



POSITION DESCRIPTION

Town Services Manager, Tiwi Islands

Position Number:	9091	
Directorate:	Infrastructure	
Division:	Infrastructure	
Supervisor:	CEO	
Classification:	Above the LGIA Award	
Tenure:	Fixed Term Full Time	Hours of Work: 76 hours per fortnight
Primary Location:	Wurrumiyanga	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Position Purpose

The Regional Council Sector exists to serve their community through the laws, policies and programs of Regional Councils and the Northern Territory Government. The Shire Services Manager reports directly to the General Manager Infrastructure.

The laws and policies within which all executives in the Regional Council sector must perform include the Northern Territory Local Government Act, the codes of conduct and policy priorities of the Regional Council, and all of the relevant Northern Territory and federal laws, legislation and statutes which apply to the governance of public bodies.

Managers must ensure that sound principles of human resource and financial management are applied, known and demonstrated to all employees. Managers must also support Council policy priorities and are required to observe the principles of ethical behaviour, sustainability, social inclusion, equity and community first.

RESPONSIBILITIES

The Shire Services Manager is responsible for the effective delivery of the following broad areas:

- Direct and oversee and monitor all infrastructure services and programs at Wurrumiyanga.
- Manage all plant, equipment, buildings and vehicles, ensuring transport routes and airstrips are operational.
- Deliver the projects on time, to budget, and in accordance with Council's standards policies and procedures.
- Supervise and monitor staff in a cross cultural environment with specific reference to developing the capacity of local Tiwi people.
- Provide timely and accurate analysis of Town and Civil Services budgets, financial trends and forecasts;
- Review expenditure monthly for all programmes and more frequently for critical projects, and make necessary adjustments in consultation with other relevant staff.
- Work with the Manager Organisational Development on staffing matters in relation succession planning and performance management;
- Ensure the functions and duties of the service program are carried out with compliance to all relevant statutes, regulations constructions standards and;
- Being an active member of the infrastructure management team and contribute to developing and implementing the strategic direction of the Regional Council to effect positive change in the community.

KEY RESULT AREAS:

Key Result expected of the Shire Services Manager are:

Builds Community Capacity

- Initiates and leads programs that assist the Council to develop and prosper and support local community initiatives.
- Work collaboratively with a range of stakeholders to influence economic development on the Tiwi Islands at a strategic level.

Creates Vision and Gives Direction

- Influences and inspires others to share ownership of the organisation's goals.
- Provides comprehensive information and reports to ensure the Regional Council moves towards its vision.
- Supports change by initiating, developing, communicating and coordinating activities.
- Embeds ethical practices into the Regional Council's culture and processes.

Develops People

- Motivates, develops and empowers all staff to achieve quality outputs.
- Supports and contributes to the development of all stakeholders of the Regional Council.
- Takes an active role in managing the Regional Council's relationship and interactions with the groups in the community to support building community capacity to initiate and implement projects and programs.
- Creates a work environment where people are encouraged to develop their potential.
- Fosters a collaborative work environment and establishes mutual trust and respect.

Manages Resources and Risks

- Ensures that human and physical resources including all financial, technological and human resource requirements are effectively, efficiently and ethically used to meet the strategic and operational service delivery needs.
- Monitors the allocation and management of resources.
- Evaluates the use of resources to ensure continuous improvement.
- Ensures the Regional Council is compliant with all Acts, laws, regulations and policies and standards as applicable from time to time.
- Ensure effective and efficient operation and maintenance of Council assets.

Promotes and Achieves Quality Outcomes

- Monitors business plans, procedures and programs to ensure Regional Council delivers quality services and strategies.
- Ensures high standards of work practice and customer service standards are embedded in the organisation.
- Promotes and monitors standards and continuous improvement.
- Evaluates the outcomes achieved against set standards and implements improvements.

Understands Relationships

- Establishes and maintains positive working relationships with clients and diverse groups of people within the public and private sectors and the wider community.
- Collaborates and employs effective communication strategies.
- Assist with the involvement of the Regional communities in providing accurate information to Council and staff.
- Ensures good relationships with elected members based on partnerships and a team approach.
- Effectively identifies and manages conflict and potential sources of conflict or dissatisfaction.

SELECTION CRITERIA:

Essential

1. Degree in Civil Engineering or Project Management, or Diploma qualifications or similar or extensive experience in a relevant field.
2. Demonstrated knowledge and skills to manage Council's civil and town services works operations.
3. Demonstrated ability to develop, manage, implement and communicate Council services and community projects.
4. High level interpersonal skills including proven ability to communicate clearly, negotiate persuasively, influence strategically, facilitate and express ideas clearly and coherently, both orally and in writing, and influence key stakeholders to achieve required outcomes.
5. Demonstrated ability to manage project costs, and control & develop budgets/estimates for projects.
6. Demonstrated capacity to work effectively within the social, political and cultural environments of Aboriginal and/or Torres Strait Islander communities and organisations.

7. Demonstrated track record of supervision skills including the management and training of staff.

Desirable

- Relevant experience within a Local Government body with similar complexities to Tiwi Islands Regional Council
- Experience working in remote Aboriginal communities.

The selection criteria for this position must be addressed for your application to be considered.