

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	DCCS Compliance Coordinator	Designation & Classification Level	RGRC Level 6
Position No		Directorate	Council and Community Services
Division	Council and Community Services	Date Created	19 April 2017
Location	Katherine	Date Approved	
Reports To	Department of Council and Community Services	Version Date	9/02/2018
2. POSITION CONTEXT			
Council Overview	<p>Roper Gulf Regional Council is one of 18 Local Governments in the Northern Territory, encompassing 11 communities and twenty outstations spread out over an area of approximately 186,000 square kilometres.</p> <p>The Council's primary purpose is to act as an advocate for its constituency of more than 7000 people, many of whom have a strong indigenous heritage and continue to maintain the indigenous culture and way of life. Roper Gulf Regional Council is paving the way towards sustainable social, cultural, economic and environmental development, providing employment opportunities to approximately 380 staff, who live and work across the region, and are co-ordinated from the Katherine-based operational hub.</p> <p>One of the key drivers of the Council is to improve the quality of life in, and liveability of the region, with the vision of making it sustainable, vibrant and viable for those who call Roper Gulf home.</p>		
Major Role and Challenges	<p>The Compliance Coordinator assists the Director to meet its compliance responsibilities by:</p> <ul style="list-style-type: none">Coordinating contracts that deliver a range of services within the Community Services business unit under Council's 'Caring for Community' strategic initiative.Maintaining positive stakeholder relationships between Roper Gulf Regional Council and its funding bodies.Assist with improving efficiencies to existing processes and using initiative to develop new, more efficient processes within the Community Services divisions.Identify and monitor grant funding to ensure the Council has sufficient budget to deliver its services and activities adequately.Liaise with Directors and Regional Managers to clarify grant funding requirements.Monitor Compliance and reporting dates and the delivery of KPI's.Supports the manager and maintains a financially sustainable delivery model for Community Services programs to ensure contractual compliance.Operational and Activity Planning for DCCS.Assist with the Business modelling and program project analysis.		
Key Interactions/ Relationships	<p>Internal</p> <ul style="list-style-type: none">CEODirector Council and Community ServicesRegional Manager Community ServicesCommunity Services Regional CoordinatorsFinance ManagerAssets Manger	<p>External</p> <ul style="list-style-type: none">Government (NT & Commonwealth) AgenciesNon Government organisations	
Special Conditions	<ul style="list-style-type: none">An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity.Some out of hours work, and frequent travel to remote communities necessitating overnight absences will		

	<p>be required.</p> <ul style="list-style-type: none"> Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis. <p><u>Essential</u></p> <ul style="list-style-type: none"> Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> Undertake a new criminal history check at commencement of employment with RGRC At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing Be an Australian Resident or provide the current, relevant Visa to work within Australia It is a condition of employment with Roper Gulf Regional Council that you must; <ul style="list-style-type: none"> Update Criminal History Check annually as required through out period of employment through the HR Department Renew your ochre card clearance every two years through the HR Department Update Criminal History Check annually as required through out period of employment through the HR Department Renew your ochre card clearance every two years through the HR Department
Authority to Act / Delegations	<ul style="list-style-type: none"> Financial Delegations – As per the RGRC Delegations Manual
3. KEY RESPONSIBILITIES	
Program and Project Coordination	<ul style="list-style-type: none"> Manage funding contracts within the Council and Community Services Directorate and support Regional Coordinators / Regional Managers with compliance and reporting requirements. Establish and maintain positive and effective working relationships with government agency stakeholders and contract management teams, including updating database contacts. Ensure contractual compliance across all contracts and business units within Council and Community Services Directorate. Distribute audited financial reports to staff to support funding acquittals. Monitor and document compliance against grant funding contractual obligations on a weekly basis. Monitor and report on contract expiry and recommended actions. Monitor and monitor key performance indicators for each operational site. Where compliance is not being achieved, communicate the issues to the relevant Regional Coordinators, Regional Manager and Director Contribute to the development of remedial action plans when compliance is not evident or does not fully meet the obligations. Monitor and record all assets within the Council and Community Services Directorate.
Financial and Business Model analysis	<ul style="list-style-type: none"> Support the director and managers in the development of the annual budget for the Council Community Services Directorate. Coordinate the timely completion of the directorates quarterly budget and planning reviews. Monitor and analyse performance against targets. Coordinate annual updates of operational plans in line with the budget. Monitor income and Expenditure for each business unit within Council and Community Services Directorate and support managers to address budget shortfalls. Ensure timely supply of financial reports. Process purchase orders as required.

Planning & Reporting	<ul style="list-style-type: none"> Ensuring compliance with the LG financial regulations. Coordinating and compiling data required for each program. Contribute to the achievement of objectives outlined in Council's strategic regional operational plans.
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4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> Tertiary qualifications at diploma level of above in Business Management. Possess a high level of financial acumen and demonstrated ability to resolve complex problems. Experience in the development of operational plans and associated reporting within a multi-disciplinary environment. Ability to communicate effectively with all staffing levels and respond to complex enquiries. Experience in working under pressure in a fast paced environment with multiple competing deadlines. <p><u>Other</u></p> <ul style="list-style-type: none"> Current Northern Territory "C" Class Drivers Licence Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> Undertake a new criminal history check at commencement of employment with RGRC At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing Be an Australian Resident or provide the current, relevant Visa to work within Australia
Desirable	<ul style="list-style-type: none"> Experience in a similar position within the Local Government sector, or in a similar setting Experience working successfully in cross cultural environment Knowledge or experience in accounting principles and practices.

5. ACKNOWLEDGEMENT

Delegate / Director / Manager	S Hillen	Date: 18/4/17	Signature:
Employee Name		Date:	Signature:
Revisions Due Date:	19 April 2020		