




JOB OVERVIEW			
<b>JOB TITLE</b>	Community Services Regional Manager		
<b>JOB LOCATION</b>	Regional Office	<b>WEEKLY HOURS</b>	38
<b>DIVISION / DEPARTMENT</b>	Agency Services	<b>SALARY</b>	Package
<b>DIRECT REPORTS</b>	Community Care & NDIS	<b>WORKING CONDITIONS</b>	Based in Katherine Regional Office, remote travel required and stays in remote communities
<b>REPORTS TO</b>	CEO	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.
POSITION DETAILS			
<b>JOB PURPOSE</b>	Reporting to the CEO the Community Services Regional Manager is responsible for the leadership and management of Aged & NDIS programs in the Victoria Daly Regional Council region, ensuring the efficient and effective delivery of programs in the region.		
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provide strategic advice and support to the CEO and Council on the delivery of Aged Care and NDIS programs.</li> <li>2. Manage and implement all Aged Care and NDIS programs and budget according to the funding body's requirements.</li> <li>3. A strong and demonstrated ability to manage the planning, coordination, delivery and evaluation of community development services and programs.</li> <li>4. Develop and implement strategic and operational plans for Aged Care and NDIS programs responding to the priorities outlined in the Councils Regional Plan.</li> <li>5. Ensure Aged Care and NDIS programs are managed and executed successfully with services and compliance being met.</li> <li>6. Develop the Aged Care and NDIS program within our Council.</li> <li>7. Manage and lead a financial sustainable delivery model for the Aged Care and NDIS Programs ensuring contractual compliance and quality outcomes are achieved within budget.</li> <li>8. Provide program performance reports to the CEO and Council.</li> <li>9. Proven ability to manage and lead the development of high performing teams.</li> <li>10. Ensure that all services are staffed appropriately, systems are in place for professional development and performance management.</li> <li>11. Manage and oversee the compliance and auditing of program service delivery and standards.</li> <li>12. Continuously improve the accessibility, range and level of services delivered within approved budget parameters.</li> <li>13. Investigate and assess areas of social needs within the community and plan effective responses.</li> <li>14. Establish and maintain effective relationships with officer of the Northern Territory and Australian governments and agencies relevant to the position.</li> <li>15. Ensure the maintenance of good standards of communication with all appropriate agencies of government in pursuit of Council's decisions and policies.</li> <li>16. Ensure that all relevant proposals or decision of government and their agencies affecting the areas of Aged Care and NDIS are monitored and appropriate action taken and information is provided to the CEO and Council.</li> <li>17. Establish and maintain links with appropriate community groups relevant to the activities of the Community Services Division.</li> <li>18. Work in conjunction with the Grants Coordinator in sourcing grant opportunities that reflect community needs, the development and implementation of regional service strategies and entering negotiations with government bodies in the sourcing, review and reassessment of grant funding.</li> <li>19. Ensure all Council policies and recruitment processes, WHS, performance and development programs are adhered to and all resources effectively deployed.</li> <li>20. Other duties as directed by the CEO.</li> </ol>		

**QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE**

<b>EDUCATION REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Tertiary qualifications in Public Health, public policy, social planning or similar is essential.</li> <li>2. Tertiary qualifications in Aged and NDIS or similar is essential.</li> </ol>
<b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Extensive experience in leadership roles.</li> <li>2. Proven experience in successfully managing and monitoring Aged and NDIS services or similar programs.</li> <li>3. A demonstrated ability to meet strict compliance requirements and implement change.</li> <li>4. A proven record of understanding and implementing audit processes for the Aged Care Quality and Safety Commission (Aged Care Standards) and NDIS</li> <li>5. Demonstrated experience in effectively developing and maintaining strategic relationships with stakeholders, including all levels of local government, other levels of government and the community.</li> <li>6. Excellent communication and advocacy skills with the ability to effectively manage complex situations.</li> <li>7. Previous experience in working with Indigenous people or in situations requiring sensitivity to cultural differences.</li> <li>8. A capacity to lead change management and to develop and implement organisation development programs and initiatives.</li> <li>9. Proven ability to work effectively as a member of a diverse team and contribute to an innovative and positive working environment that motivates and supports people to achieve high levels of performance.</li> <li>10. Proven ability to oversee the financial management for the Aged Care and NDIS programs to achieve maximum benefit from all resources.</li> <li>11. Sound Knowledge of the principles of Work Health and Safety.</li> </ol>
<b>OTHER REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Criminal History Check ( Recent within the last 3 months)</li> <li>2. Working with Children's Clearance</li> <li>3. A current NT drivers licence</li> <li>4. First Aid Certificate</li> </ol>
<b>PHYSICAL REQUIREMENTS</b>	<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>
<b>APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="347 1294 587 1482">  </div> <div data-bbox="804 1344 986 1469" style="background-color: #333; color: white; padding: 5px; text-align: center;"> <b>DATE APPROVED</b> </div> <div data-bbox="989 1344 1276 1469"> <p style="font-size: 24px; font-family: cursive;">23/3/21</p> </div> </div>