

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

| Position Title | | | |
|-----------------------|---------------------------------|----------------------|----------------------------|
| Location | Jabiru | Department | Community Services Support |
| Position Level | Level 8 | Work Group | |
| Position Type | Permanent / Full time | Approval Date | 4 September 2023 |
| Coverage | Local Government Industry Award | Approved By | A/CEO |

Position Objective

This position is responsible for managing the strategic projects of Council's Community Services Support Team; this includes programs such as Sport and Recreation, Youth, and Community Safety. This position will facilitate and support other community projects and events such as the Kakadu Triathlon and the Kurrung Sports Carnival.

Key Accountabilities

1. Provide advice and support to the Manager Community Services Support to contribute to the outcomes of the West Arnhem Regional Council Strategic Plan.
2. Provide technical advice to the Manager Community Services Support and Operations staff which ensure compliance with legislative and other obligations.
3. Provide community wellbeing project and programs subject matter expert strategic, financial, legislative policy development advice to Manager Community Services Support, Operations staff, Executive and Elected Members.
4. Manage as necessary issue escalations.
5. Supervision of reporting position/s.
6. Produce high quality project and program documents for internal and external resources.
7. Ensure that effective reporting mechanisms are implemented and meet the needs of the Manager Community Services Support, corporate reporting requirements, external governing agencies, the Executive and key stakeholders.
8. Liaise directly with Community Service Managers (CSM) and/or Wellbeing Coordinators from the communities to ensure community program staff plan, develop, implement and report on local programs and activities.
9. Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
10. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Manager Community Services Support which are within the employee's skills, competence and training.



Essential Criteria

1. Undergraduate degree in community development, community services, project management or similar; and/or relevant experience.
2. Demonstrated community development skills, including experience in community consultation.
3. Experience in working with a range of stakeholders including culturally and linguistically diverse and remote communities, such as Indigenous and Torres Strait Islander communities, and volunteer-run community groups.
4. Well-developed written communication skills with experience in producing high level documents.
5. Proven well-developed interpersonal and verbal communication skills to deal with a diverse range of people including an ability to communicate sensitively and effectively with Indigenous people.
6. Demonstrated project management skills, including experience in planning, implementation and evaluation of projects.
7. Demonstrated analysis and problem solving skills.
8. Proven strong computer skills, specifically Microsoft Office Suite.
9. Qualifications / licences:
 - a. Current NT Driver licence
 - b. Working with Children Check (Ochre Card)
 - c. Provide First Aid

Desirable Criteria

1. Understanding of program grant funding and reporting.
2. Preparation of Service Delivery Plans.
3. Experience liaising with funding bodies and government authorities.

Organisational Relationships & Further Information

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|--------------------------|--|--------------------------|---|
| Reports to | Manager Community Services Support | Supervises | Community Engagement Officer |
| Internal liaising | Other managers All staff | External liaising | Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses |
| Span of hours | Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm | | |
| Employment Check | Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. | | |
| Travel | Travel to remote communities by light aircraft or 4wd will be required, and stays may be required. | | |

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.