POSITION DESCRIPTION

**Regional Community Development Manager**

1. **Position Objectives**

This role is part of the management team within the Community Development Directorate, responsible for providing high level operational and strategic support to the Director Community Development as well as providing supervision, mentoring and support to key operational staff.

The Regional Community Development Manager is responsible for the management and co-ordination of a number of programs within the directorate including Youth, Sports and Recreation, Youthlinks, Safe Houses, Tennant Creek Swimming Facility and Library Services.

The position requires a strong strategic management focus, with the ability to effectively deliver programs, manage staffing and reporting. The Manager works with a diverse range of stakeholders and must have the ability to communicate effectively and efficiently to maximise strong program delivery, opportunities and collaboration in alignment with program funding requirements and community priorities.

1. **Key Responsibilities**

* Manage the delivery of the Community Development Programs across Council, including RemoteYouth, Sports and Recreation Programs, Youthlinks, Tennant Creek Swimming Facility, Safe Houses and Library Services.
* Directly supervise and manage Youth Sport & Rec Support Officer, Youth Sport & Rec Team Leaders, Youth Centre Coordinator, Swimming Pool Coordinator and the Library Coordinator and Officer setting a high standard of service delivery, provide high level support and advice; including supporting appropriate training and development opportunities.
* Develop and maintain effective communication and collaboration with Communities and relevant Stakeholders for the successful delivery of programs.
* Work collaboratively with all areas of Council.
* Ensure that all program reports and associated funding reports are completed to a high order and submitted in a timely manner.
* Manage the overall program expenditure of the Community Development programs in accordance with Council policies and contractual requirements.
* Drive the operational and strategic planning for the identification and development of new initiatives and funding opportunities in collaboration with the Director Community Development.
* Develop and implement strategies, policies, projects and procedures for programs and staff in accordance with legislation, funding obligations and Council requirements.
* Ensure programs are compliant with the Local Government Act, Regulations, standards and policies adopted by Council.
* Liaise with the finance department, funding bodies, government and non-government organisations, and local community organisations.
* Maintain records and documents with the ability to provide accurate and timely reports.
* Exercise duty of care for self and others as per Work Health and Safety legislation.
* Any other reasonable duties as outlined by the Director of Community Development.

1. **Key Accountabilities**

* Monitor and Evaluate responsible Programs in conjunction with Director Community Development, and provide strategic advice in relation to areas of social need.
* Facilitate appropriate and collaborative relationships with Community Development staff to foster a well-skilled and cooperative team.
* Management of staff, weekly timesheets, leave entitlements and work rosters.
* Assist in the recruitment of the Community Development staff, to ensure that all vacant positions are filled in a timely manner.
* Demonstrate leadership and the participation in shaping the organisations culture and behaviours, through the implementation of Council policies related but not limited to workplace diversity, workforce planning and staff retention strategies.
* Work effectively in a culturally diverse environment.
* Participate in Work Health and Safety (WHS) issues and assist with identification and rectification of safety hazards in and proactive manner in consultation with the WHS Advisor.

1. **Organisational Relationship**

**Reports to:** Director of Community Development

**Title:** Regional Community Development Manager

**Classification:** Salary Contract Position

$88,000 - $110,000 p.a. (commensurate with qualifications and experience)

**Department:** Community Development

**Supervises:** Youth, Sport & Recreation Support Officer

Youth Sport & Recreation Team leader

Youth Centre Coordinator

Library Coordinator and Officer

Safe House Coordinator

Swimming Pool Coordinator

**Internal Liaison:** Area Manager

Community Coordinator

Finance department

People & Culture department

Council staff

**External Liaison:** Territory and Commonwealth Government representatives

Non-government representatives

Other external stakeholders

1. **Organisational Context**

The position is based in Council’s head office at Tennant Creek with frequent visits to Council’s remote communities throughout the Barkly Region. The Manager is accountable to the Director of Community Development for the effective and efficient management of Council’s Youth, Sport & Recreation programs, Tennant Creek Swimming Pool, Youthlinks program, Safe Houses and Library Services. The position is also accountable for the reporting requirements associated with these programs.

