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WEST ARNHEM REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Senior Works Officer		
Location	Gunbalanya, Jabiru, Maningrida, Minjilang or Warruwi	Department	Community and Council Services
Position Level	Level 5	Work Group	Community Works
Position Type	Permanent / Full time	Approval Date	19 October 2026
Coverage	WARC Enterprise Agreement	Approved By	CEO

Position Objective

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

Key Duties and Responsibilities

1. Provide operational leadership and support to the Works Team to ensure the efficient delivery of community services, including roads, waste management, parks and gardens, town maintenance, walkways, animal control, cemetery operations, and environmental protection.
2. Plan, schedule, coordinate, and oversee daily, weekly, and minor works programs to ensure services are delivered safely, efficiently, and within agreed timeframes.
3. Supervise staff and contractors, ensuring work is completed to a high standard, in accordance with safety requirements, and with minimal disruption to the community.
4. Monitor, evaluate, and manage employee performance, including coaching, mentoring, training, performance reviews, attendance management, and disciplinary processes where required.
5. Ensure all work requests and jobs are accurately entered, monitored, and tracked and provide reports and recommendations to the Council Services Manager as required.
6. Coordinate and oversee the effective use of labour, plant, equipment, materials, contractors, and budgets to support operational requirements and achieve service delivery outcomes.
7. Ensure plant, machinery, vehicles, and equipment are operated safely, securely stored, regularly cleaned, inspected, serviced, and maintained in accordance with manufacturer requirements and Council procedures.
8. Ensure the delivery of a broad range of operational activities, including:
    a. road construction and maintenance, drainage works, and bitumen laying and patching;
    b. concreting, paving, formwork, and minor civil works;
    c. maintenance of parks, gardens, open spaces, community facilities, and cemetery grounds;
    d. landfill operations, waste collection, recycling, and environmental management activities;
    e. water quality monitoring and reporting (Jabiru only); and
    f. coordination of contractors and material resources.
9. Promote and maintain a strong safety culture by leading daily pre-start meetings and toolbox talks, ensuring compliance with workplace health and safety requirements, and reviewing operational practices for continuous improvement.
10. Build and maintain positive relationships with staff, community members, contractors, and stakeholders by providing effective communication, fostering teamwork and innovation, and ensuring enquiries, requests, and complaints are addressed professionally and in a timely manner.
11. 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

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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 Services Manager.

Essential Criteria

1. Relevant qualifications or practical experience in roads, waste, parks and gardens, civil works, or a similar field.
2. Experience planning, coordinating, and delivering work programs, including managing staff, equipment, materials, and contractors.
3. Proven ability to lead and supervise a team, including coaching staff, managing performance, and fostering a positive workplace culture.
4. Experience working in remote communities, with an understanding of local community needs and service delivery challenges.
5. Strong communication and relationship-building skills, with the ability to work effectively with community members, stakeholders, contractors, and staff.
6. Ability to train, support, and develop employees while encouraging teamwork and continuous improvement.
7. Good organisational, administration, and computer skills, including record keeping, report writing, work scheduling, and the use of electronic systems.
8. Experience managing operational resources and budgets, together with the ability to safely operate and maintain plant, machinery, vehicles, and equipment.
9. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
10. Qualifications / licences:
    a. Current C Class Drivers licence, at a minimum
    b. Construction Induction White Card

Desirable Criteria

1. HR endorsement (on Northern Territory Drivers Licence)
2. Provide First Aid.
3. Chemical handling certification.

Organisational Relationships & Further Information

Reports to	Council Services Managers	Supervises	Team Leader Works, Works Officer and Works Assistants
Internal liaising	Other managers All staff	External liaising	Community organisation representatives, Community members and stakeholders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6.00 am to 6.00 pm		
Employment Check / Permit	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.