

Position Vacant

Job Title: **Assistant General Manager Community Services**
Work type: Full time position
Department: Community Services
Pay range: \$128,000.00 to \$133,000.00 per annum dependant on experience + super.

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services and childcare provision.

Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

The Assistant General Manager 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, Sport & Recreation, Community Events, Funeral Assistance and Community Engagement.

Key Accountabilities

- Provide leadership to the staff that report to the position.
- 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 General

Manager 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.

Selection Criteria

1. Demonstrated experience in the delivery and management of community services at a community level particularly in an Aboriginal community.
2. Recognised tertiary qualifications relevant to the role.
3. Highly developed communication, negotiation and interpersonal skills.
4. Experience in budgeting, financial management and reporting.
5. A strategic focus and demonstrated track record in values-based leadership.
6. Demonstrated experience in successfully communicating, negotiating and interacting with Aboriginal people and demonstrated knowledge of First Nations culture and customs.
7. Demonstrated experience in community engagement with the ability and understanding of engaging a wide cross section of the community.
8. A positive and proactive approach to resolving community issues with innovative and imaginative solutions.
9. Demonstrated experience in leading multi-disciplinary teams to achieve high standards in terms of quality and meeting budgetary requirements.
10. A passion for the community and a willingness to assist individuals and groups to achieve a better life.

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- \$128,000.00 to \$133,000.00 per annum + super.
- 5 weeks annual leave, 3 weeks personal leave per year
- Access to our Employee Assistance Program (EAP)

Where the successful applicant is sourced from outside the Shire of Aurukun:

- Subsidised accommodation provided
- Extra 8 Days Isolation Leave per year
- Minimum 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy

How to apply

To apply, email a copy of your current resume and cover letter addressing the selection criteria of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 13 February 2026.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the People, Culture and Safety Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au