



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE : Team Leader Roads

REPORTING TO : Roads Manager

CLASSIFICATION : 3 YEAR FULL TIME

LEVEL : 6-7 depending on experience

LOCATION: Based at Yuendumu, operating predominantly in the Yuendumu region. Requires some time staying onsite with the roads crew.

OBJECTIVES OF THE POSITION:

Operating under the direction of the Roads Manager and in accordance with Council corporate plans, policies, strategies and relevant legislation this position is responsible for the on-ground management of Council's road maintenance and upgrade operations, including the safe, efficient and secure operation of Council's road plant, equipment, and vehicles

BACKGROUND

Council manages around 1,500km of road network, predominantly unsealed link roads between serviced communities, and internal sealed roads within communities. Council operates a mostly-Indigenous roads crew of around 8 people, based out of Yuendumu. This crew has historically performed scheduled road maintenance grading and repairs/upgrades to traffic management hardware within/between Council's communities.

In 2015 Council suffered substantial damage to its unsealed road network after heavy rains. All are currently operational but need repairs and upgrades. Council has secured NDRRA funds (National Disaster Recovery and Relief Arrangements) of \$5M to conduct repairs.

In January 2016 Council tendered to engage an experience road contracting company to lead Council's repair works, scheduled to take around 12 months to complete. Council is subcontracting its own plant and local operators to the contractor, in order to build skills in road repair and construction.

Council plant currently consists of 3 x graders, 1 x 20T excavator, 2 x rollers, 1 x tipper truck, 1 x road train truck / dolly / float trailer, 1 x loader, 1 x fuel/water dog trailer, 1 x silver bullet accommodation, 1 x service truck, 1 x support 4wd and a dedicated Road Depot & Yard at Yuendumu. The existing Indigenous crew has a mix of experience ranging from 30 years on a grader to just entering the profession. Passion and enthusiasm are high.

The aim is for Council to undertake its own upgrades and construction in future. Council has access to ongoing Roads to Recovery funding and other funding, and has every expectation that the crew will continue to operate at a high level. There is the opportunity to contract for external work in future.

Council is seeking a dedicated and experienced Team Leader Roads to lead this enhanced program. It is an excellent opportunity for an existing person in the industry to build or cement their professional skills as a high level team leader. It is also an excellent chance to grow the ability of local Indigenous communities and staff so they can perform their own road works through full-time, meaningful, skilled employment.

DUTIES AND RESPONSIBILITIES:

- Under the guidance of the Roads Manager, supervise, lead, work with and mentor Council's road grading crew in maintenance, repair, upgrade and construction works to Council's road network.
- Undertake and/or support the counselling, mentoring and/or training of Indigenous road crew employees to improve and optimise their skills, outputs and attendance in a cross-cultural environment.
- Manage the day-to-day on-ground operations of Council's road plant, equipment and vehicles. Ensure all are properly serviced, maintained and in good working order, including pre-start checks and arranging emergency repairs.
- Work with the Roads Manager to determine and implement the most effective and efficient manner in which the Council's goals, objectives and programs are delivered within the road crew.
- Ensure that a safe working environment is maintained at all times for roads activities, including to road users at road work sites.
- Ensure quality control of works is maintained at all time
- Provide day-to-day point-of-contact and liaison for road contractors engaged by Council
- Coordinate the purchase, use and installation of onsite materials and resources, including spare parts to minimise down time.
- Provide and maintain accurate and timely records of time sheets, job costs and other records as required by management.
- Work under limited supervision, performing all functions and duties to the required standard
- Supervise and lead Council employees and co-ordinate resources to undertake a range of works/projects in the community
- Any other delegated duties.

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations and ability to effectively operate in a cross-cultural environment.
- Experience in managing, leading and mentoring a road crew, preferably in a cross-cultural environment.
- Experience in the management, maintenance and operation of roads vehicles, plant and equipment.

- Proven ability to liaise effectively with other Council teams and senior staff and to carry out work tasks as directed.
- Experience in the management and storage of stock within a depot/warehouse environment.
- Basic computer skills with the ability to communicate effectively by email and use the Microsoft Office programs: Outlook, Word and Excel).
- Sound knowledge of and commitment to the principles of Work Health and Safety and promotion of these in the workplace.
- Demonstrated knowledge of anti-discrimination and fair treatment of employees as applicable to the position.

