ALICE SPRINGS TOWN COUNCIL
DIRECTOR COMMUNITY DEVELOPMENT
Acknowledgement of Country and Traditional Owners

Alice Springs Town Council respectfully acknowledges the past and present Central Arrernte traditional owners and custodians of Alice Springs.
Alice Springs Town Council is committed to serving our unique and diverse community and proudly provides a range of municipal services to the community to a high standard.

As one of the largest local employers, Council has close to 200 staff across the Civic Centre, Library, Depot, Regional Waste Management Facility and Alice Springs Aquatic and Leisure Centre. The Municipality of Alice Springs covers an area of 410 sq kms, has a population of 26,674 (ABS ERP) and is also a service centre for 260 remote communities.

We are looking for a progressive thinker who has a passion for service to the community, a commitment to excellence in delivery as well as building sustainable and enriching relationships.

The Council prides itself in maintaining Alice Springs to be a great place to live, work and visit.

For more on our iconic outback town and services go to Council’s website – www.alicesprings.nt.gov.au
About Alice Springs Town Council

Alice Springs Town Council was established in 1971 and is the local government organisation for Alice Springs, comprising the territory electorates of Araluen, Braitling and Namatjira with a municipal area of 410km² and a population of approximately 27,000 residents.

Alice Springs Town Council’s vision is for a vibrant and growing community that embraces its diverse cultural heritage, unique identity and desert living environment.

With this vision front of mind, Council’s staff policies aim to consolidate and strengthen the existing connection with Aboriginal Peoples by focusing attention on sensitive, practical ways to recruit, retain, and build lasting relationships with employees from the local Indigenous community.

Council’s actionable strategies are also designed to guide all its employees forward in their cultural awareness, and to encourage further engagement and fostering of connections between non-Aboriginal and Indigenous colleagues.

Council delivers an array of community development initiatives, municipal services and engaging events, coupled with sound fiscal management.

Alice Springs offers a dynamic community, highlighting the uniqueness of the Centralian lifestyle.

Alice Springs Town Council is focused on developing an environmentally sustainable community and striving for strong governance on behalf of ratepayers and citizens.

Alice Springs Town Council enthusiastically looks towards ongoing collaborative partnerships, with diverse stakeholders, ensuring Alice Springs’ continued evolution, as well as its success, as the preferred destination for employment, education, recreation, enjoyment and lifestyle.

Alice Springs Town Council offers and supports services to the community including but not limited to:

• **Art** – Alice Springs TC Art Collection, Public Art and Arts in the Community
• **Healthy Communities** – Heart Foundation Walking, Active Oldies, Keep You Moving
• **Sport and Recreation** – from extreme mountain biking to netball
• **Health Services** – 186 bed major-acute hospital, General Practitioner medical clinics and Dental Surgeries, multiple Allied Health Services including mental health and Employee Assistance Services.
• **Animal Health** – general and specialist centres

About Alice Springs

Alice township is nestled against the majestic and ancient MacDonnell Ranges—known to the Arrernte as Tjoritja (pronounced choor-it-ja) – stretching 644km, with the southern gateway aptly named ‘The Gap’ dividing east and west.

Though globally renowned as a romantic, dusty, outback community with a few rustic buildings and kangaroos hopping down the main street (courtesy of a popular 1950s book by Nevil Shute and ensuing film productions), Alice Springs today is a typically modern and industrious Australian town.

Alice is alive with cosmopolitan character, a thriving arts community, and offers newcomers and visitors a wealth of opportunities for indulging the senses. Whether your passion is exploring Aboriginal culture, the arts, team sports, fitness, photography, camping, hiking, motor sports, desert-racing, native flora or wildlife, Alice will charm its way into your soul.

A history of Alice Springs can be found on our website: [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)
Housing and Lifestyle

Many older houses in Alice Springs were built as government housing in the 1940s and 50s, so it’s not unusual for several houses in the same street to have identical floor plans, décor and fittings.

There are many apartment complexes, town houses and share-homes around town that frequently become available for rent or purchase, due to the large proportion of transient workers. If you’re planning to move to Alice for work, consider a short-term rental as a temporary base to assist you in getting your bearings, and guide your decision towards where you’d like a permanent home.

<table>
<thead>
<tr>
<th>Metrics</th>
<th>House</th>
<th>Unit</th>
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<tbody>
<tr>
<td>Median price</td>
<td>$475,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>Weekly median advertised rent</td>
<td>$520</td>
<td>$390</td>
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Demographics

<table>
<thead>
<tr>
<th>Total population</th>
<th>26,674</th>
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<tbody>
<tr>
<td>Median household income ($/weekly)</td>
<td>$1,375</td>
</tr>
<tr>
<td>Median age of persons</td>
<td>43</td>
</tr>
<tr>
<td>Average household size</td>
<td>1.4</td>
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</tbody>
</table>

Age group

- 15–19 years: 23.5%
- 25–34 years: 11.7%
- 35–44 years: 21.2%
- 45–54 years: 14.9%
- 55–64 years: 18.9%
- Other: 9.7%

Social marital status

- Not married: 64%
- Registered married: 30.9%
- De Facto relationship: 5.1%
Climate and Environment

Alice Springs has a hot desert climate, featuring extremely hot, dry summers and mild winters.
Located just south of the Tropic of Capricorn, the town of Alice Springs straddles the usually dry Todd River on the northern side of the MacDonnell Ranges.

Alice Springs is located in Central Australia, also called the Red Centre, an arid environment consisting of several different deserts. The annual average rainfall is 285.9 millimetres which would make it a semi-arid climate except that its high evapotranspiration, or its aridity, makes it a desert climate.

Temperatures in Alice Springs can vary by up to 28°C, and rainfall can vary quite dramatically from year to year. In summer, the average maximum temperature is in the mid-30s, whereas in winter the average minimum temperature can be 5.5°C, with an average of 12.4 nights below freezing every year, providing frost. The elevation of the town is about 545 metres, which contributes to the cool nights in winter.

Facilities and Events

To cool off there is the Alice Springs Aquatic & Leisure Centre, NT Government operate public buses and a well-resources Public Library offering activities, events and workshops.

The town’s focal point, the Todd Mall, hosts a number of Aboriginal art galleries and community events.

Alice Springs’ desert lifestyle has inspired several unique events, such as the Alice Desert Festival, the Red Centre NATS, Partjima, the Camel Cup, the Henley-on-Todd Regatta, the Beanie Festival and the Finke Desert Race.

The Finke Desert Race is a ‘there and back’ challenge from Alice Springs to Aputula (Finke) Community, covering a 460-kilometre round trip.

Leisure and entertainment activities include hiking in the nearby MacDonnell Ranges and driving the four-wheel-drive tracks at Finke Gorge National Park. The Alice Springs Desert Park was created to educate visitors about the many facets of the surrounding desert environment. The arid climate botanic garden, Olive Pink Botanic Garden, is a short distance from the town centre.

The town has some excellent small museums. The extensive collection at the Old Timer’s Traeger Museum on the North Stuart Highway includes artefacts from the town’s early Afghan and German residents, traditional Aboriginal artefacts and objects which show the early fusion of European and Aboriginal cultures like a spinifex-handled glass-bladed knife.

Alice Springs has a high rate of participation in many different sports, including tennis, hockey, Australian rules football, basketball, baseball, soccer, cricket, rugby and boxing.
Transport

The Ghan – Located on the Adelaide-Darwin railway, Alice Springs is accessible by train. Alice Springs railway station is visited by The Ghan, operated by Great Southern Rail, on its journey between Adelaide and Darwin.

There are daily express coach services to and from Adelaide and Darwin servicing Alice Springs. The Stuart Highway, running north from Adelaide to Darwin via Alice Springs, is the Northern Territory’s most important road.

There are daily flights from Alice Springs Airport to Adelaide, Ayers Rock (Uluru), Darwin and Sydney. There are also nonstop flights a few times a week to Brisbane. Four airlines serve Alice Springs: Qantas, QantasLink, AirNorth and Virgin Australia.

Alice Springs is a base for the Royal Flying Doctor Service of Australia.

Tourism

This iconic outback town, rich in history, culture and diversity, has much to entice the adventurous visitor. Alice Springs offers most of the facilities you will find in any urban area of Australia, including opportunities for shopping, sightseeing, cultural immersion and entertainment.

Alice Springs Town Council’s community calendar provides a current and extensive selection of events in and around town.

For comprehensive visitor information, please consider the following sites:

• Tourism NT
• Tourism Central Australia
• National Parks (Alice Springs)
• Uluru-Kata Tjuta National Park
• Road Report NT
• Alice Springs Visitor Information Centre, cnr Parsons Street and Todd Mall.
Schools and Childcare

There are several pre-school, primary, secondary and vocational institutions for education in Alice Springs, plus the local campus of Charles Darwin University offers vocational education and training (VET), in addition to tertiary qualification courses.

There are both public (government) and private (non-government) schools, schools and colleges for Aboriginal students, plus the Alice Springs School of the Air for children living in very remote areas.

Private

There are six private schools and two Indigenous schools in Alice Springs. A list of private schools can be found here.

Public

Pre-schools form an integral part of many local primary schools, offering half-day sessions for children aged 4–5 years.

In the Northern Territory, schools include a ‘Transition’ period between pre-school and Year 1 primary school to assist and prepare very young children for formal education. At the age of 5 years, a child is assessed before proceeding to primary education.

Secondary education is separated into Middle and Senior schools, with Middle Years from 7 to 9, and Senior Years from 10 to 12.

For a list of primary and secondary schools in Alice Springs, click here.

Other Information

Other useful information and reporting documents can be obtained from the Council’s website: www.alicesprings.nt.gov.au

Alice Springs Town Council Strategic Plan 2018–2021

Alice Springs Town Council Municipal Plan 18/19–20/21

<table>
<thead>
<tr>
<th>Reporting line</th>
<th>Direct reports</th>
<th>Budget/expenditure</th>
<th>Staff</th>
</tr>
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</table>
| The role reports to the **Chief Executive Officer** Robert Jennings | 6 | **Council:**  
$35M Operational Budget,  
$30M in cash reserves  
**Directorate:**  
$8.2M Operational Budget | **Council:**  
204  
**Directorate:**  
49 |
Recruitment Process

Alice Springs Town Council uses a merit-based recruitment and selection process when filling vacant positions. The candidate who best meets the position requirements and future needs of the organisation will be given preference for appointment to this position.

Your application

Applications for this position should consist of three sections:

1. Your CV detailing your employment history, educational qualifications and contact details. The resume should clearly detail relevant achievements under each position held.

2. A formal response addressing the qualifications and selection criteria – found on page 13 and 14 (please keep response to approximately 4 pages). Each of the Selection Criteria should be briefly addressed under each of the headings listed. The response to the selection criteria should be no longer than two to three paragraphs per heading.

Your cover letter is your first opportunity to ‘speak’ to your client and will be most effective if you not only argue your own merits but also demonstrate your knowledge of the Council and its current challenges and opportunities.

If you require any assistance during the application process, please call Julie Barr 07 3211 9700.

Application review and longlisting

In collaboration with the client following the close of applications, McArthur will finalise and review all applications and agree on a longlist based on application data and screening content. Screening may involve initial interviews with a McArthur consultant to clarify various details and compile a more comprehensive profile of your application.

Selection for interview will be based on how well you have provided comparative information compared to other applicants. If you are not selected for interview, you will be notified by email.

Client panel interviews

Subject to the interviews referred to above, applicants will be ranked by merit and a shortlist for client panel interview determined. All applicants interviewed up to this point will be advised via email or telephone regarding the progress of their application. Interviews will be conducted in Alice Springs.

Psychometric assessments

Shortlisted candidates may be asked to complete an online Psychometric Assessment during this process.

Reference checks

At the appropriate time, information may be sought from your nominated referees. It is preferable that one of these referees is your most recent or current supervisor. Your permission will be sought prior to any contact being made. Confidentiality is assured.

Timeline:

Applications open:
Thursday 5th March 2020
Applications close:
Monday 30th March 2020
First interviews with McArthur:
Week comm 6th April 2020
Panel interviews: TBA

Application, Selection and Shortlisting:

All applicants will be asked to obtain a copy of the Information Pack from the McArthur website, www.mcarthur.com.au using the Reference number: 139812

Applications Close:

COB Monday 30th March 2020
Note: Must be in Word format only via the job link received from our website www.mcarthur.com.au
Reference: 139812
Attention: Julie Barr

Timeline, Application, and Reference Numbers:
Background checks

Please be advised that the successful applicant may be required to undergo a National Police History Check, verification of tertiary qualifications, confirmation of Right to Work in Australia and Pre-Employment Medical Checks including D&A.

Privacy

McArthur operates under the National Privacy Principles set out in the Privacy Act of 1988. Further information regarding the Act and how McArthur will use and store your personal information can be found within the Privacy Policy on our website at www.mcarthur.com.au/privacy-policy.aspx

As part of the recruitment process for senior or executive appointments, McArthur will compile a matrix of all applicants summarising the recent employment and relevant qualifications for each. This matrix may be provided to clients to aid in short-listing discussions. Please advise us at the time of applying if you do not wish your details to be included.
Position Description

Position Responsibilities

Leadership:

The Director is responsible for creating a positive, forward-thinking leadership environment by setting a personal example and specifically for developing competencies in the business units within the Directorate, which will ensure the efficient and effective delivery of Community Development programmes and services to the organisation in order to meet Council’s business and strategic plan objectives.

This will be evidenced by the Director through actions which:

- Create a sense of achievement by taking on challenging tasks with a sense of confidence and encouraging creativity and innovation.
- Assist the Chief Executive Officer (CEO) in the pursuit of Council’s strategic direction.
- Adopt a humanistic focus toward the management and direction of individuals within the Directorate.
- Show trust and confidence in the Directorate’s management and supervisory teams and specifically mentoring those teams to grow and develop through the provision of constructive feedback on performance.
- Maintain personal integrity and setting personal standards which reflect ongoing development professionally and pursuit of relevant opportunities to achieve excellence.
- Lead collaboratively with others and building positive relationships throughout the various levels of Council, both politically and operationally.
- Encourage all employees of the Directorate to see themselves as members of a single organisation albeit with many parts, all of which contribute valuably to the Council’s vision.
- Exercise strong interpersonal skills to engage and communicate effectively with CEO, Councillors, staff, and government representatives, business and industry and the general public.
- Manage and resolve issues of controversy and conflict with fairness, equity and professional judgement, making the hard decisions when required.
- Exercise skill in advocacy and diplomacy with a balance of tact and determination.
- Adhere to Council’s Customer Service Charter by maintaining a customer service focus at all times and promote a positive image of Council
- Abide by legislative and Council requirements in relation to records management

Strategy

The Director shall be responsible for developing appropriate strategic direction for the functions encompassed by the Directorate, consistent with achieving the outcomes contained in Council’s Municipal Plan, strategies and corporate plans.

The Director will be expected to work collaboratively with the CEO and members of the Executive Leadership Team in the development and implementation of corporate strategy and participate as a team member of various working groups established to define strategic plans to guide the organisation.
Financial Sustainability
The Director is responsible for:

- The effective implementation of the aspects of the Council’s overall long-term financial strategy and annual budgets that relate to the Directorate’s functions and to constantly seek efficiency in all aspects of resource utilisation in executing those functions – including the analysis of costs and benefits for all new initiatives coming before the Council relating to the Directorate’s functions.
- Ensuring that the Directorate’s programs are regularly monitored for economy and efficiency and that the Directorate’s assets in all their forms are strategically managed to sustain their utility in providing service to the Council and its community.
- Maintaining an organisational culture within the Directorate that constantly monitors the external and internal environments to identify opportunities to enhance Council’s sustainability.

Directorate Operations
The Director is responsible for:

- The development and implementation of annual operational plans and budgets for business units within the Directorate, consistent with the Council’s overall Municipal Plan and financial strategy.
- Developing processes for the measurement and regular reporting for the performance of each business unit against appropriate indicators and benchmarks – including contribution to the compilation of the Council’s Annual Report and other statutory returns.
- The development and implementation of operational policies and procedures relevant to the Directorate, consistent with Council’s legislative requirements, corporate policies and procedures.
- Contributing to and overseeing compliance with the Governance program for the Directorate, including systems to ensure the management of risk and compliance with all statutory requirements.
- Developing management and supervisory systems within the Directorate that ensure the efficient and effective planning and operational delivery of services.
- Ensuring appropriate planning and readiness of the Directorate’s resources to respond swiftly and effectively to natural and man-made emergencies so as to ensure continuity of service.
- Preparation of reports and attending Council and Committee meetings, forums and workshops as required.

