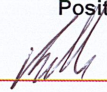


Area Manager Council Services

Position Description



Position number	Multiple Positions
Directorate	Council Services
Department	Council Services
Immediate Supervisor	Director Service Delivery
Supervising Positions(s)	Coordinator Council Services – Multiple Positions
Level	MNO – Management

Position Approval  Keith Hassett Director Council Services 20/11/2024 Review and Approval Date
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Position Objective

Support the MacDonnell Regional Council Service Coordinators and teams of local staff to provide the Council's municipal and commercial operations at a number of remote Service Delivery Centres. Plan, develop and execute initiatives, promotions, campaigns and projects that engage key staff and stakeholders and align with the strategic plan for the Directorate.

Key Duties and Responsibilities

- Provide leadership to the municipal and commercial operations of Council ensuring legislative and contractual compliance 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
- Lead a team towards effective collaboration and attainment of Council's strategic goals
- Development of operational budgets for multiple service areas and ensure efficient and effective management to ensure services are delivered within budget
- Contribute to the development of strategic and business plans
- Deal with problems by providing creative and practical solutions
- Support staff and trainees through the implementation of training programs that improve their services and operational requirements
- Responsible for allocation of resources and assets used in delivery of municipal services
- Provide accurate and timely reports on service delivery progress and issues including risk mitigation
- Ensure compliance with policies, procedures and operational guidelines
- Evaluate performance of staff, address issues and implement measures for improvement, including disciplinary matters
- Establish productive working relationships with professional groups, government departments and authorities external to the organisation whose activities have significance on Council's operations
- Provide expert advice on the delivery of Councils municipal services to the Director Council Services and Executive Leadership Team

Skills and Attributes

- Ability to lead, motivate and mentor team members to foster independence and increase local ownership of the service
- Analytical decision making skills with a collaborative approach to problem solving
- High level of communication skills to communicate with a diverse range of stakeholders including mediation, negotiations and conflict resolution
- Strong literacy, numeracy and computer skills to create detailed non-standard reports and correspondence
- Ability to manage financial and physical resources to complete objectives whilst remaining within a set budget

Area Manager Council Services

Position Description



Role Requirements

Essential

- Extensive experience in a similar role managing staff with a demonstrated ability to mentor and develop team members to foster independence and increase local ownership of the service
- Extensive experience in managing budgets, financial procedures and reporting
- Proven ability to work with a diverse range of stakeholders
- Ability to contribute to strategic and business plans
- Experience and proven ability to manage the delivery of quality services to meet client needs
- Ability to manage and oversee commercial contracts and project activity
- Sound IT/Computer skills
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Current NT Drivers Licence
- Current White Card
- 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
- First Aid Certificate or ability to obtain
- LR/MR Driver's Licence
- Diploma level qualification in Leadership and Management
- Tertiary qualification in Local Government Administration/Community Development (or similar)
- Previous experience working in regional/remote Local Government
- Previous experience travelling to and working in remote locations
- Previous experience in working for an organisation operating across multiple sites

Travel Requirements

This position is based in Alice Springs and approximately 70% of work time will require travel work in remote communities – including overnight and extended stays – in the MacDonnell Regional Council area of service

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in direct sunlight and in the heat
- Manual handling of objects above 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature _____

Date _____

Position Reporting Structure