Desirable

- Current Heavy Rigid (HR) class drivers licence with ability to gain Heavy Combination (HC).
- Current WorkSafe Forklift Truck (LF) class licence.
- Knowledge of basic mechanical repairs and servicing.
- Trade qualifications or relevant experience.
- Experience using web-based Fleet data management systems (AusFleet)

POSITION ATTRIBUTES:

Level 6

Level 6 covers administrative, technical or trades employees undertaking duties and responsibilities in excess of Level 5.

1. Authority and accountability: May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.
2. Judgment and problem solving: Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
3. Specialist knowledge and skills: Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
4. Management skills: May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

5. **Interpersonal skills:** Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.
6. **Qualifications and experience:** Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:
 - (a) diploma or advanced diploma; or
 - (b) appropriate in-house training or equivalent.

Level 7

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

7. **Authority and accountability:** Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.
8. **Judgment and problem solving:** Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.
9. **Specialist knowledge and skills:** Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.
10. **Management skills:** Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.
11. **Interpersonal skills:** Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.
12. **Qualifications and experience:** Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

Note to Candidates

The Team Leader Roads will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.

- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF TEAM LEADER ROADS

Central Desert Regional Council covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Yuelamu Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land.

The Council which has been operational from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is at Level 6/7 with a range depending on qualifications and experience of 71,858 - \$82,458 per annum. An additional \$3,000 remote area allowance will also be paid as part of the Enterprise Agreement. Any further salary increases will be based on the Enterprise Agreement in existence after 30th June 2016 when the current one expires. Subject to higher standards of performance the Team Leader Roads may receive a step increase on an annual basis until the highest salary level and step are reached which in this case is Level 7 Step 3 of \$82,458 per annum.

SUPERANNUATION

Employer contributes 9.5% superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

SALARY SACRIFICING

Employees may enter into a salary sacrificing arrangement in respect to superannuation contributions.

NOTE: Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

Council has entered into a contractual relationship with Remserv to administer the salary packing process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information about the scheme please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice about the salary packaging on offer.

ANNUAL LEAVE

The Team Leader Roads is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave. By agreement, the Team Leader Roads may request in writing that up to 2 weeks of annual leave per annum be cashed out.

LONG SERVICE LEAVE

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended, with the exception that employees will qualify for all pro rata long service entitlement after seven years continuous qualifying service, according the Act.

PERSONAL LEAVE

a) Paid personal leave is available to Employees when they are absent:

- due to personal illness or injury (sick leave); or
- for the purposes of caring for an immediate family or household member who is sick and requires the Employee's care and support (carer's leave); or
- because of bereavement on the death of an immediate family or household member (bereavement leave).

b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service .ie. 12 days per annum.

c) The Employee is entitled to use up to 10 days as additional non cumulative paid bereavement leave per annum if a member of the Employee's immediate family or household dies.

d) Employees may request approval for additional unpaid leave for the purpose of bereavement leave.

STUDY LEAVE

The Team Leader Roads is entitled to reasonable study leave by agreement with the CEO.

LEAVE WITHOUT PAY

Leave without pay provisions apply as approved by the CEO.

HOURS OF WORK

38 hour week

CULTURAL LEAVE

Generous leave conditions for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

HOUSING

The Council's housing policy will apply and rent will be \$25 per week or as stipulated at the time. The Team Leader Roads will be responsible for paying their own personal utility bills. Council shall provide the following fittings and furnishings. They shall be of satisfactory and functional condition:

Kitchen

- 1 Standard domestic Fridge/Freezer
- 1 Standard domestic Stove
- Crockery, Cutlery and Saucepan set for 4 people
- Kitchen implements (cutting knife and board, potato peeler, mix bowl etc)
- 1 Kitchen Table and 4 Chairs

Lounge

- 1 Couch and 2 Armchairs
- 1 Bookshelf
- 1 TV up to 32" maximum size

Laundry

- 1 Standard Domestic Washing Machine
- Cleaning equipment (toilet brush, broom, dustpan, mop and bucket)

Bedroom/s

- Up to one double bed or single bed per room
- 1 Cabinet or Wardrobe per room

PUBLIC HOLIDAYS

The Team Leader Roads is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply.