



JOB OVERVIEW


JOB TITLE	Council Services Manager		
JOB LOCATION	Various Location	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Core Services	SALARY	Annualised Salary Package
DIRECT REPORTS	Nil	WORKING CONDITIONS	Based in remote community
REPORTS TO	CEO	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	This position is responsible for managing employees and overseeing the day to day operations of Local Government services such as Parks and Gardens, Sports and Recreation, Night Patrol, Aged Care and Cleaners within the community and surrounding ward.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Manage, implement and monitor the planning and delivery ensuring a high quality of all Local Government services, programs and projects is delivered and implemented in the community and surrounding ward. 2. Plan, manage and monitor the budget for the relevant community ensuring there is no over spend. 3. Ensure there is compliance with funding agreements and contracts. 4. Ensure the Community's Regional Plan is effectively implemented and time frames are met. 5. Ensure the Local Authority Board meetings are conducted in accordance with NT Legislation, recorded and recordings clearly reflect the board's priorities. 6. Build and maintain good relationships with all community members and community organisations to achieve positive outcomes for both the Council and the community. 7. Lead, oversee and monitor staff in a cross cultural environment with specific reference to developing the capacity of local Aboriginal people. 8. Manage all Council assets in the community including plant, equipment, buildings and vehicles, ensuring transport routes and airstrips are operational when possible. 9. Maintain a safe working environment and ensure Work Health & Safety regulations are adhered to including the responsibility of emergency management outlined in the Regional Disaster Plan. 10. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed. 11. Any other duties as directed by CEO.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Relevant Diploma or equivalent in Management (essential).
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated high level skills and experience in delivering Local Government services in a remote and isolated Indigenous environment. 2. Demonstrated ability to lead, manage and develop staff from a range of skill levels and diverse cultural backgrounds. 3. Proven high level skills in oral and written communication.

	<ol style="list-style-type: none"> 4. Ability to develop, manage, implement and communicate Council services and community projects. 5. Strategic and decision making skills with an analytical and innovative approach to problem solving. 6. Understanding of business and financial planning principles and practices. 7. Sound knowledge of the principles of Work Health & Safety.
<p style="text-align: center;">OTHER REQUIREMENTS</p>	<ol style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. A current Working with Children's Card 3. A current Driver's Licence
<p style="text-align: center;">PHYSICAL REQUIREMENTS</p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p>
<p>APPROVED By JOANNE SANGSTER CHIEF EXECUTIVE OFFICER</p>	<p><i>FOR</i> </p>
<p style="text-align: center;">DATE APPROVED</p>	<p>14/08/2019</p>