Administrative and Customer Services Operations
The Director is responsible for: Executive Assistant – Community Development, Alice Springs Public Library, Alice Springs Aquatic and Leisure Centre, Community and Cultural Development Unit, Ranger Unit, the Town Crier.

Executive Assistant (to the Director)
- Provide an efficient, proactive and confidential range of executive secretarial and administrative services to the Director.

Alice Springs Public Library
- Deliver Library services to a consistently high standard ensuring it is aligned to community needs.
- Provide equitable access to lifelong learning opportunities and resources
- Provide access to the Alice Springs Public Library collection through a range of mediums and appropriate information via online resources

Alice Springs Aquatic and Leisure Centre (ASALC)
- Provide high quality aquatic and leisure activities for Alice Springs and surrounding districts in a modern and well-maintained facility.
- Provide ASALC Programs which are delivered to a high standard and aligned to community needs.

Community and Cultural Development Unit
- Develop and deliver programs and initiatives which support a dynamic, prosperous community through facilitating:
  - Arts and cultural initiatives
  - Community grants
  - Community events
  - Healthy community initiatives and programs
  - Seniors, youth and multicultural programs.
Ranger Unit

- Ensure compliance with Council by-laws and polices through effective education, encouragement and if required, enforcement.

Continuous Improvement

The Director will be expected to:

- Maintain appropriate memberships of local government/other directly relevant organisations which would provide for an opportunity to influence, negotiate and maintain a contemporary relevance in local government and pursue a program of continuing professional development.
- Keep the CEO informed of developments in strategic direction, including national and global trends in the Directorate’s functional areas.
- Support an ongoing leadership development program for the Directorate management and supervisory teams.
- Monitor trends and developments within the Federal, State and Local Government, the community and other relevant institutions, identify opportunities and risks related to Council functions and make recommendations to the CEO and Council.

Delegated Authority:

The Director has power to exercise all the authorities conferred upon the position by the specific delegations authorised by resolution of the Council or CEO from time to time.

Performance Standards:

The performance standards applicable to this position are set out in the agreed Performance Plan entered into by the Director and the CEO and managed on a regular basis within the Council’s Executive Performance Management System.

Workplace Health & Safety (WHS)

As a responsible officer the Director has a direct responsibility to:

- Create an environment where active consultation, communication and engagement contribute to building a healthy and safe workplace at all levels. Provide direction to incorporate WHS law into strategic and financial planning. Ensure an appropriate framework is employed and embedded into everyday business, mitigating risks and barriers.
- Perform all duties in a manner that protects personal health and safety, that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

Qualifications

- The Director Community Development shall hold Tertiary qualifications in a relevant discipline of Commerce, Economics, Business and or Management desirably including relevant post graduate qualifications; and such other qualifications in management as would be advantageous to the carrying out of the duties of the Director.
- The Director will have appropriate experience in the functional requirements of this position.
- Current C class driver licence to be able to drive in the NT.
Selection Criteria

Essential

1. Demonstrated experience in developing sound strategic direction for the Directorate and the development and delivery of budgets.

2. Experience in policy formulation and strategic development in the area of Community Development and programmes that reflect organisational needs and expectations with ability to provide sound advice to the CEO.

3. Recent relevant senior management experience.

4. Exceptional interpersonal and negotiation skills, with proven performance in sustaining productive working relationships and partnerships with internal and external stakeholders and other tiers of government.

5. Proven leadership and innovative approach to the delivery of Community Development related programmes and projects, with demonstrated experience in organisation wide change management and a commitment to continuous improvement.

6. Ability to deliver projects and services on time, to scope and to budget with risks mitigated.

7. High level strategic, conceptual, analytical and collaborative skills including the ability to interpret and manage the social, political and organisational environment.

8. Demonstrated knowledge of corporate business practices, statutory law, administrative law, and contract law.

9. High level written and verbal communication skills, including the ability to prepare written reports to Council and the community, draft and review policies and contracts.

10. Experience with and ability to participate in 360-degree feedback and performance management processes.

Desirable

1. Experience and ability to work in a cross-cultural environment, especially with Indigenous communities and individuals.

2. Experience in Local Government administrative systems and processes.

3. An understanding of the legislative, governance and compliance issues relating to Community Development within Local Government.
Contact Julie Barr
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Brisbane
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Phone: (07) 3211 9700