

Council and Community Services Manager



About the Groote Archipelago Regional Council.

(GARC) is a newly established local government authority dedicated to serving the diverse communities of the Groote Archipelago, areas of Groote Eylandt and Bickerton Island.

Guided by principles of transparency, accountability, and community engagement, the Councils focus is one of collaboration and inclusion with residents, Indigenous groups, and various stakeholders to address the unique needs and aspirations of the archipelago's population through a focus of Local Decision Making.

By fostering economic growth, enhancing community well-being, and promoting cultural awareness, the Groote Archipelago Regional Council strives to create an inclusive, vibrant, and sustainable future for all its residents.

The Role

Position Description

Title: Council and Community Services Manager

Salary: \$108,274.33 p.a. Plus Superannuation

Employment Type: Permanent Full-Time

Reports To: Regional Manager - Council & Community Services

Location: Milyakburra, Bickerton Island

Position Overview

The Council and Community Services Manager (CCSM) will provide strategic leadership and oversight of the Council Services unit within the community, ensuring the delivery of efficient, high-quality services aligned with the Groote Archipelago Regional Council's objectives. The CCSM will actively promote community engagement, drive operational excellence, and support staff development to achieve strong service outcomes, environmental sustainability, and culturally responsive practices.

Key Responsibilities

1. Leadership

- Supervise, lead, and support Parks and Gardens Teams and operational staff across the community, ensuring effective and efficient delivery of the services that meet community needs and regulatory standards.
- Develop staff rosters and daily work activities to ensure effective service delivery.
- Promote a positive team culture that values collaboration, communication, and high performance.
- Contribute to the development of the Council's Regional Plan and other strategic documents through community-based strategies and initiatives.

2. Operational Management

- Develop, implement, and maintain a comprehensive works program for the parks and garden team, ensuring high-quality outcomes.
- Ensure all public spaces are clean, tidy, and well-presented, including lawns, gardens, and communal areas.
- Oversee the waste and environment services in community, including supervision of functions related to waste management and environment services; oversee landfill operations; recycling initiatives, and ensure compliance with environment regulations and best practice
- Manage and monitor parks and garden service delivery including waste management, infrastructure and road maintenance (e.g., fences, buildings, roads, verges etc), public area maintenance, and weed and litter management in accordance with relevant Council requirements.

3. Community Engagement:

- Plan and coordinate community and civic events in a collaborative and consistent manner.
- Act as the key liaison between the community, Council departments, and external agencies to address local issues and enhance service delivery.
- Facilitate effective communication with internal stakeholders and community members to support transparent and inclusive decision-making

4. Collaboration and Relationship Building:

- Foster positive relationships with community members, local organisations, and stakeholders to enhance community participation/excellent customer service experience.
- Collaborate with other Council departments to ensure cohesive service delivery and community development initiatives.

5. Monitoring and Reporting:

- Assist in the collection and analysis of community feedback to inform decision-making and program improvements.
- Maintain confidentiality and privacy regarding Council and community information.

6. Other

- Comply with all Workplace Health and Safety Policies and Procedures
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Groote Archipelago Regional Council. Other duties will be expected to be undertaken as reasonably directed by the reporting manager
- You will be required to perform your duties in Milyakburra or elsewhere within the Groote Archipelago Regional Council authority area as reasonably directed.

Key Selection Criteria

Qualifications and Experience

- Diploma level qualifications, and/or trade qualifications and/or substantial experience in effective local service delivery or operations in a related field.
- Practical experience in administration, within Local Government or service delivery.
- Excellent organisational, communication, and interpersonal skills.
- Strong attention to detail and ability to manage multiple tasks effectively.

Knowledge and Skills

- High-level interpersonal and communication skills, with the ability to engage a wide range of staff and stakeholders effectively.
- Proficient in Microsoft Office (Word, Excel, Outlook) skills and/or training.

Commitment to Community Outcomes

- A strong commitment to achieving meaningful outcomes for the Groote Archipelago Regional Council residents.
- Understanding of and respect for Aboriginal cultures and communities, with the ability to work collaboratively in a culturally sensitive manner.

Conditions of Employment

- This position is located on the community of Milyakburra. As the position holder you will be required to live and work in the community of Milyakburra.
- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.
- Current Northern Territory "C" Class Drivers Licence with manual driving capacity.

This position offers a unique opportunity to play a pivotal role in the ongoing operation success of GARC as a Local Regional Council focused on the delivery of improved services and outcomes for its residents.

The Groote Archipelago Regional Council is a Committed Equal Employment Opportunity (EEO) employer.



Shane Marshall
Chief Executive Officer
Groote Archipelago Regional Council