

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Works Officer</b>
<b>Reporting to:</b>	Council Services Manager
<b>Status:</b>	Permanent, Full Time
<b>Salary:</b>	Level 6
<b>Award Conditions:</b>	Local Government Industry Award 2020
<b>Location:</b>	Various

## POSITION STATEMENT

This position is responsible for the overall supervision of Council's core community service functions carried out in each West Arnhem Regional Council geographical location.

## ACCOUNTABILITIES & RESPONSIBILITIES

<b>Strategic Team Management</b>	<ul style="list-style-type: none"> <li>Provide advice and support to the Council Services Manager to ensure that core community service functions including roads, waste removal and management, parks and gardens, town maintenance, walkways, animal control and welfare, and environmental protection are delivered to provide quality outputs to the community in a timely manner.</li> </ul>
<b>Operational Team Management</b>	<ul style="list-style-type: none"> <li>Provide operational leadership and support to the Works Team (Parks, Roads &amp; Waste) ensuring the quality of work output of all specified core activities and specific minor works programs.</li> <li>Supervise staff to ensure programmed work is carried out in a timely and safe manner, with minimal inconvenience to the community.</li> <li>Ensure all jobs are entered, monitored and tracked through to completion in the Works Program Database.</li> <li>Ensure plant and equipment are:             <ul style="list-style-type: none"> <li>safely and securely stored;</li> <li>regularly cleaned, e.g. ensure vehicles are cleaned internally and externally once a week; and</li> <li>serviced and maintained on a daily, weekly or monthly basis in accordance with the relevant operator manual, e.g. grease daily, report faults to Services Manager, and complete daily pre-start checks and hand forms daily to the Council Services Manager.</li> </ul> </li> <li>Ensure a high quality of work output in the delivery of activities and functions that will include, but is not limited to:             <ul style="list-style-type: none"> <li>basic maintenance and construction of roads, laying and patching bitumen,</li> <li>drainage construction and maintenance;</li> <li>reporting on the state of roads;</li> </ul> </li> </ul>



- preparation work and laying of pavers, setting up simple formwork and steel fixing, forming and finishing for concreting;
- maintenance of parks, gardens and open spaces;
- maintenance of the landfill site;
- collection and appropriate disposal of waste;
- removal of recyclables from the waste stream;
- operating a range of plant, machinery (including changing and using all basic attachments) and vehicles;
- take daily samples of water for management of quality, and report findings to the Council Services Manager for appropriate action, if required;
- coordination of animal control and welfare; and
- assisting in the coordination of contractors and material resources.
- Provide safe and well-maintained cemetery grounds and facilities and interment services as required.
- Ensure complaints from the public are addressed appropriately and in a timely manner.
- Respond to office-based requests for assistance in a timely manner.
- Provide on-the-job training, support and guidance to staff, and monitor work performance to ensure:
  - staff are thoroughly inducted, trained and informed of expected levels of performance;
  - safe and effective work practices are being followed;
  - performance reviews are carried out in accordance with Council policy and procedure;
  - staff attendance is recorded accurately and timesheets are submitted on time; and
  - disciplinary issues are addressed promptly.
- In consultation with the Services Manager, provide leadership in the:
  - planning, scheduling, coordinating and implementing of daily or weekly activities and minor works programs as required;
  - reviewing and coordinating labour, plant and material resources;
  - development and preparation of a budget, monitoring and reporting on expenditure;
  - daily Pre-Start Meetings and Toolbox Talks; and
  - regular review of practices, policies and procedures, ensuring compliance and make recommendations for improvement.
- Provide leadership and support to direct staff and monitor and provide feedback on work performance.
- Ensure team interactions with the public are conducted in a respectful and courteous manner, and enquiries and complaints from the public are dealt with in a timely manner.



	<ul style="list-style-type: none"> <li>• Monitor, evaluate and manage staff performance to enable individual and team professional growth and development.</li> </ul>
<p><b>Teamwork</b></p>	<ul style="list-style-type: none"> <li>• Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job.</li> <li>• Develop a team approach to problem solving and encourage innovative practice.</li> <li>• Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.</li> <li>• Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.</li> </ul>
<p><b>Policies and Procedures</b></p>	<ul style="list-style-type: none"> <li>• Monitor, direct and ensure all Local Government services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices.</li> <li>• Comply with (and ensure staff are abreast of) all relevant legislation and regulations.</li> </ul>
<p><b>Work Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures.</li> <li>• Contribute to organisational continuous quality improvement and internal reporting to the Council Services Manager.</li> <li>• Take reasonable care to protect the health and safety of staff and others.</li> <li>• Actively participate in safety improvement activities.</li> </ul>
<p><b>General Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> <li>• Other duties, consistent with skills and experience, as directed by the Council Services Manager.</li> </ul>



