



# POSITION DESCRIPTION

<b>Position Title</b>			
<b>Location</b>	Minjilang or Warruwi	<b>Department</b>	Community and Council Services
<b>Position Level</b>	Level 6	<b>Work Group</b>	Wellbeing Services
<b>Position Type</b>	Permanent / Full time	<b>Approval Date</b>	13 February 2026
<b>Coverage</b>	WARC Enterprise Agreement	<b>Approved By</b>	CEO

## Position Objective

The Wellbeing Services Senior Officer will lead a team of staff in service areas comprising of Sport & Recreation, Community Care, NDIS, Community Safety, Broadcasting, and Crèche. This position will also supervise the administrative services team within the community to ensure the delivery of high-quality customer service and administrative support.

## Key Duties and Responsibilities

1. Provide support of the Council Services Managers and Community Services Support team, to develop, plan, implement and evaluate the various activities and programs embraced by the Wellbeing Services Team to contribute to the outcomes of the West Arnhem Regional Council Strategic Plan.
2. Provide administrative support to the Council Service Manager to ensure that high quality customer service and administrative support is provided to support the delivery of Council services and other duties as required.
3. Assist with monthly reporting to the Council Services Manager and Community Services Support team to meet funding guidelines and expectations.
4. Ensure the Wellbeing Service initiatives are engaging, collaborative in design and of a high standard.
5. Assist the Community Services Support team with monitoring Wellbeing services and programs are conducted with in budget and in accordance with statutory requirements and WARC policies and procedures
6. Provide support and guidance to the local Wellbeing Services Teams in the facilitation of programs.
7. Manage staff performance to enable individual and team professional growth and development.
8. Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
9. Support a collaborative team approach with internal and external stakeholders, and motivate team members by encouraging a dynamic working environment that nurtures innovation.
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 Council Service Manager which are within the employee's skills, competence and training.

### Essential Criteria

1. Diploma in business or community services, or similar, and/or minimum of two years relevant experience.
2. Good interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences, demonstrate net-working skills to ensure strong, participant focused community partnerships, programs and activities.
3. Well-developed written and verbal communication skills with strong abilities in the use of Microsoft Office - Outlook, Word and Excel, and the ability to quickly learn new systems.
4. Good organisational skills and attention to detail, coupled with proven ability to multitask, prioritise and coordinate tasks simultaneously within required timeframes.
5. Demonstrated success in leading and motivating staff and developing a participant focused teams.
6. Strong knowledge, understanding and practical application of program, contract and statutory requirements relevant to the associated services.
7. Experience in conflict resolution and negotiations, the ability to remain calm under pressure, to use initiative and good judgement to solve problems.
8. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good cultural fit for Council.
9. Qualifications / licences:
  - a. Current C Class NT Drivers licence
  - b. Working with Children Check (Ochre Card)
  - c. NDIS Worker Screening Check or ability to obtain
  - d. First Aid certificate or ability to obtain
  - e. Food Safety certificate or ability to obtain

### Desirable Criteria

1. Proven experience in a similar role working in a remote location.
2. Knowledge and understanding of legislation relevant to local government in the Northern Territory.

### Organisational Relationships & Further Information

Reports to	Council Services Manager	Supervises	Administration teams, Wellbeing Services Teams
Internal liaising	Other managers All staff	External liaising	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 / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		
Note	Some work outside of business hours will 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.