

Position:	Director of Community Services
Classification Level:	Level 10
Temporary:	Full time Temporary Position (24 month maximum term contract)
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 behavior – It is imperative that the Director Community Services displays the highest level of integrity and ethical conduct.

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

This position is an integral part of the Executive Management Team which provides clarity of direction, effective service support, advice and guidance to the Chief Executive Officer in Leadership and management of a multi-disciplinary business aligning the strategic management plan for and of resources to sustain, improve the West Daly Regional Council. Actively work with other members of the Executive Management Team to provide a confident and cohesive approach to organisational issues in particular in the areas of Funding Arrangements, Community Services and non core business.

The purpose of the Director of Community Services is to provide responsible, efficient and effective management and financial and administrative services for the Council's non Core Functions, which help to achieve the delivery of Council's Strategic Directions. This position is responsible for the management of non core Council business.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive Team	Community Organisation Representatives
Community Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Non Core Council Staff	Consultants
	Community members

Specific Duties

Executive Management

- Provide support and advice to the CEO to develop, analyse, determine and implement strategies which will enable Council's obligations and responsibilities to be fulfilled
- Contribute to the development of the Regional and Service Delivery planning process within Council
- Ensure the development of the Business Plan for non core service delivery reflects the strategic direction of Council's commitment to Customer Service levels
- Contribute to the maintenance of a healthy and sound governance environment across the organisation
- Manage the finance and assets of the Directorate in accordance with approved delegation and budgets

Community & Council

- Establish excellent relationships with internal stake holders enabling the necessary guidance and advice achieve to quality outcomes in their decision making processes
- Develop the necessary relationship with external corporations and Government departments to achieve effective results
- Deliver relevant services to the Community in an effective manner

People Management

- Establish and maintain an appropriate organisational structure to meet the future demands of the organisation's non core activities and ensure there is the correct balance of staff to meet the needs of the organisation

Financial Management

- Oversee the overall non core financial and asset management of the organisation in accordance with approved delegations and budget
- Ensure finance systems and processes meet unqualified audit opinion
- Ensure sound financial planning and commercial management practices through budgeting and other financial control measures

Corporate Human Resources

- In conjunction with the Human Resource Department establish and maintain an appropriate organisational structure to meet the future demands of the organisation and ensure there is a correct balance of staff to meet the needs of the non core programs
- In conjunction with the Human Resources Department ensure there are policy and procedural systems to minimise staff issues at the workplace (e.g. grievances, safety, bullying, workers compensation claims etc.)

Governance and Administration

- Develop and maintain policy procedural frameworks for Community Services. Maintain the Delegations Register.
- Facilitate the process to enable Council to review and update its strategic /business plan

Special Projects

- Facilitate and coordinate the strategic projects as directed by the CEO

Work Health & Safety

- Recognise that all employees have an obligation to contribute to the creation of a safe work place. All employees are bound to follow the requirements of the Work Health & Safety Act and Regulations 2012
- Managers and Team Leaders must comply with WHS and Workers Compensation legislation requirements and relevant WHS policies, procedures and safe work practices implemented by West Daly Regional Council.
- Work safely and not place you or any other worker or member of the public at risk.
- Follow safe work statements established by West Daly Regional Council.
- Set the WHS directions of the service for your team and ensure these directions are being followed.
- Support WHS Toolbox meetings during staff operational meetings

Risk Management

- Comply with Councils Risk Management Policy, Risk Management Program and Register
- Understand the principles of Risk Management and their application to property and liability
- Ensure that Managers/Team Leaders demonstrate that risk Management principle are being undertaken

Environmental Sustainability

- Participate in activities associated with the implementation of Council's strategic environmental objectives
- Identifying, reporting and mitigating any potential risk to the environment

Equal Opportunity Employment

- Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity (i.e. Discrimination Act) by adhering to the provisions of relevant legislative requirements.

Selection Criteria

REQUIRED SKILLS, EXPERIENCE, ATTRIBUTES AND QUALIFICATIONS: (SELECTION CRITERIA):

- Tertiary qualifications in accounting or commerce.
- Thorough knowledge of the NT Local Government Act and Regulations, with extensive experience in local government functions and its financial requirements.
- Proven ability to motivate and manage a team to achieve specific outputs.
- Commitment and the ability to provide quality customer service.
- Commitment to Work Health & Safety and ability to follow appropriate safety and health practices.
- Proven oral, written and interpersonal skills.
- Commitment to the concept of a team based working environment with an ability to work independently.
- Excellent organisational and problem solving skills, with the ability to set priorities, meet deadlines and prepare timely reports.
- Ability to maintain strict confidentiality when dealing with information and sensitive issues relating to employees and the general public.
- High level Microsoft Office skills.
- Successfully undergo pre-employment assessments including a Criminal History Check.
- Current Northern Territory Drivers License.

Approval

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

This appointment is a temporary full time (24 month maximum term contract) 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.

Glenda Teede
Chief Executive Officer

Created	27 May 2016
Version	1
Reviewed	

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

(Signature)

(Date)