1. **Knowledge and Skills**

**Organisational:**

* Possess a high degree of drive, initiative and enthusiasm
* High level of sensitivity, diplomacy and confidentiality
* Highly developed written and verbal communication skills
* Highly developed computer skills
* Proven ability to successfully interact with people at all levels
* Ability to use sound judgement, discretion and negotiation skills
* Excellent time management and organisational skills
* Demonstrated excellence in customer service
* Ability to plan and coordinate activities to provide efficient services
* The ability to cope with high volumes of work, to set and meet deadlines and determine priorities
* Knowledge and understanding of Aboriginal Culture
* Highly developed computer skills including knowledge of Windows and excel environments
* Ability to manage one’s own time in order to meet specific timeframes and allocated tasks within the role
* Ability to work within a team environment whilst also producing results working independently
* Ability to manage multiple tasks effectively with a high degree of flexibility within a changing work environment

**Interpersonal:**

* Ability to source cooperation and assistance from other staff, management and community members to achieve position objectives
* Demonstrated ability to work within tight timeframes and regularly monitor deliverables
* A committed team player, creative thinker and innovator is essential

**Change Management:**

* Ability to recognise issues and use initiative to identify and discuss proposed solutions
* Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council
* Ensure compliance with and adherence to all legislative requirements and best business practices at all times

**Commitment, Attitude and Application to Duties:**

* Provide courteous and prompt attention to requests for information
* Demonstration of a positive and proactive attitude with strong initiative
* Promote Barkly Regional Council in a positive manner at all times
* Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation
* Proven ability to work under pressure and deliver accurate documentation for sign-off within agreed timeframes
* Take reasonable care to ensure one’s own safety at work and that of other staff within the workplace
* Observe all safe working practices
* Report all accidents, incidents and any hazardous situation within your work environment to your Manager
* Any other reasonable duties as directed by the Director of Community Development.

1. **Essential Criteria – Qualifications, Skills and Experience**
2. Highly developed organisational and communication skills including the ability to work independently and manage time effectively.
3. Demonstrated ability to work effectively in a multi-disciplinary team setting, including demonstrated skills in negotiation, conflict resolution, teamwork and leadership.
4. Demonstrated experience in senior management or in a similar role.
5. Proven leadership, performance management, training and mentoring skills and experience.
6. Demonstrated understanding and experience with funded programs.
7. Proven ability to manage financial, and funded programs across multiple communities.
8. Experience in establishing and maintaining positive working relationships with internal and external stakeholders.
9. Highly developed oral and written communication skills including an ability to communicate complex issues to a wide range of people and groups and interact effectively with people of diverse cultures.
10. Demonstrated ability to write formal reports.
11. Excellent organisational skills with the ability to prioritise tasks and meet conflicting deadline.
12. Demonstrated ability to communicate and work constructively within culturally diverse settings, including a demonstrated knowledge and understanding of Aboriginal culture, family and community structures.
13. Strong computer skills, including experience with use of data bases and Microsoft Office Suite.
14. Experience working within programs that are heavily legislated and understanding of legislative requirements.
15. **Desirable Criteria**
16. Tertiary qualifications in a related discipline such as Youth Work, Social Work, Community Development or similar.
17. Demonstrate experience is People Management
18. Experience in Local, State/territory Government processes.
19. Previous experience in working with Aboriginal people and culturally diverse environments
20. A current NT Manual driver’s licence

*It is a requirement of this position that the successful applicant obtains and maintains NT Working with Children Ochre Card. Although an individual may commence work, with an exemption from the relevant department, prior to the card being issued, ongoing employment and official appointment to the position will only be confirmed after the Ochre Card has been received. Loss of the Ochre Card constitutes loss of an essential requirement of the position and may result in termination of employment. This position also requires a satisfactory Australian Police Criminal History Check.*

**Certification**

The details contained in this document are an accurate statement of the responsibilities, accountabilities and other requirements of the position.

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Emma Bradbury Date

Chief Executive Officer

**Acceptance**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read this position description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this Position Description does not constitute an employment contract with the Barkly Regional Council.

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Signature Date