

Thank you for your enquiry regarding the position of

Community Services Team Leader



The following is provided for your reference to facilitate your application:

- Position Description
- Selection Criteria
- Remuneration Details

Applications must include:

- Key Selection Criteria Statement – Concise and specific to the criteria. Outline your related skills and experience.
- Resume – Employment history including full dates of employment, as well as principle duties and responsibilities.
- Referees – Minimum 3 names and contact phone numbers (1 from each recent employer).
- Attachments – Copies of relevant qualifications, licences, Information for Work Seekers Form, Collection Statement and Letter of Authorisation Form.

Please return your application to:

Grace Pye
LO-GO Appointments
Email: grace@logoapp.com.au
PO Box 1048
Buddina, QLD 4575
Telephone: (07) 5477 5433



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Position Description



Position Title:	Community Services Team Leader
Date:	January 2019
Department:	Community Services
Supervisor:	Director Corporate and Community Services
Remuneration:	Level 8.1- 8.4 dependent on qualifications and experience
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Award Allowances:	As per Contract of Employment
Agreement:	McKinlay Shire Council Certified Agreement
Hours of Work:	36.25 hour week, Monday - Friday. Hours required to work include evenings and weekends as directed by Supervisor.

ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

POSITION OBJECTIVES

The McKinlay Shire Council Community Services Team Leader will efficiently and effectively ensure the delivery of Community Services as identified in Council's Corporate Plan, under the direction of the Director of Corporate and Community Services. The focus of this role is community grant applications along with the supervision of Council staff in multiple departments including; Tourism, Sports and Recreation, Julia Creek Library and Commonwealth Home Support Program (CHSP). The Community Services Team Leader will endeavour to contribute to the efficient and productive operation of the community services initiatives delivered by Council.

DUTIES & RESPONSIBILITIES

- Supervise staff and ensure the delivery of the following Community Service sections and their relevant programs as identified by Council:
 - Community grants applications
 - Julia Creek Commonwealth Home Support Program (CHSP) and facilities
 - Sport and Recreation, youth services and facilities
 - Julia Creek & McKinlay Libraries
 - Tourism and Julia Creek Caravan Park and facilities
 - Cleaners and facilities
 - Arts and Culture
- Assist, in conjunction with the Julia Creek State School, to provide the services and facilities of the Julia Creek Middle School.
- Liaise with the Director of Corporate and Community Services in the areas of future planning for Community Services based on Council's Community, Corporate and Sport & Recreation Plans.
- Provide assistance and support as directed by Council to local groups, organisations and other service providers of non-Council recreation, cultural and community services;
- Advise community groups of Council, State and Federal Government initiatives and funding opportunities;
- Maximise Council's and the community's opportunities in accessing grant revenue for community facilities, projects and services, and writing grant applications;
- Ensure the relationship between Council and key bodies are maintained and strengthened
- Liaise with Council's Executive Assistant to ensure a high level of communication is maintained between Council, relevant departments and the Community via regular email, social media, website and the media (both local and regional);
- Ensure compliance and complete reporting requirements associated with the delivery of the Regional Arts Development Fund Program;
- Supervise, in some cases provide staff relief to complete, the CHSP program and ensure that all reporting requirements associated are completed and submitted within the funding agreement timeframes;
- Prepare the Community Services report for monthly Council meetings and action relevant outcomes;
- Support administration staff with answering and directing queries from the community or other organisations;
- Ensure all staff comply with Work Place Health and Safety policies and practices adopted in Safe Plan;
- Commitment to EEO principals and practices;
- Other duties as directed by the Director of Corporate & Community Services.

PERFORMANCE INDICATORS

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Director Corporate & Community Services;
- Compliance with all policies and procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

ACCOUNTABILITY & EXTENT OF AUTHORITY

Supervision Responsibilities:	Tourism Coordinator Cleaners CHSP Coordinator Librarian Sport and Recreation Officer Community Health Nurse
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy
Liaison Responsibilities:	Community members Council staff with respect to duties allocated Government and Non-Government Departments CHSP Coordinator Community Health Nurse Librarian Julia Creek Caravan Park Managers
Relieves:	Director Corporate and Community Services on a rotational basis with the Corporate Services Team Leader. Higher duties will be paid during this time. Other Community Services staff where required.

WORKPLACE HEALTH & SAFETY

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

SKILLS, KNOWLEDGE & REQUIREMENTS

Skills

- Demonstrated high level of communication skills
- High level of computer skills with demonstrated experience in Microsoft products
- Ability to work unsupervised and meet deadlines
- Demonstrated ability to supervise staff and provide support
- Ability to manage a diverse range of tasks with changing deadlines

Knowledge

- Knowledge of State, Federal and Local Government operations and objectives in the areas of funding, Home and Community Care, Arts and Culture, Sport and Recreation.
- Knowledge of Local Government Act 2009 Local Government Regulation 2012 (desirable)
- Knowledge of the Workplace Health & Safety Act and Regulations.

Requirements

- Experience with submissions, grant applications and reporting to Government departments
- Experience in working in the areas of Community Services identified for either Local, State or Federal Government;
- Sound understanding and demonstrated knowledge of the issues facing small rural communities;
- Current C class Drivers Licence;
- Working with Children Blue Card and Criminal History check, or willingness to obtain if successful;
- Local Government qualifications (desirable); and
- Experience with InfoXpert or similar electronic record keeping system (desirable).

SELECTION CRITERIA

SC1

Knowledge of operations in the areas of grant funding including, identifying opportunities for accessing funding, writing grant applications, overseeing reporting and compliance requirements and submissions.

SC2

Experience with the development, implementation and monitoring of community development programs including arts and culture, sports and recreation, tourism and community care programs.

SC3

Demonstrated experience motivating, encouraging and supervising staff towards achieving outcomes.

SC4

Strong communication, consultative and interpersonal skills with the ability to develop and maintain effective relationships with community groups and non-government organisations.

SC5

Sound knowledge and understanding of the legislative framework within which Council operates and an understanding of the issues facing small rural communities.

REMUNERATION

- \$70,000-\$80,000 per annum (based on skills and experience) plus 12% superannuation*
- Locality allowance (approximately \$36 per fortnight without dependants and \$78 per fortnight with dependents)
- 5 weeks' annual leave per annum with 17.5% leave loading
- 15 days' sick leave per annum
- Relocation assistance, valued at up to \$5,000 (two quotes required)
- Partly subsidised accommodation provided
- 1 RDO per month
- Uniforms provided
- Mobile phone provided
- Salary packing options available

*Superannuation: the Queensland Local Government Superannuation Scheme requires you to contribute 6% pre-tax earnings to superannuation and Council will contribute 12%. This is optional for the first 12-months but becomes compulsory after 12-months of service. If you do not elect for the superannuation scheme in the first 12-months you will be paid the standard 9.5% superannuation.