

Position Description

Job Title	Manager Wo'uw Ko'alam Community Centre
Organisational Context	Aurukun Shire Council is an Indigenous community of approximately 1450 people. Council provides a variety of services to the community that include provision of education, health, community and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Community Services
Location	Aurukun
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services – Level 4.
Reports to	Assistant Director Community Services
Position Scope	Oversee and manage the day-to-day events and bookings for the Aurukun Wo'uw Ko'alam Community Centre and the Aak Muunchanak Splash Park whilst providing a wide range of high quality recreational, leisure and cultural activities that are relevant to the needs of the local community.
Employees Supervised	Up to 3 staff members
Qualifications, Experience, Knowledge and Skills	<ol style="list-style-type: none"> 1. C class driver's licence. 2. Working with Children Suitability "Blue Card" or the ability to obtain one. 3. Maintenance of small engines. 4. Certificate 3 in Event Management. 5. Place of refuge Operations. 6. Certificate 3 in Pool and Spa Service. 7. Safe Food Handling Supervisor certificate 8. Handling Hazardous Chemicals. 9. Emergency and Fire Evacuation. 10. Current Apply First Aid Certificate & CPR Certificate Demonstrated experience managing a community centre, preferably in an Indigenous community. 11. Demonstrated experience in team leadership and management. 12. Demonstrated interpersonal & communication skills, including verbal, written and negotiation skills. 13. Demonstrated ability to manage services and programs with a budget. 14. Demonstrated ability in time management and organisational skills. 15. Well-developed problem solving skills 16. Ability to use initiative, think laterally and strategically to meet deadlines and produce quality work under pressure.

	<ol style="list-style-type: none"> 17. Ability to work within the local government environment and have an understanding of cultural awareness and sensitivity of the local community. 18. Skills in marketing and promotion with regard to engaging the community. 19. Demonstrated commitment to quality customer service and continuous improvement strategies. 20. Strong teamwork skills and the ability to quickly adapt to changing situations. 21. Sound computer skills including Microsoft Office products.
<p>Job Roles & Key Objectives</p>	<ol style="list-style-type: none"> 1. Advise and consult with all relevant parties regarding complex and sensitive matters in accordance with the programs and council policies. 2. Develop, lead and motivate a team including supervision, managing rosters and time sheets and dealing with day-to-day issues. The availability of any staff is subject to Council Budgetary constraints and availability. 3. Implement policies and procedures in consultation with the Assistant Director Community Services. 4. Comply with all Aurukun Shire Council policies, code of conduct, procedures and practices, external funding body requirements and legislation. 5. Develop strategies to encourage participation in centre activities by members of the community. 6. Assist in events management where the Centre is involved. 7. Promote and develop and maintain positive relationships with internal and external stakeholders. 8. Support and promote the work of Aurukun Shire Council maintaining a positive image of the organisation in accordance with the level of position. 9. Supervise centre users to ensure their safety and the good care of the facilities and provide induction to centre. 10. Identify and attend to maintenance requirements or notifying and co-ordinating appropriate Council personnel so to ensure a high standard and presentation of the Centre. 11. Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work, Health and Safety and Environment requirements. 12. Ensure all accidents/incidents are reported and documented. 13. Prepare particular reports as and when requested. 14. Review and enforce general procedures and policies. 15. Manage operational budget. 16. Other duties as directed by the Director Community Services.

Key Performance Indicators	<ol style="list-style-type: none"> 1. Ensure all funded programs are compliant with legislation, standard and contractual requirements. 2. Ensure programs are delivered within budget and in alignment with Council plans. 3. Ensure the Facilities are meeting community needs. 4. Ensure all Administration systems and procedures meet legislative and any external funding requirements. 5. Identify skill shortages amongst staff and suggest appropriate training. 6. Promote a positive environment and ensure community needs are taken into consideration with all activities/programs. 7. Maintain professional development as required, including First Aid training & maintenance of first aid skills and CPR. 8. No breaches of Council's or Centre policies and procedures.
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I, _____ acknowledge and agree to the above position description.

Employee's sSignature _____ Date _____