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| <b>Position No:</b>                               |                       |
| <b>Classification Level:</b>                      | Level 6               |
| <b>Permanent / Temporary / Casual / Contract:</b> | Temporary (12 months) |
| <b>Reports to:</b>                                | Funding Manager       |

### Organisational Environment

The Victoria Daly was formed in 2008 as part of the Local Government reforms in the Northern Territory. The Shire encompasses a large geographical area, which comprises of five indigenous communities and surrounding outstations (cattle stations). Council Service Centre's are located in Kalkaringi, Yarralin, Timber Creek, Pine Creek and Nauiyu.

The Victoria Daly Regional Council strives to be a recognised and respected leader in Local Government by forming strong partnerships within our communities and advocating for regional and local issues. We believe that maximising service effectiveness and linking people with information will help us to deliver quality services in this beautiful region. We are passionate about creating a sustainable future for the people of the Shire and the generations to come.

### Personal Attributes

**Attendance and punctuality** – ensuring that you arrive at work at your correct starting time. This includes returning from lunch breaks on time and notifying your Manager if you are going to be late or absent.

**Ethical behavior** – this refers to doing the “right thing” at work. For example, not giving benefits to friends or stealing from your employer.

**Honesty** – the moral obligation for an employee to tell the truth in all situations.

**Work performance** – you should always perform your work duties to the highest standard.

**Taking directives** – being able to correctly follow the directions and instructions given by supervisors, managers or CEO.

**Attention to detail** – this involves being thorough in all work activities. For example, completing documentation correctly paying specific attention to necessary or relevant requirements.

**Personal presentation and grooming** – wearing the correct attire according to shire policy which may include the wearing of a name badge. Personal hygiene is very important, so shower before work and ensure your uniform is washed and ironed.

**Attitude** – demonstrating a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

**Discretion** – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

**Confidentiality** – keeping personal details of work colleagues and clients private. Do not disclose personal details.

**Consistency of service** –all employees should be treated the same under the Shires equal employment opportunity policy.

**Safe work practices** – perform all work duties following OHS regulations, including safe manual handling techniques and use of personal protective equipment when required

