

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Council Services Coordinator	<b>Designation &amp; Classification Level</b>	RGRC Level 6
<b>Position No</b>		<b>Division</b>	Community Services and Engagement
<b>Business Unit</b>	Council Services	<b>Reports To</b>	Manager Projects and Community Engagement
<b>Location</b>	Various	<b>Date Created</b>	June 2020
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	Coordinate and ensure effective delivery of core municipal services under the Council Services Directorate Operational Plan.		
3. KEY RESPONSIBILITIES			
<p><b>1. <u>Program Coordination</u></b></p> <ul style="list-style-type: none"> <li>Oversee the core services delivery model.</li> <li>Establish and maintain positive and effective working relationships with all Council work teams, relevant government agency officers and the Manager Projects and Community Engagement.</li> <li>Collect and collate information and data on the key performance indicators for each operational site.</li> <li>Liaise with the Manager Projects and Community Engagement to understand and comply with the areas operational plan and budget.</li> </ul> <p><b>2. <u>Workforce Development</u></b></p> <ul style="list-style-type: none"> <li>Actively manage the workforce employed to deliver Council's core services and programs.</li> <li>Set targets for individuals who achieve core service delivery outcomes and obligations.</li> <li>Ensure individual development and training plans for each staff member.</li> <li>Ensure quarterly performance reviews are conducted for each staff member.</li> <li>Ensure staff have the opportunity to participate in regular staff meetings.</li> </ul> <p><b>3. <u>Planning &amp; Reporting</u></b></p> <ul style="list-style-type: none"> <li>Maintain and implement work plans for each program as directed.</li> <li>Adhere to standard operating procedures for each program.</li> <li>Submit reports to the Manager Projects and Community Engagement as directed.</li> <li>Coordinate and support the Local Authority, its meetings and its Members.</li> <li>Contribute the achievement of objectives outlined in Council's strategic plan and regional plan.</li> </ul> <p><b>4. <u>Workplace Health &amp; Safety</u></b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> <li>Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System</li> <li>Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements</li> <li>Attend and actively participate in WHS and other mandatory training</li> <li>Monitor workplace conditions and report: <ul style="list-style-type: none"> <li>Ideas which may improve health and safety</li> <li>Any work related or personal injury or illness (where it may affect their ability to work safely)</li> <li>Any work-related incident they witness, including bullying and harassment</li> <li>Hazards and incidents including any malfunction or inadequacies of equipment</li> <li>Correct minor hazards as applicable.</li> </ul> </li> </ul>			

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Diploma in a relevant field suitable to the role e.g. Business Administration, Project Management and/or appropriate in-house training or equivalent experience in a similar role for a minimum of 2 years.
2. Demonstrated record of achievement in the delivery of local government or community services and successful completion of small projects.
3. Demonstrated ability to plan at an operational level across a range of activities and locations for a period in excess of one month.
4. Demonstrated work organisational skills required to coordinate a team and control a number of projects to meet organisational goals and objectives.
5. Proven high level oral and written communication skills with the ability to write standard correspondence and reports that require original content.
6. Competent with administration skills including word processing and computer application skills.
7. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities and the ability to provide effective team leadership in a cross-cultural environment.
8. Knowledge and competence to be a safe leader and to maintain a safe workplace.
9. Experience in plant operation in a civil construction context.
10. Able to meet the inherent requirements of the position both physically and mentally.

##### DESIRABLE

1. Current Northern Territory MR or HR Class Drivers Licence would be well regarded.

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
3. Provide current First Aid Certificate and/or willingness to participate in relevant training.
4. Current Northern Territory Manual "C" and "LR" Class Drivers Licence-
5. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.

#### 5. ACKNOWLEDGEMENT

<b>GENERAL MANAGER</b>		<b>Date Approved:</b>	<b>Signature:</b>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>