

**WEST ARNHEM**

REGIONAL COUNCIL

# POSITION DESCRIPTION

<b>Position Title</b>			
<b>Location</b>	Maningrida	<b>Department</b>	Community and Council Services
<b>Classification</b>	Contract	<b>Position Type</b>	Permanent - Full time
<b>Position Number</b>	TBA	<b>PD Number</b>	TBA
<b>Reports to</b>	Manager Regional Council Services	<b>Reports to</b>	
<b>Reportees Roles</b>	Senior Works Officer, Wellbeing Services Senior Officer. Utilities Support Operator Maningrida regarding Utilities Support Contract.		
<b>Coverage</b>	Local Government Industry Award 2020		
<b>Approved By</b>	Chief Executive Officer	<b>Date</b>	28/01/2025

## Position Objective

To manage the day-to-day delivery and operations of West Arnhem Regional Council (Council) services in Maningrida.

## Key Responsibilities

### 1. Underpinning Requirements

- 1.1. Understand and meet the purpose of this role.
- 1.2. Understand the purpose and deliverables of the roles reporting to the Council Services Manager role in Maningrida.
- 1.3. Understand and meet the legislation, regulations, standards, codes and reporting responsibilities required of this role
- 1.4. Continuously stay informed about the services, deliverables, contracts, and any related compliance requirements associated with the services provided to the community.
- 1.5. Engage in professional communication that foster positive relationships at all levels across the community, with external stakeholders, and with Council staff.

### 2. Management and Delivery

- 2.1. Provide input into the strategic planning of services delivery to the community.
- 2.2. Monitor, direct and ensure all services and programs are conducted in accordance with contractual and statutory requirements, Council's policies and procedures, budgets and funding guidelines.
- 2.3. Liaise with the Manager Regional Council Services and other relevant Managers in relation to the delivery of contracted services to the community.
- 2.4. Provide direction, feedback and management to employees to ensure optimum delivery of services.
- 2.5. Manage individual performances and behaviour in a timely manner and in accordance with Council's policies and procedures.
- 2.6. Listen to and provide feedback to community members regarding service delivery and related issues.
- 2.7. Work with staff to address work related problems so that service delivery is of a high standard and meets Council and contractual requirements.
- 2.8. Complete performance reviews and training/development plans in a timely manner.
- 2.9. Liaise with Human Resources (HR) staff about providing necessary learning and development for Maningrida employees and succession planning.
- 2.10. Liaise with HR about any potential disciplinary matters to ensure correct approach and outcomes.
- 2.11. Ensure the financial and physical assets of Council, including plant, equipment, buildings and vehicles are managed effectively by following all legislative requirements and Council's policies and procedures.

## Key Responsibilities

### 3. Reports

- 3.1. Communicate with appropriate personnel about any community, delivery, staffing levels, performance or asset matters that impact work or service delivery.
- 3.2. Report on any damaged assets or need for replacements
- 3.3. Provide all required budget and other reports in a timely manner to the appropriate personnel.

### 4. Employee Responsibilities

- 4.1. Follow the requirements of your Contract of Employment.
- 4.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 4.3. Follow all lawful instructions.
- 4.4. Seek help or support from the appropriate personnel when needed.

### 4. Work Health and Safety (WHS)

- 4.1 Follow all approved WHS practices and processes connected with your work and the work of team members.
- 4.2 Ensure you and your teams work safely, and in a way that your work does not cause real or potential harm to yourself, themselves or others.
- 4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.
- 4.4 Work with Council's WHS Coordinator to ensure staff are meeting WHS and Council's safety and reporting requirements and best practices.

## Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria for attaining one.
- Previous management experience and demonstrated ability to provide effective leadership and management in a dynamic, austere, and cross-cultural environment
- Proven skills in asset management, project management, provision of service delivery programmes, people management, budget creation and analysis, and business operations.
- Strong numeracy skills, attention to detail and accuracy.
- Proven competency in the use of information technology and Microsoft Office applications, especially Excel.
- Demonstrable ability to communicate (written and verbally) financial concepts and solutions.
- Organised approach to work and demonstrated ability to prioritise and meet deadlines.

## Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to work to Council's required policy, procedure and process standards.
- Proficiency in using Council's systems.
- Current Class 'C' NT Driver's Licence