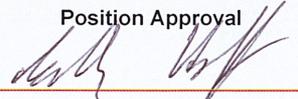


# Coordinator Council Services

## Position Description



<b>Position number</b>	Multiple Positions
<b>Directorate</b>	Council Services
<b>Department</b>	Council Services
<b>Immediate Supervisor</b>	Manager Council Services
<b>Supervising Positions(s)</b>	Customer Service Officers Essential Services Officer Team Leader Works/Supervisor Works
<b>Level</b>	OP 6 – Operational

<p style="text-align: center;"><b>Position Approval</b></p> <p style="text-align: center;"> Keith Hassett Director Council Services</p> <p style="text-align: center;"><b>20/11/2024</b></p> <p style="text-align: center;">Review and Approval Date</p>
---

### Position Objective

Coordinate the MacDonnell Regional Council's municipal and commercial operations, including the management of key personnel working in a remote Service Centre

### Key Duties and Responsibilities

- Coordinate operational service delivery and administrative requirement related to municipal and commercial operations in relation to; animal management, cemetery management, internal roads maintenance, parks and open space management, sports ground management, waste management, weed control and hazard reduction
- Provide leadership, supervise and monitor Council Services staff in performance of duties
- Ensure services are delivered efficiently and remain within budget
- Plan municipal work activities in accordance with management guidelines
- Maintain Council assets used to deliver services
- Manage the budget in accordance with approved delegation, ensuring that services are delivered efficiently, effectively and within approved budget
- Provide accurate and timely service delivery reports to Manager Council Services
- Undertake performance management and coaching/mentoring
- Maintain accurate department, human resource and customer service records
- Develop and maintain strong local community relationships
- Develop a positive working relationship, including facilitating cooperation, with internal and external stakeholders
- Establish and maintain a safe working environment
- Respond in a timely manner to Alice Springs office directions
- Undertake other duties including project management activities as requested by CEO

### Skills and Attributes

- Ability to lead, motivate and mentor team members to foster independence and increase local ownership
- Analytical decision making skills with a collaborative approach to problem solving
- High level of communication skills to build and maintain relationships with a diverse range of stakeholders including participating in mediation, negotiations and conflict resolution
- Strong literacy, numeracy and computer skills to create detailed non-standard reports and correspondence
- Strong planning and organisation skills including the ability to schedule tasks and coordinate delivery of projects

# Coordinator Council Services

## Position Description



### Role Requirements

#### Essential

- Current NT Drivers Licence
- Current White Card or ability to obtain
- At least 2 years experience in a similar role including supervising, mentoring and training staff
- Proven ability to implement operational plans and achieve set objectives within a given timeframe and budget
- Understanding of the role and services provided by local government including within a given timeframe and budget
- Understanding of the role and services provided by local government including knowledge of relevant legislation and policy
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Ability to obtain and maintain NT working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check

#### Desirable

- 4WD Certificate or ability to obtain
- Certificate 4 in Leadership and Management
- Previous experience living and working in a remote location
- Previous experience in working for an organisation operating across multiple sites

### Travel Requirements

This position is based in community and will occasionally require work travel to Alice Springs and remote communities – including overnight stays – in the MacDonnell Regional Council area of service

### Physical Requirements

#### The role requires the following physical aspects:

- Sitting for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Repetitive bending and twisting
- Travel by 4WD vehicle on unsealed roads for lengthy periods
- Working in extreme heat and in the cold

Employee Declaration	
I have read and fully understood the position requirements as outlined in this document.	
_____	_____
Signature	Date

Position Reporting Structure

