8. Develop a works program for Timber Creek Ward with the Director of Council Operations. 9. Ensure Local Authority Board meetings are conducted in accordance with Northern Territory Legislation, recorded and recordings clearly reflect the board's priorities. 10. Build and maintain good relationships with all community members and community organisations to achieve positive outcomes for both the Council and the community. 11. Lead, oversee and monitor staff in a cross cultural environment with specific reference to developing the capacity of local aboriginal people. 12. Manage all Council assets on the community including plant, equipment, buildings and vehicles, ensuring transport routes and airstrips are operational. 13. Ensure all reporting requirements are completed for plant, equipment, vehicles and buildings and required inspections are completed and information is provided to the operations team and the Work Health and Safety Officer. 14. Organise, manage and supervise all minor repairs and maintenance for Council buildings with assistance of the Technical Services staff as required. 15. Ensure all vehicles, plant and equipment is in good working order and is safe to operate and buildings are safe to occupy at all times. 16. Ensure all damage and or inappropriate use of vehicles, plant, equipment and buildings is reported to the Director of Council Operations immediately.

17. Be responsible for a safe working environment and ensure Work Health & Safety regulations are adhered to at all times and incidents, accidents and near misses are reported to the Work Health and Safety Officer.
18. Be responsible for the emergency management outlined in the Regional Disaster Plan, with support from Work Health and Safety Officer and Regional Office.
19. Ensure the policies, procedures and schedule of fees and charges of the Council are adhered to and all resources effectively deployed.
20. Any other duties as directed by the Director of Council's Operations and / or the CEO.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS

1. Relevant Diploma or equivalent in Management (essential).

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Demonstrated high level skills and experience in delivering Local Government services in a remote and isolated Indigenous environment.
2. Demonstrated ability to lead, manage and develop staff from a range of skill levels and diverse cultural backgrounds.
3. Proven high level skills in oral and written communication.
4. Ability to develop, manage, implement and communicate Council services and community projects.
5. Strategic and decision making skills with an analytical and innovative approach to problem solving.
6. Understanding of business and financial planning principles and practices.
7. Sound knowledge of the principles of Work Health & Safety.

OTHER REQUIREMENTS

1. Criminal History Check (recent within 3 months)
2. A current Working with Children's Card
3. A current Driver's Licence

PHYSICAL REQUIREMENTS

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.

APPROVED By
Russell Anderson
CHIEF EXECUTIVE
OFFICER



DATE
APPROVED

16 June 2020