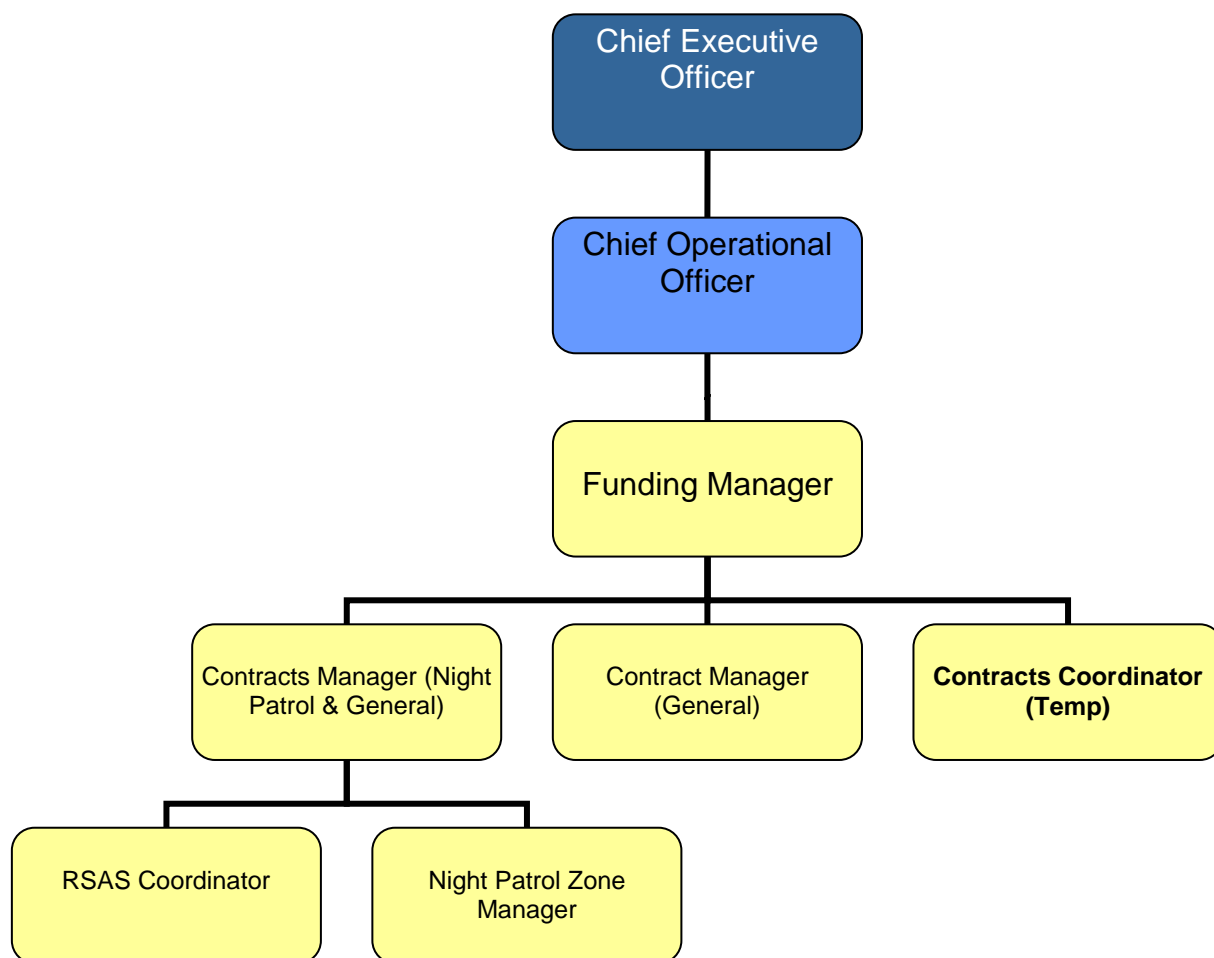
### Summary of Position

This position is responsible in providing assistance to the Funding Manager, Contract Mangers and Council Service Managers in developing and implementing systems and processes to ensure all funding contract requirements are met and carried out in a cost effective manner.

### Position Liaises with

| Internal                 | External   |
|--------------------------|--|
| Funding Manager          | Government Representatives   |
| Council Service Managers | Local Government Association of the Northern Territory (LGANT) staff |
| Community Coordinators   | Organisational Representatives                                       |
| Program Team Leaders     | Subcontractors and Suppliers   |
| Council Staff            | Community Organisation Representatives                               |
| Contract Managers        | Community Members  |

### Organisational Relationship



## Specific Duties

1. Assist the Funding Manager to administer and monitor the contract administration and compliance.
2. Assist the Funding Manager in the development and compliance of a contracts reporting schedule.
3. Assist the Funding Manager to develop and prepare regular reports on the status of contracts.
4. Assist in the determine the priorities, goals and objectives of work functions as per reporting schedule.
5. Assist with the implementation and interpretation of related policies and procedures.
6. Assist with the review of contract payment audits.
7. Play an active role in the development and ongoing maintenance of a computer database for the contract management system.
8. May provide direction to key stakeholders and staff regarding relevant contract provisions.
9. Support the contracts team and Funding Manager where required.
10. Maintain a safe working environment and ensure that relevant Occupational Health and Safety regulations are adhered to.

## Selection Criteria

### Essential

1. High level of organisational skills and attention to detail.
2. Strong communication skills, both verbal and written.
3. Demonstrated ability to compile, write and analyse reports.
4. Ability to work with minimal supervision and in a small team.
5. Personal integrity
6. Strong work ethic
7. Sound knowledge of the principles of Occupational Health and Safety.
8. Advance computer skills.
9. Previous experience working with Northern Territory and Commonwealth Government funding Agencies.
10. Diploma or equivalent experience in Contract Management.
11. Current Australian manual drivers licence.

### Desirable

1. Previous experience in the development of a contracts reporting schedule.
2. Previous experience in the development of a computer database for contract management system.

## Key Performance Measures

### Reliable conduct and behaviour

- Code of Conduct maintained, on time, reliable attendance
- Modelled high standard of behaviour and work effort for others to follow
- Deadlines and timelines met, exceptions reported to manager in advance
- Safe work practices developed and followed

### Work Quality

To satisfy the ever-changing needs of our communities, funders, relevant stakeholders and employees, with value added direct management emphasising a continuous commitment to satisfaction through an ongoing process of education, communication, evaluation and constant improvement

### **Team Leadership and Relationships**

- Ensure compliance with the Regional Plan, relevant legislation and building codes
- Timely, accurate and reliable reporting
- Expenditure within budget
- Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively

### **Problem Solving**

- Knowledge of systems and standards used to develop work plans and efficient processes
- Potential problems drawn to the attention of the Manager and solutions proposed
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand

### **Commitment and Pride in Work**

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training
- High standards of work quality and behaviour by team earned respect in community and within VDRC

### **Approval**

This appointment is a full time temporary position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Stuart Duncan – Chief Executive Officer

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| Created: | 21 <sup>st</sup> July 2014 |
| Version: | 1                          |
| Updated: |                            |