

COOMALIE COMMUNITY GOVERNMENT COUNCIL

Position Description



Position Title	Council and Community Services Manager	
Department	Executive Unit	
Direct Report	CEO	
Level	CONTRACT	Full Time
Location	Batchelor Depot	

POSITION OBJECTIVE

Working within the Executive Unit, the Council and Community Services Manager will manage all front-line operations of the Council and Community Service Units incorporating Council's core local government business and the delivery of grants and externally funded Community Services.

SELECTION CRITERIA

Essential Selection Criteria

1. Extensive experience in strategic and operational planning and reporting in a regional local government environment including the development, monitoring and management of annual budgets.
2. Demonstrated experience in planning forwards works and management of public assets and infrastructure through efficient procurement processes, contract monitoring and management and associated reporting.
3. Demonstrated experience in the management of a multi-disciplined team utilising contemporary human resource management practise and leadership in Work Health and Safety.
4. Experience in the development of resources and service delivery through programs and grants to fulfill the community development, recreational and community engagement obligations of several regional towns and community groups including sport and recreation, after school hours programs and Library Services.
5. Experience in overseeing the coordinator and initiating of major and minor community events.
6. Experience in the administration and enforcement of Regulatory Services and the associated community education and engagement programs to promote community awareness of Council policies and By-Laws..
7. Demonstrated ability to work unsupervised in the development and implementation of daily, weekly, monthly and annual works programs for the Council and Community Services team.
8. Demonstrated experience in managing a complex workload in a regional environment taking particular care with time management.
9. Excellent written and oral communications with an ability to operate various business and database systems with an impeccable attention to detail.

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10. High level of independence in determining direction and approach to issues, resolving conflict and complex problems which require highly analytic reasoning and integration of wide-ranging and complex information.

Desirable Selection Criteria

1. Diploma or Degree in Business Administration, Land Management, Community Development or equivalent work experience.
2. Understanding of Local Government Act NT and associated legislations / regulations.
3. Good knowledge of the Coomalie Region.

Mandatory Employment Criteria Requirements

- NT Drivers Licence
- NT Police Check
- Ochre Card
- Lives within the Coomalie Region