<b>SELECTION CRITERIA</b>	
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Certificate III or IV in Civil Construction, or extensive knowledge and experience in road maintenance, waste, animal control and welfare, and parks and gardens activities.</li> <li>2. Proven ability to develop and implement works programs.</li> <li>3. Previous experience working in a remote environment and indigenous community.</li> <li>4. Proven experience with supervising people.</li> <li>5. Excellent interpersonal skills including ability to communicate effectively and take the lead in the training and multi-skilling of an indigenous workforce.</li> <li>6. Proven ability to work independently and in a team environment aimed at completing projects on time, to the specified quality and within budget.</li> <li>7. Good organisational and administration skills including proficient computing skills to email, maintain a database, prepare reports and spreadsheets.</li> <li>8. Knowledge of basic financial processes.</li> <li>9. Proven competence in the operation of a range of plant, machinery, equipment and tools including relevant attachments.</li> <li>10. Construction Induction (White Card).</li> <li>11. Ability to supervise and mentor staff in a cross-cultural environment within the context of developing the capacity of local Indigenous people.</li> <li>12. Sound understanding of Work Health and Safety in the workplace.</li> <li>13. Current Northern Territory Driver's Licence.</li> <li>14. National Criminal History Check clearance.</li> <li>15. Current Working with Children/Ochre Card.</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>1. Current HR endorsement (on Northern Territory Drivers Licence).</li> <li>2. Provide First Aid.</li> <li>3. Chemical Handling Certification.</li> </ol>

## YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

**This position manages a specialist unit.**

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.



Approved by **CEO** :

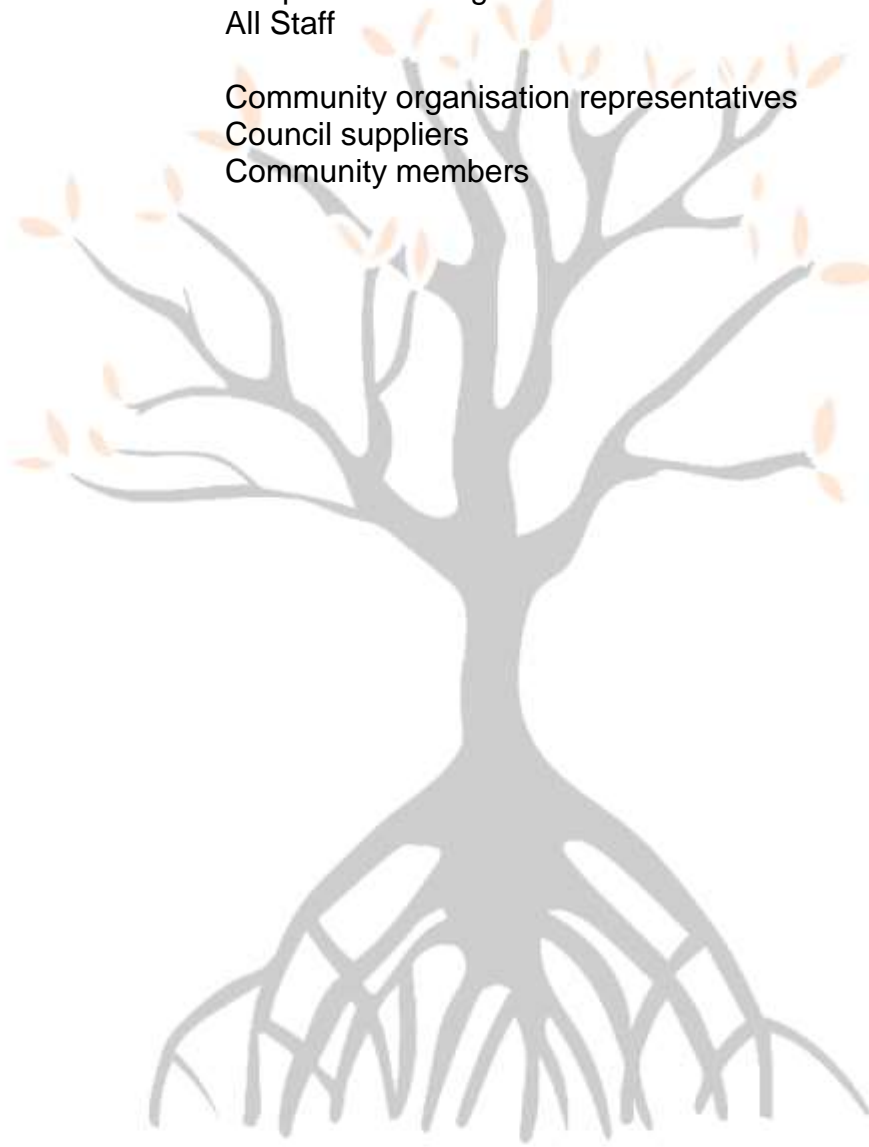
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**Reports to** Council Services Manager

**Internal** Chief Operating Officer  
Team Leaders (Works)  
Works Officer(s)  
Works Assistant(s)  
Landfill Officer  
People & Learning Team  
All Staff

**External** Community organisation representatives  
Council suppliers  
Community members



Approved by CEO :

*P. Findley*

Date: 17.12.2020

