**Paupiyala Tjarutja Aboriginal Corporation**

**Tjuntjuntjara (WA)**

**Position Description**

**Position:** General Manager - Community Services

**Location:** Tjuntjuntjara Community

**Responsible to:** PTAC Board / Chief Executive Officer

**Salary & Conditions**: $79,181 + District Allowance

**Total Salary Package:** $131,046

**Level:**  8

**Award:** Aboriginal Communities and Organisations (WA) Interim Award 2011

**Spinifex People**

The Spinifex people, including those residents at Tjuntjuntjara, are represented by the Pila Nguru Corporation, the native title representative body in the Spinifex native title area. Within this native title area, Paupiyala Tjarutja Aboriginal Corporation manages all services at Tjuntjuntjara community.

**Position Overview**

Under the direction of the Chief Executive Officer, the General Manager - Community Services coordinates the day to day provision and delivery of municipal and community services to Tjuntjuntjara community. Administratively, the General Manager - Community Services is responsible for the management of PTAC assets, activities and services on a day to day basis. This includes managing visitors to the community, their accommodation and ensuring they are supported to conduct their business successfully. The role is also responsible for the smooth running of PTAC administration and local council functions. The role is a managerial rather than executive position.

**Expected Outcomes**

* To coordinate the timely, accountable and cost effective delivery of municipal services (esp. power, water, sewerage, and fuel)
* To manage the usage and maintenance of PTAC infrastructure and assets
* To support activities of core community work areas and programs
* To facilitate the activities of the workshop with the Workshop Manager/Mechanic
* To support the activities of Pila Nguru and the Ilkurlka Aboriginal Corporation/Spinifex Foundation
* To regularly report to PTAC Board of Directors (monthly) with the Chief Executive Officer, and support the GM to facilitate Board/Directors’ meetings and execute meeting outcomes and decisions
* To facilitate community and community-related events and meetings
* To ensure PTAC policies and procedures are adhered to, and where necessary report non-conformance to the Chief Executive Officer
* To support the community to address justice issues on a day to day basis
* Oversee the smooth running of PTAC service delivery and support the staff in each key program area.

**Working Relations**

* Under direction from the Chief Executive Officer, supervise the following staff on a day by day basis - Office Manager, CRC Coordinator, Store Manager, CD Project Officer, Women’s Centre Coordinator.
* Works alongside the Manager of Spinifex Health, Workshop Manager and CDP Program Manager.
* Report to the PTAC Board of Directors as required

**DUTIES**

Corporate Management

* Liaise with the Chief Executive Officer with regard to the corporation budgets, and associated grant fund expenditure.
* Manage the Community Profile, a database of individual and family profiles, including, age, employment and residency
* With regard to the Community Profile and the Community Layout Plan, refer all queries to the GM. This includes development applications.
* Act as the OH&S Officer monitoring and managing OH&S in each worksite
* Regularly update the policies and procedures manual to ensure information is up to date

Municipal Service Delivery

* Coordinate the timely, accountable and cost effective delivery of municipal services (e.g. power, water, sewerage, and fuel)
	+ specific duties include: coordinating fuel orders and other service related items as required which are handled by the Office Manager
	+ ensuring that water and power supply needs are identified, levels are adequate, and contingency plans are operational
* Coordinate civil works programs on the ground including annual airstrip grading, tip maintenance and upgrade and building site preparation
* Coordinate and facilitate community-based employment activities (this involves liaising with the CDP Coordinator to ensure that the program operates effectively)
* Coordinating other municipal & environmental health services, e.g. recreation, vegetation management and greening, dust abatement, town beautification, rubbish collection and tip maintenance

Asset Management

* Coordinate the maintenance of PTAC infrastructure and assets, including housing and tenancy

Specific duties include:

* + ensuring reliable data, including the assets register, is maintained on infrastructural assets
	+ Coordinate on site housing and building maintenance, repairs and upgrades
	+ maintaining complete and accurate housing occupation records
	+ ensuring occupancy needs are identified and addressed in any housing alterations or development
	+ ensuring rent collection and reporting
	+ ensuring, via the workshop, that PTAC vehicles are maintained, identifying needs and generally developing vehicle fleet/support
	+ ensure appropriate usage of corporation vehicles for use, coordinating servicing/repair.

Community Relations

* Regularly reporting to PTAC Board of Directors in conjunction with the Chief Executive Officer, facilitating their activities and executing directives
* Facilitate directors’ & community meetings, as well as elections, ensuring the constitution is adhered to
* Facilitate community and community-related events, esp. cultural business, bush trips and funerals; and including shire election voting, sports carnivals, discos and concerts
* Develop community capacity-building, in consultation with the Board and core unit staff
* Ensuring community policies and procedures are adhered to
* Monitor and facilitate rescues where required for people travelling to and from the community

Staff Relations

* Coordinate and support activities of core community work units (e.g. workshop, store, women’s centre, clinic, community resource centre, community development and local capacity-building programs, including CDP and related programs);
* specific duties include
	+ assist with the adequate, timely and appropriate delivery of freight
	+ coordinating air transport usage
	+ monitoring and coordinate relevant unit budgets and expenditure in consultation with the Chief Executive Officer
	+ coordinate deployment of resources, e.g. vehicles, fuel, stores and personnel for travel on community business, including cultural activities and projects in the lands
* co-ordinate induction programs, staff training and development
* Ensure staff follow community and corporate protocols and procedures, including permits
* Monitor and review staff and unit performance
* Liaise with the Chief Executive Officer on all aspects of recruitment needs
* Chair staff meetings

Spinifex People Relations

* Support Spinifex Contracting Aboriginal Corporation activities
* Support the Spinifex Arts Project and Spinifex Foundation activities
* Support Pila Nguru Aboriginal Corporation activities
* Support the Piling Trust activities
* Support and facilitate community cultural activities and sorry business

External Relations

* Ensure visitors follow community and corporate protocols and procedures, including permits
* Act as a conduit for external agencies and refer agencies to the appropriate staff
* Coordinate visitor visits to the community, and support external agencies visiting the community to deliver their programs

**Salary Package**

Base Salary: $79,181 per annum

District Allowance: $4,333

Annual Leave: 4 weeks with 17.5% leave loading

Additional Leave: Up to 2 weeks in lieu of public holidays worked.

Remote leave; 2 weeks for every 10 weeks service (total of 6 weeks). This guarantees 4 breaks per year (including annual leave)

Superannuation: 9.25%

Accommodation: Subsidized shared and furnished accommodation at nominal rent of $40 week (includes utilities)

Annual Airfare: Return airfares to place of recruitment for annual leave after 12 months continuous service for the incumbent and dependants onsite.

Relocation: The salary package also includes relocation from the applicant’s place of recruitment. This is outlined in the Aboriginal Communities and Organizations (Western Australia) Interim Award 2011

Salary sacrificing: As per the organisation’s salary sacrifice policy

Zone A rebate area

Overtime and time in-lieu included in the salary.

Position Status: Permanent (two year renewable contract after a 6 month probationary period)