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PORMPURAAW ABORIGINAL SHIRE COUNCIL

Position Description

EXECUTIVE MANAGER OF COMMUNITY SERVICES

Closing Date: November 25th 2020 at 10pm

POSITION DESCRIPTION

Position Title:	Executive Manager of Community Services
Award/Stream:	Common Law Contract
Section/Classification Level:	N/A
Reports To:	Deputy CEO
Department:	Executive

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Position Purpose <i>(brief statement outlining why the role exists):</i>	
<p>Reporting to the Deputy CEO, The Executive Manager of Community Services is responsible for the management and compliance of a range of services that are delivered as community services or as enterprises that council operates, including but not limited to:</p> <ul style="list-style-type: none"> • Aged and Disability Care Centre Services; • Sport & Recreation services; • Library & Centrelink; • Post Office; • Justice Centre; • Community Events and • Disaster Management 	
Accountability Statement:	
<p>This position is a pivotal role within PASC. We are seeking a passionate employee with integrity who honours the respect and trust invested in them by PASC. We all work within the framework of the Local Government Act, and, therefore as government officers are bound to ensure that all our actions and decisions are made honestly, transparently, with integrity, following due process.</p> <p>This role is a senior position within the organisation and will be expected to provide leadership to Council and contribute to the future strategic planning for the community. The Executive Manager of Community Services is expected to:</p> <ul style="list-style-type: none"> • Research available grants at State and Federal level and gain a thorough understanding of what's available; • Be a point of contact within Council for grant information across the organisation, driving and managing grants, acquittals and reporting ; • Support Council officers to develop grant applications for their various departments; • Lead, Motivate and Develop other employees; • Support their direct reports in their individual areas of operations; • Identify and develop growth opportunities; • Impart and display high levels of personal conduct, integrity and motivational skills; • Demonstrate exceptional high level of legislative compliance in the areas of Aged Care, Centrelink, Post Office and in the Justice Group; and • Be a strong strategic thinker. 	
Dimensions <i>(these relate to the scope of the role):</i>	
Number of direct reports:	5
Titles of direct reports:	Post Office Supervisor Office Team Leader Aged Care Coordinator Library & Centrelink Officer Justice Group Coordinator

Major Responsibilities	
1.	Lead and provide direction to direct reports, ensuring budgets are met, setting performance expectations and monitoring and evaluating performance outcomes in order to ensure the success of the Community Services department.
2.	Drive collaboration and change management that will enhance performance and legislative compliance.
3.	Work closely with the CEO, Deputy CEO and Executive Management Team
4.	Contribute to the development and implementation of strategic community plans, working in partnership with the Deputy CEO to bring effects to decisions of significant organisational importance and participate as a key member of PASC's Executive team.
5.	Provide leadership, coaching and support in order to assist each direct report to develop strategies and approaches to successfully engage and lead their area.
6.	Effectively manage the Home and Community Care Program in the community to the standards and specification as required by the funding body including the assessment of clients, the delivery of services, oversight of staffing, and management of required reporting to funding and other bodies.
7.	Manage the delivery of effective information services to the community through the library function including liaising with the State Library of Queensland in regard to the collection of materials the periodic transfer of materials from the State Library.
8.	Work with the CEO and Deputy CEO in developing other community services that can enhance the well being and economic activity for the community and improve the quality of life and health of its people.
9.	This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by their Manager or the Chief Executive Officer.
10.	Manage and co-ordinate community events and community engagement activities as required.

<p>Work Health & Safety Requirements</p>	<p>All staff are required to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health & safety • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control • Comply with all reasonable instructions by Council • Participate in activities and programs designed to improve health and safety • Report potential hazards and incidents in the workplace • Notify their supervisor or manager of any injuries or illness that occurs in their workplace
<p>Council Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives • This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee's supervisors • Participate in the annual review of their performance against agreed operational and performance objectives • Perform their responsibilities in a manner which reflects and responds to continuous improvement • Read, understand and comply with all Council policies and procedures • Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing and evaluating risk that may impact on the Council • Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies and programs. • Ensure decision-making, actions and behaviours are ethical, responsible, transparent and in accordance with legislation, policy, procedures and service standards and within limits of authority (delegation/authorisation). Ensure financial management and procurement policy and procedural requirements are met.

Qualifications and Training Requirements: *(training courses that must be completed to meet the inherent requirement of the job or Council's expectations)*

- Relevant Tertiary Community Services/Social Science/Management qualification or demonstrated experience in a similar role and the ability to practically demonstrate how those qualifications and/or experience have complemented your leadership of Community Services.

Selection Criteria *(including required knowledge, skills and experience for position):*

Essential

1. Demonstrated experience in managing service delivery in a local government or community setting and an appreciation of the role those services play in improving the quality of life of the community;
2. Demonstrated experience in managing a Disability or Aged Care Service.
3. Demonstrated management experience in the development of strategic plans for the development of services to the community;
4. Strong interpersonal skills and communication skills with ability to liaise and negotiate effectively with all stakeholders including community members, clients, Councillors, and government departments and agencies.
5. Sound Organisational and administrative skills and an ability to empathise with the people of Pormpuraaw Community to ensure the effective delivery of relevant services that support the overall well being of the community.
6. Demonstrated experience to manage operations and make sound judgements, set priorities and achieve outcomes.
7. Ability to secure grant funds and work in a committed team environment with other executive managers to rollout programs.

Position description approved by:

Chief Executive Officer

Date position description last reviewed:

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