



## POSITION DESCRIPTION

---

<b>Position Number:</b>	9092
<b>Position Title:</b>	Town Services Manager
<b>Directorate:</b>	Infrastructure
<b>Division:</b>	Town Services
<b>Supervisor:</b>	GM Manager – Infrastructure
<b>Classification:</b>	Above the LGIA Award levels
<b>Tenure:</b>	Fixed Term Full Time
<b>Hours of Work:</b>	76 hours per fortnight
<b>Primary Location:</b>	Tiwi Islands

---

### 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 8320 sq 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

This position is responsible for providing town services to the Council and community at Wurrumiyanga, Pirlangimpi, and Milikapiti on both Bathurst Island and Melville Island. The Regional Council Sector exists to serve their community through the laws, policies and programs of Regional Councils and the Northern Territory Government. The Town 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 Town Services Manager is responsible for the effective delivery of the following broad areas:

- Direct and oversee and monitor all infrastructure services and programs on Tiwi Islands.
- 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.
- 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 programs 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.

## **SELECTION CRITERIA:**

### **Essential**

1. Civil Engineer or equivalent tertiary qualification
2. Five years of experience in Council or Civil services work environment.
3. Demonstrated knowledge and skills to manage Council's civil and town services works operations.
4. Demonstrated ability to develop, manage, implement and communicate Council services and community projects.
5. 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.
6. Demonstrated ability to manage project costs, and control & develop budgets/estimates for projects.
7. Demonstrated capacity to work effectively within the social, political and cultural environments of Aboriginal and/or Torres Strait Islander communities and organisations.
8. Demonstrated track record of supervision skills including the management and training of staff.

### **Desirable**

1. Relevant experience within a Local Government body with similar complexities to Tiwi Islands Regional Council.
2. Some knowledge of AMSA and CASA requirements
3. ATSI Candidate