



Position Description

POSITION TITLE	Director Principal Programs
POSITION NUMBER	104000
POSITION TYPE	Fixed Term - Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Department of Principal Programs
LOCATION/S	Alice Springs
SUPERVISOR	Deputy Chief Executive Officer (DCEO)
POSITIONS SUPERVISED	Up to 4 Regional Managers

PRIMARY OBJECTIVE

The position of Director Principal Programs (DPP) operates under the direction of the DCEO and in accordance with Council corporate plans, policies and relevant legislation. Lead, direct and manage the delivery of the DPP services; provide mentoring and guidance to managers in the directorate; including executive support to the executives to achieve council's strategic and operational objectives. The DPP will:

- display and promote the type of leadership and activities that will positively influence team culture and business performance.
- ensure strategic and operational alignment and compliance with the council's corporate values and legislation in the management and delivery of the programs.

The DPP will lead multidisciplinary teams across the Community Development Program, Junior Ranger Program, DSS Brokerage Program, Aged Care, Children Services, Libraries, Youth-Sports-Recreation (YSR) and Community Safety Patrol Program and any other similar programs to deliver exceptional results and will provide leadership and direction in managing day-to-day operational activities and providing advice and support to the DCEO.

This position will assure the DCEO that overall corporate policies and procedures meet the governance requirements of the Local Government Act and other relevant legislation and that they are founded based on sound risk management, internal compliance and control systems. Further, the position is to ensure that timely and quality advice is provided to matters relating to Local Authority (LA) Meetings.

The position operates under broad direction, with clear accountability for results within established budgets and key performance indicators.

SKILLS AND ABILITIES

- High level policy development and management expertise, including the ability to manage community issues within indigenous communities.
- Excellent general management skills, including the ability to plan and coordinate activities at a senior level, provide authoritative advice, prioritize, monitor and evaluate workflow and continually assess and improve effectiveness of systems and practice.
- Comprehensive knowledge and understanding of relevant Federal and NT government legislation and regulations, as relating to Local Government and first nation communities.
- A demonstrated understanding of the necessary requirements for the development and implementation of corporate policies and strategies.
- Proven high level and strategic ability to develop, negotiate and manage community issues.

KNOWLEDGE AND EXPERIENCE

- Demonstrated successful experience in a senior management role in Local Government or a large, complex organisation.
- Demonstrated expertise in the monitoring and evaluation of programs and meeting Government reporting requirements.
- Experience in the development and evaluation of corporate policies and establishment of effective systems to facilitate business growth.

- Demonstrated leadership and team building skills and proven experience in leading, coordinating and motivating staff.
- Substantial experience in the management and supervision of staff, encompassing demonstrated success in staff performance management, change management processes and the development of effective work teams.
- Substantial experience in the preparation, management and monitoring of budgets and expenditure.
- Demonstrated experience of a client focused, and service-oriented approach.
- An understanding of government legislation and Council policies such as Freedom of Information, Equal Opportunity, Affirmative Action, Charter of Minimum Standards, Fair Works, Grievance and Discipline Procedures and Occupational Health & Safety regulations as well as relevant industrial awards and agreements.

KEY DUTIES AND RESPONSIBILITIES

- Promote management excellence and a positive, empowered team culture across the directorate.
- Leadership and management of the day-to-day Department of Principal Programs (PP) functions with responsibility for decision making in accordance with delegated authority and predetermined policy.
- Develop and foster relationships across the region and with communities.
- Work cooperatively with other directorates to deliver positive outcomes for our residents and communities.
- Maintain contemporary knowledge, operating understanding of, and implement continuous business improvements that meet organisational needs.
- Take responsibility for the preparation of the budgets for the department and be accountable for the ongoing financial performance against the approved budget.
- Undertake necessary exception/variance reporting to the senior leadership team and Council in accordance with the approved budget, council policies and procedures and delegated authority.
- Analyse, monitor and manage grants and service delivery contracts to ensure compliance, service outcomes and financial stability responsibility for the outcomes and service delivery across the directorate.
- Input and assist in the development of strategic and corporate plans including the Regional Plan, risk management, workforce planning.
- Assist in the development and deliver strategic and corporate plans including the Strategic Plan, annual Regional Plan and budget, risk management, service delivery plan and other relevant plans as required.
- Develop future strategy for the department, including integration of activities across Council.
- Promote and empower a safe work environment.
- Design, develop and implement policies and procedures that reflect the preferred direction of the Council for the directorate with input into broader organisational policies and practices.
- Act as Council's principal advisory officer on all matters pertaining to the directorate including service delivery and contract management.
- Ensure the preparation of necessary reports in a timely and quality focused manner to the Executive Leadership Team and Council.
- Represent the CDRC at Local Authorities and external committees, as well as to the community.
- Ensure the directorate provides quality and timely customer service both internally and externally including monitoring Customer Action Requests for service; as well as developing and managing the customer complaint / grievance process.
- Ensure that all staff are adequately trained and given the necessary delegation and empowerment to fulfil all the service delivery functions as expected of the Directorate.

