

Coordinator - Council & Essential Services

Position Description



Position number 501501
Directorate Council Services

Department Council Services
Immediate Supervisor Manager Council Services
Supervising Position(s) Customer Service officers
Works Assistants

Level OP6

Position Approval

Stuart Millar

A/Director Council Services

14/07/2026

Review and Approval Date

Position Objective

Coordinate the MacDonnell Regional Council's municipal, commercial and contracts operations safely and effectively including the management of key personnel in the delivery of Councils municipal services 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, waste management, weed control and hazard reduction.
- Provide leadership, supervise and monitor Council Services staff in performance of duties.
- 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 and contracts reports to Manager Council Services and Manager Commercial Services.
- Maintain PowerWater infrastructure and respond to emergency and after-hours call-outs, including actual or potential interruptions to essential services and other critical incidents.
- Attend to Official Order Requests (OOR) as required.
- Quote and assess the scope of any additional work as required.
- Develop, supervise and mentor indigenous and relief trainees in the performance of specified duties.
- Operate a range of plants and equipment.
- Develop a positive working relationship, including facilitating cooperation, with internal and external stakeholders.
- Manage delivery and hours of operation requirements for Services Australia (Centrelink) as a registered Agent and collection and delivery of community mail on behalf of AusPost.
- Undertake other duties including but not limited to project management activities, additional contract requirements and additional role coverage as requested by MRC senior leadership.
- Promote and maintain a strong safety culture by ensuring compliance with Work Health and Safety (WHS) legislation, Council policies and safe work procedures, conducting regular safety inspections, identifying hazards, reporting incidents, and ensuring staff use appropriate personal protective equipment (PPE).

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Skills and Attributes

- Ability to lead, motivate and mentor team members to foster independence, safe work practices and increase local ownership of the service.
- Analytical decision-making skills with a collaborative approach to problem solving.
- High level of communication skill to build and maintain relationships with a diverse range of stakeholders including participating in conflict resolution.
- Ability to communicate effectively with internal and external stakeholders.
- 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.
- Ability to work independently with responsibility for own work outputs.
- Ability to troubleshoot and solve problems, including obtaining advice from PowerWater technical coordinators.

Role Requirements

Essential

- Demonstrated ability to support workplace health and safety, risk management and incident reporting requirements in an operational environment.
- Current C Class NT Driver's License and White Card
- 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 knowledge of relevant legislation and policy
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Proven ability to work in a physically demanding environment
- 4WD Certificate or ability to obtain
- Ability to obtain and maintain NT Working with Children (Ochre) Card if required
- Satisfactory completion of Criminal History Check.

Desirable

- Trade qualification
- Current First Aid Certificate
- Certificate 2 in Rural Operations or equivalent-equivalent or higher
- Certificate 4 in Leadership and Management-equivalent or higher
- Certificate 2 in Remote area Essential Services-equivalent or higher
- Previous experience living and working in a remote location
- Previous experience in working for an organisation operating across multiple sites

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Travel Requirements

This position is based on a remote community and will occasionally require travel to Alice Springs and other remote communities - including overnight 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
- Physical capability to work with hand tools, shovels, picks and various power tools etc.
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Position Reporting Structure



Employee Declaration

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

Signature

Date