

CIVIL SERVICES TEAM LEADER

Position:	Civil Services Team Leader
Classification Level:	Level 4
Temporary:	12 month maximum term contract
Reports to:	Regional Services Manager

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory. The Regional Council has been formed by the demerger of the Victoria Daly Regional Council. It includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 2778.

Personal Attributes

Ethical behavior – It is imperative that the Civil Services Team Leader displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service –all work performed by the officer needs to be of the highest quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

Summary of Position

The Civil Services Team Leader is primarily responsible for ensuring the delivery of core services that is to be delivered within the community and surrounding areas, maintenance of all Council assets, and ensuring they are in a condition that meets the minimum requirements of operation for the Community and surrounding areas, and provide motivation and leadership to the Civil Services team.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Community members

Specific Duties

1. Develop, implement and maintain systems for recording the community's civil assets, condition and the serviceability for all plant, equipment.
2. Develop, implement and maintain processes and carry out general construction and maintenance of civil works services, which include parks and gardens, waste and patching repairs to local roads.
3. Ensure materials, equipment and supplies are available, maintained and stored securely.
4. Perform civil service requirements as directed by the Regional Services Manager.
5. Travel extensively to remote locations and surrounding areas when required, to perform civil service requirements and tasks as directed.
6. Ability to work a shift roster when and as required to meet service demands.
7. Advise the Regional Services Manager when plant and equipment is not serviceable.
8. Maintain a safe working environment and ensure that relevant Workplace Health and Safety regulations are adhered to.
9. This position at times may be directed by the Regional Services Manager to carry out other duties that are not associated with the position.

Selection Criteria

Essential

1. Previous experience in Local Government or a service related position.
2. Sound knowledge of civil maintenance, parks and gardens and waste management service delivery.
3. Ability and willingness to travel to remote communities and surrounding areas to perform civil service requirements and demands.
4. Ability to develop, lead and manage a team effectively.
5. Strong problem resolution skills.
6. Good interpersonal skills, personal integrity and a strong work ethic.
7. Sound knowledge of the principles of Workplace Health Safety.
8. Knowledge and experience of road patching techniques and practices.
9. Work Zone traffic management accreditation (WZ 3 & WZ 2).
10. Construction Industry accreditation (White Card).
11. Must hold and maintain a current NT open driver's licence.
12. Relevant tickets for plant and equipment.

Desirable

1. Experience of working within a controlled work area, such as airstrip slashing and fencing repairs.
2. Hold and maintain a current truck (heavy rigid) driver's licence.

Key Performance Measures

Reliable conduct and behaviour

- Display Code of Conduct behaviours and commitment to council values.
- Deadlines and timelines met, exceptions reported to Manager in advance.

- Safe work practices developed and followed.

Work Quality

- Continuous commitment to improvement through an ongoing process of education, communication, and evaluation.

Team Leadership and Relationships

- Ensure compliance with the Council Plan and relevant legislation. Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.

Problem Solving

- Potential problems drawn to the attention of Manager and solutions proposed.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.

Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training.
- High standards of work quality and behaviour by team earned respect in communities and within council.

Approval

This appointment is a temporary full time (12 month maximum term contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede
Chief Executive Officer

I _____ have read, understood and agree to the position description as set out above.

(Signature)

(Date)

Created:	30 th September 2014
Version:	1
Updated:	11 August 2016