An attractive remuneration package **\$186,824 - \$213,325** per annum that includes the minimum statutory superannuation contribution, professional development allowance and executive vehicle allowance with a generous superannuation top up of 1.75% making up the aforementioned total remuneration package. The successful applicant will be employed under a performance-based contract for a fixed term of 3 years. The contract reflects the information in this package and will be provided to the preferred candidate.

SELECTION CRITERIA**Essential****1. Leadership**

- Proven leadership at the executive/management level, with the ability to understand and implement legislation impacting on Local Government.
- Demonstrated ability to develop and implement strategic plans and programs that align with organisational goals.
- Proven ability to lead, motivate and develop high-performing teams.
- Excellent abilities to influence, navigate ambiguity and lead change initiatives across diverse teams.
- Delegation skills to ensure the achievement of outcomes, accountability of staff and the development of employees' abilities.
- Understanding of the application of contemporary human resource management principles.

2. Contribution to Strategy and Policy

- Proficiency in the analysis, development and implementation of strategic policies relevant to the business of local government.
- Proven ability to think strategically and laterally at a senior level.

3. Operational and Financial Results

- Extensive experience in undertaking local government services delivery and program management, including advisory roles within a local government or comparable environment.
- Extensive experience working with First nation indigenous communities.
- Demonstrated ability in the use of financial software in the analysis and interpretation of financial information and development of budget and strategies to manage the Council's complex financial situation.
- Strong leadership, program management, and stakeholder engagement skills.
- Ability to motivate and empower teams to deliver outcomes, working across boundaries to achieve results from multiple projects and/or teams.

4. Governance and Compliance

- Demonstrated knowledge of governance principles.
- Demonstrated capacity to administer the Local Government Act and associated legislation in the field of local government.
- Demonstrated knowledge of statutory, legal and contractual obligations in practice.
- Ability to design and implement policy and process.

5. Interpersonal Skills

- Demonstrated excellent interpersonal and communication skills both written and verbal, with the ability to effectively communicate complex information to diverse audiences.
- Strong analytical and problem-solving skills with the ability to make sound decisions under pressure.
- Ability to foster sound working relationships with council and staff.
- Ability to engage and influence key community members and stakeholders; and negotiate effective outcomes.

6. Innovation

- Demonstrated commitment to continuous improvement and business excellence.

7. Qualifications and Experience

- A Degree in community development, business, and/ or management.
- Demonstrated experience in the local government industry or field, with strong track record of success.
- An exemplary record of accomplishment at a Senior Management/Executive level (or demonstrated ability to perform at this level) in achieving best value program and service delivery to the organization.

CORE COMPETENCIES:**Creates Vision and Gives Direction**

- Promotes the vision of the Council. Influences and inspires others to share ownership of the organisation's goals.
- Demonstrates sound strategic thinking and planning to ensure the Council moves towards its vision.
- Manages change by initiating, developing, communicating and coordinating activities.
- Embeds ethical practices into the Council's culture and processes, including compliance with the Code of Conduct, Conflict of Interest and other provisions of the Act.

Develops People

- Motivates, develops and empowers staff to achieve quality outcomes.
- Takes an active role in managing the Council's relationship and interactions with the groups in the community to support building community capacity to initiate and implement projects and programs.
- Fosters a collaborative work environment and establishes mutual trust and respect.

Manages Resources and Risks

- Ensures that human and physical resources including financial, technological and information requirements are available and effectively, efficiently and ethically used to meet the strategic and operational service delivery needs.
- Supports the DCEO to negotiate effectively to obtain resources to achieve outcomes.
- Ensures the Council is compliant with all Acts, laws, regulations and policies.
- Assesses risks and mitigation strategies, implements Council's risk management policies to address strategic, operational and legislative compliance risks.

Promotes and Achieves Quality Outcomes

- Ensures high standards of work practice and customer service standards are embedded in the organisation, promoting a continuous improvement culture.
- Evaluates the outcomes achieved against agreed standards.

Understands Relationships

- Establishes and maintains positive working relationships with clients, Council, CEO and DCEO and other staff and diverse groups of people within the public and private sectors and the wider community.
- Collaborates and employs effective communication strategies.
- Provides clear, transparent, consistent information.
- Effectively identifies and manages conflict and potential sources of conflict or dissatisfaction.

Self-Awareness and Self-Management

- Acts with integrity by being aware of own strengths and behaviour. Self-manages to have the best possible impact on the behaviour of others.
- Engages in regular critical reflection on feedback and experiences in the workplace and acts on the reflections to facilitate professional growth.
- Models and promotes Council values – Strong leadership, Teamwork, Accountability, Integrity and Respect.
- Values the well-being of self and others