

Position Description

Job Title	Assistant Director Community Services
Organisational Context	Aurukun Shire Council (ASC) is an Indigenous community of about 1400 people. Council provides a variety of services to the community including childcare, aged care, community police, airport, postal and bank agencies, roads and housing. Funding is received through both State and Federal governments.
Department	Community Services
Classification	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services – Level 8.
Location	Aurukun
Reports to	The Director Community Services
Position Scope	The Assistant Director Community Services is responsible for assisting with the delivery of community services to the Aurukun community to encourage an environment in the community of respect for persons and to build community pride. The position will be responsible for the delivery and management of specific services including Security, Indigenous Knowledge Centre (IKC), Wo'uw Community Centre, Animal Control, Sport & Recreation, Community Events, Funeral Assistance, Community Engagement and Community Radio.
Employees Supervised	Positions reporting to this role are set out on the attached organisation chart.
Key Selection Criteria	<ul style="list-style-type: none"> • Demonstrated experience in the delivery and management of community services at a community level particularly in an Aboriginal community. • Highly developed communication, negotiation and interpersonal skills. • Demonstrated experience in successfully communicating, negotiating and interacting with Aboriginal people and demonstrated knowledge of Aboriginal culture and customs. • Demonstrated experience in community engagement with the ability and understanding of engaging a wide cross section of the community. • A positive and proactive approach to resolving community issues with innovative and imaginative solutions. • Demonstrated experience in leading teams to achieve agreed outcomes and performance to high standard in terms of quality and meeting budgetary requirements. • A passion for community and a willingness to assist individuals and groups to achieve a better life.
Key Accountabilities	<ul style="list-style-type: none"> • Provide leadership to the staff that report to the position.

	<ul style="list-style-type: none">• Contribute to the ASC management team in a proactive and constructive manner.• Participate in the formation of the budget for the assigned services and to monitor the performance of the services against the adopted budget.• Ensure the delivery of the assigned services that the position is responsible for in an efficient and effective manner and in accordance with the Council's adopted annual operational plan.• Pursue the goals and objectives of ASC's 5-year Corporate Plan.• Ensure that meaningful timely reports are provided to the Director as required to enable Council decision making.• Monitor the performance of staff within the assigned services to ensure a positive culture of staff development and support and performance improvement.• Develop and maintain constructive relationships with relevant government and non-government agencies.• Comply with all Council policies including the Code of Conduct and model your behaviour at all times that supports the Council's values.
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I acknowledge and agree to the above position description.

Name: _____

Signed: _____

Date: _____