

# DIRECTOR COUNCIL AND COMMUNITY SERVICES



<b>Position:</b>	<b>Director of Council and Community Services</b>
<b>Location:</b>	Wadeye
<b>Classification Level:</b>	Employment Contract
<b>Vacancy Duration:</b>	24 months contract – Full Time
<b>Reports to:</b>	Chief Executive Officer

## Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents. Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as aged care, community night patrol and other community services.

## Attributes

**Service** – work performed is of the highest quality, innovative and solutions focused.

**Ethical** – applies the highest standards of integrity and ethical conduct.

**Attitude** – demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** – makes appropriate decisions, sound judgements and communicates effectively.

**Safe** – work practices performed apply and promote Work Health Safety standards.

## Position

The Director of Council and Community Services position plays an integral role in the Management Team to lead and manage the development and implementation of West Daly Regional Council's Regional Plan and Budget, operational plans and agency contracted services funding agreements.

Provide support to the Chief Executive Officer and direction, advice and guidance to Managers across a multi-disciplinary business operating in a geographically sparse and remote environment. Apply comprehensive planning and reporting and efficient and effective management of people and financial resources, in particular in the implementation of agency contracted services' funding agreements.

## Stakeholders

Internal	External
Chief Executive Officer	Community and Homelands Residents
Management Team	Government Departments
Council Services Staff	Community Organisations
Community Services Staff	Local Government Association of the NT
Corporate Services Staff	Consultants

### **Executive Management**

- Provide support and advice to the CEO in the development and implementation of strategies that enable Council's responsibilities and objectives to be achieved
- Provide leadership and direction in the development of operational plans and reporting for council services and agency contracted services

### **Council and Community**

- Develop and maintain effective relationships with internal stakeholders including guidance, advice and support to staff to achieve high quality outcomes
- Develop and maintain effective relationships with external stakeholders to identify and implement collaborative initiatives and achieve effective results

### **People Management**

- Apply contemporary approaches to human resource management to encourage high performance, teamwork and outcome-focused practices and culture
- Ensure that Council and Community Services are staffed appropriately and that systems are in place to support training and development and managing performance

### **Financial Management**

- Ensure sound financial planning and management practices through appropriate budgeting and reporting and the application of Council's approved financial delegations
- Ensure required financial systems and processes are applied by Council and Community Services line management to support full compliance and unqualified audits

### **Governance**

- Maintain an effective governance environment including planning and reporting
- Ensure compliance with relevant Work Health and Safety legislation, policies and procedures
- Ensure compliance with Council's Risk Management policies and plans

### **Projects**

- Facilitate and manage strategic projects as directed by the CEO

## Selection Criteria

### **SKILLS, EXPERIENCE, ATTRIBUTES AND QUALIFICATIONS – SELECTION CRITERIA:**

1. Knowledge and experience in the operations of local government and/or community services.
2. Proven ability to motivate and manage teams to deliver outputs and achieve outcomes.
3. Excellent organisational skills with the ability to set priorities and meet deadlines.
4. Demonstrated high level oral, written, interpersonal and ICT skills.
5. Ability to work in a cross cultural environment in a regional and remote setting.
6. Tertiary qualifications in community services, management or accounting.
7. Maintain a current Northern Territory Driver's License.

### **CHANGES TO JOB DESCRIPTION:**

It may be necessary to consider changes to this job description from time to time in response to the changing nature of Council's work environment, organisational and/or statutory changes.

## Approval/ Agreement

This appointment is a temporary full time (24 month employment contract) position and the appointed applicant will be required to undergo a criminal history check. The position holder must be willing to adhere to Council's Code of Conduct, Conditions of Employment, Policies and Procedures.

\_\_\_\_\_  
Shaun Hardy  
**Chief Executive Officer**

I \_\_\_\_\_ have read, understood and agree to the above position description  
and accept the employment appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Created	31 August 2017
Version	1
Reviewed	