



Director of Community & Cultural Services

Position Description

Incumbent:	VACANT
Position Number:	2004
Directorate:	Community & Cultural Services
Team:	Community & Cultural Services
Position Status:	Full time, Contract
Classification:	Contract
Current Level:	Fixed term Contract
Reports to:	Chief Executive Officer
Accountable for:	Libraries, Community & Youth Development, Events & Community Support, Town Planning & Environmental Health, Public Facilities, Horticulture & Town Services, Childcare Services, Pools, Cemeteries
Located:	Longreach
Revised:	May 2019

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The primary role of this position is to manage the Community & Cultural Services department across the region and in an effective and efficient manner in accordance with Council policies and procedures, legislation and Local Government standards. The Director of Community & Cultural Services is responsible for the leadership and management of a range of programs and services within the region, including but not limited to community libraries, community pools and recreation areas, childcare services, youth development, events and community development, town planning, environmental health, public facilities, horticulture and town services, and cemeteries.

Position Responsibilities

- Working in partnership with Council, the local community and relevant external agencies to ensure service provision and community obligations are met.
- Develop and implement strategic and operational plans for services and programs responding to priorities as outlined in Councils Strategic and Operational Plans, current community demands, State and Commonwealth Government policy and relevant best practice standards.
- Develop and deliver projects that respond to Councils strategic objectives whilst continuously improving the accessibility, range and level of services delivered across the region.
- Consultation and work with the community to increase their ability to make choices that enhance the regions capacity.
- Ensure services, communications and dealings of staff with the public and external bodies are of a high standard.
- Provide leadership and coordinate departmental operations and performance.
- Provide leadership for staff within the department which ensures the establishment and ongoing operation of effective service teams providing an excellent level of customer service.
- Undertake performance monitoring, set department key performance indicators, business planning and deal with human resources management within the directorate.
- Provide motivation and leadership to engender in staff a positive response to the ongoing process of organisational, operational and environmental change.
- Participate in corporate activities at Director level, including attendance and participation at Council meetings, Executive Management Team meetings, and general involvement in corporate activities at a senior level as required.
- Provide strategic advice to the CEO and Council as requested.
- Provide advice, policy development, implementation and decision making support to Council that is relevant to the Community and Cultural Services department.
- Communicate and promote Council's policies to the community it serves.
- Contribute to the development, review and implementation of Council's corporate and operational plans relevant to Community and Cultural Services.
- Ensure appropriate financial planning for department projects are in line with Council procedures and policies and procurement processes are followed accordingly.
- Establish and monitor the budgetary compliance of all programs under the control of the Director, take appropriate corrective actions to manage any variances and ensure full and timely reporting of matters to the Chief Executive Officer.

Position Requirements

Skills

- Exceptional interpersonal, management and leadership skills.
- Ability to understand and implement effective human resources management practices, including demonstrated skills in dealing with matters of a sensitive nature, including effective conflict resolution and negotiation skills.
- Exceptional strategic planning and management skills relative to an organisation the size of Council.
- Comprehensive understanding of legislative requirements, relative to Queensland Local Government.
- Excellent time management, organisation and planning skills with an ability to set project priorities, plan and organise in order to achieve agreed performance and service standards.
- Ability to communicate with community members and effectively deal with public relations matters.

Knowledge

- Demonstrated knowledge and understanding of statutory obligations, legislation, codes and standards relevant to Local Government in Queensland.
- Demonstrated financial management knowledge, particularly as it relates to Local Government.
- Demonstrated understanding of relevant rural and regional issues, including but not limited to cultural and geographical diversity.
- Excellent computer skills and experience in the use of Microsoft software packages.

Mandatory Experience/Qualifications

- Experience working in a Local Government environment.
- Previous experience in Executive Management role, or similar.
- Possession of a "Working with Children" Blue Card or ability to gain.
- Possession of Construction Induction White Card or ability to gain.
- Demonstrated experience or qualification in Project Management.
- Demonstrated experience in the social, political and legal framework of Local Government.
- Class C Drivers Licence.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$199,999.00 is assigned to this position. Please refer to Council's Procurement Management Directive for details of Council's guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Electronic Document Management System.

Vehicle Authorisation

A vehicle authorisation for Full Private Use is assigned to this position. Please refer to Council's Vehicle Policy and Employee Contract for details of Council's guidelines on vehicle usage.

Physical Requirements

Physical Demand Category

Sedentary Work

- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC- SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all Managers and Supervisors for the supervision of employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.

2. Comply with the *Health and safety duties and Duty of Care* requirements as specified within the *Work Health and Safety Act 2011 Part 2* with particular attention to *S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU)* responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;
8. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
9. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
10. Adhere to the LRC-SMS by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
11. Performing all work and associated functions in a safe, efficient and effective manner;
12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
15. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
17. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions
18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
21. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
22. Attend WH&S Committee meetings as and when required.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	