

REGIONAL SERVICES MANAGER - PALUMPA



Position:	Regional Services Manager - Palumpa
Classification Level:	Level 7
Temporary:	Full time
Reports to:	Chief Executive Officer

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory. The Regional Council has been formed by the demerger of the Victoria Daly Regional Council. It includes the communities of Peppimenarti, Palumpa and Wadeye and has a population of approximately 2778.

Personal Attributes

Ethical Behaviour - It is imperative that the Regional Services manager displays the highest level of integrity and ethical conduct. As a Senior Manager you will be expected to display ethical behaviour at all times.

Attitude - demonstrates 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.

Consistency of Service - all work performed by the officer needs to be of the highest quality and consistent.

Safe Work Practices - perform all work duties following WHS regulations.

Summary of Position

To manage the day to day Council service delivery operations in the Palumpa community under direction of the Chief Executive Officer and to contribute to implementing the strategic direction of the West Daly Regional Council.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Director of Council Services	Local Authorities and other Community Agencies
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
Finance Manager	Consultants
All Council Staff	Community members

Organisational Relationship



Specific Duties

1. Direct, oversee and monitor all Council core services, programs and minor projects in the community.
2. Manage all Council assets on the community including plant equipment, buildings and vehicles, ensuring transport routes and airstrips are operational when possible.
3. Develop, support and maintain effective consultant links with the local authority and relevant community and government agencies and direct agency staff as required.
4. Supervise and monitor staff in a cross cultural environment with specific reference to developing the capacity of local aboriginal people.
5. Maintain a safe working environment and ensure Workplace Health & Safety regulations are adhered to including the responsibility of emergency management outlined in the Regional Disaster Plan.
6. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.
7. Any other tasks as required by the CEO and/or Director of Council Services.

Selection Criteria

Authority & Accountability

- This position directly reports to the Director of Council Services.
- Accountable for all core services provided by Council within the community of Palumpa including management of staff.

Judgment & Problem Solving

- Conduct community surveys in order to gain feedback on Council services, and work with the Team Leaders on identifying services that require improvement.
- Complete regular asset checks to ensure all assets are in good working order, and provide advice on asset replacement and/or purchase of new assets.

Specialist Knowledge & Skills

- Strategic and decision making skills with an analytical and innovative approach to problem solving.

- Ability to continually review all programs to ensure they are being delivered in a cost effective and timely manner.
- Work with the Team Leaders in the development of operational plans for all work areas.
- Understanding of business and financial planning principles and practices in order to maintain ongoing budget reports and manage core services within budget constraints.
- Ability to develop asset management plans and provide monthly updates to the Director of Council Services.
- Experience in sourcing and applying for grants, and ability to work in conjunction with the Grants Officer and Finance Manager to complete grant applications and acquittals.
- Sound knowledge of the principles of Workplace Health & Safety.

Management Skills

- Demonstrated experience in managing a range of service delivery activities and programs in a collaborative manner.
- Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context.
- Provide direct support to Team Leaders and provide coaching and mentoring when required.

Interpersonal Skills

- Well developed oral and written communication skills.
- Ability to consult and negotiate sensitively and effectively with Aboriginal people.
- Ability to produce clear and sound based reports in a timely manner.
- Liaise effectively with a variety of stakeholders and resolve conflict.

Qualifications & Experience

- A current driver's licence.
- An appropriate tertiary qualification or relevant experience.

Approval

This appointment is a full time contract position for a period of 12 months 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.



Glenda Teede
Chief Executive Officer

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