

REGIONAL SERVICES MANAGER - PEPPIMENARTI



Position:	Regional Services Manager - Peppimenarti
Classification Level:	Level 6
Temporary:	Full time
Reports to:	Director Community Services

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 Behavior – 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 Peppimenarti community under direction of the Director Community services and/or 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
Executive team	Local Authorities and other Community Agencies
Other Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Consultants
Civil Services Team Leader	Community members

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 Occupational 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 Shire are adhered to and all resources effectively deployed.

Selection Criteria

Essential

1. Demonstrated experience in managing a range of service delivery activities and programs in a collaborative manner.
2. Previous experience in similar role within Local Government.
3. Thorough understanding of the Local Government Act.
4. Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context.
5. Well developed oral and written communication skills including the ability to:
 - consult and negotiate sensitively and effectively with Aboriginal people;
 - produce clear and sound based reports in a timely manner;
 - liaise effectively with a variety of stakeholders and resolve conflict.
6. Strategic and decision making skills with an analytical and innovative approach to problem solving.
7. Understanding of business and financial planning principles and practices.
8. Sound knowledge of the principles of Occupational Health & Safety.
9. A current driver's licence.
10. An appropriate tertiary qualification or relevant experience.
11. Any additional tasks as requested by the Director Community Services or Chief Executive Officer.

Key Performance Measures

A 12 month operational plan, including performance measures will be developed within the first three months of employment.

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 and Ochre Card. There will be a six (6) month probationary period, which may be extended, if required. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede
Chief Executive Officer

I _____ have read, understood and agree to the position description as set out above.

(Signature)

(Date)

Created:	February 2015
Version:	1
Updated:	