

# BARKLY REGIONAL COUNCIL



## Council Services Coordinator – Elliott (1621000)

### 1. Position Objectives

The position of Council Services Coordinator – Elliott leads and manages a team of community and program staff to deliver all the Council services in your area, ensuring well-presented, well-maintained, and healthy communities.

The role is responsible for providing leadership, management, and supervision of daily community programs and services. This position manages the delivery of community administration, supervision, and delivery of municipal services, as well as agency and contracted services in the community. The role also has an important community engagement responsibility acting as Secretariat for a Local Authority and engaging with all community stakeholders.

*It is a requirement of this position that the position holder is willing and able to travel and work in remote communities located within the Barkly Regional Council area, and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Key Responsibilities

#### Leadership

- Supervise, lead, and support staff.
- Implement, organise, and participate in the training and development of staff.
- Develop rosters and daily run sheets for programs and staff.
- Develop, implement, and maintain a works program for the community municipal team ensuring they are delivered to a high standard.
- Undertake by-annual performance planning review and development with staff.

#### Operations

- Ensure all public areas to be kept clear of rubbish and public lawns and gardens to be well presented.
- Ensure Council Offices are open and staffed according to policy and contractual obligations.
- Ensure all staff positions are filled with an emphasis on providing local employment opportunities.
- Work with appropriate authorities to ensure adequate planning and response planning to emergencies as they may arise.
- All public areas to be kept clear of rubbish and public lawns and gardens to be well presented.
- Ensure all council infrastructure, plant, vehicle and equipment are adequately maintained and safe to use.
- Plan, prepare and provide venue and administration assistance to the Local Authority. Ensure reports on the activities of the Local Authority Agenda and Minutes are reported to the Director of Operational Services in a timely manner.
- Make recommendations to the Director of Operational Services on capital requirements for the community.
- Provide support for community events including NAIDOC and sports carnivals.

- Maintain infrastructure in the community e.g. fences, dumps, septic and sewerage, buildings, and associated infrastructure.
- Manage contracts for maintenance of airstrips as required and in accordance with contract requirements.

### **Strategy**

- Proactively contribute to the development of the Regional Plan and other documents, by developing strategies and initiatives.
- Provide support and guidance for the Local Authority and strive to ensure quorum at the scheduled Local Authority meetings.
- In conjunction with the HR Department, investigate breaches of the code of conduct and, other legislative requirements and HR policies and procedures and at all times ensuring adherence to the Confidentiality Policy.
- Collect statistics and data on program and service delivery with a view to reporting these outcomes to Council through the Director of Operational Services.
- Routinely prepare reports, correspondence, business cases, and corporate documents.

### **Financial Sustainability**

- Participate in the development of the annual community budget.
- Achieve the annual community budget.
- Monitor the allocated budget and ensure adherence to financial and procurement policies e.g. payroll and purchase orders.

### **Stakeholder Relationships and Consultation**

- Consult and communicate with internal and external stakeholders to assist with addressing particular issues and needs.
- With Council support help to Provide Governance support to the Local Authority.

### **People Management**

- Effectively lead, motivate, and develop employees within your operational area to achieve the company's goals.
- Be responsible for overseeing the performance, development, and well-being of all employees within your operational area.
- Foster a culture of collaboration, teamwork, and communication within your operational area.

### **Other**

- You will be required to perform your duties in Elliott or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

### Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

### 3. Key Accountabilities

- Provide clear expectations and directions to the team, monitor progress and results, provide feedback and guidance, and address any concerns that arise.
- Stay informed of the team's performance indicators and use data-driven insights to identify areas for improvement.
- Maintain a culture of trust, open communication, and teamwork within the team to ensure accountability and success.
- Work collaboratively with other departments, including HR, to ensure that the team has the resources, tools, and support necessary for success.
- Stay connected to the broader organisation and provide regular updates on team performance and progress, including and challenges and opportunities for improvement.

### 4. Organisational Relationship

<b>Position Title:</b>	Council Service Coordinator – Elliott (1621000)
<b>Reports to:</b>	Regional Manager Operations - North (1620000)
<b>Department:</b>	Operational Services
<b>Supervises:</b>	Works Supervisor - Elliott Municipal Workers - Elliott Customer Service Officer - Elliott
<b>Internal Liaison:</b>	Chief Executive Officer Director of Operational Services Regional Manager Operations - North Municipal Workers - Elliott Customer Service Officer - Elliott Other Council Staff
<b>External Liaison:</b>	Suppliers

Government and Non-government Departments  
Local Authority Members  
Local Councils  
Contractors  
Rate Payers, Residents, and Visitors

## 5. Knowledge and Skills

### Organisational:

- Knowledge and understanding of Aboriginal Culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Demonstrated ability to work within a team environment, participate in activities as a team member and support other staff members as required.
- The ability to cope with high volumes of work, set and meet deadlines and determine priorities.

### Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills at senior management levels.
- Strong stakeholder engagement and management skills.
- Ability to source cooperation and assistance from other staff and management to achieve position objectives.

### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

### Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

## 6. Essential Criteria – Qualifications, Skills, and Experience

1. Capabilities to lead, develop, coach, mentor, and multi-disciplined, cohesive, high-performance team capable of exceeding.

2. An understanding of Human Resource Management and Industrial Relations practices and policies relevant to the workplace.
3. Demonstrated ability to successfully implement Municipal Services and programs in communities with a range of different cultural backgrounds.
4. Understanding, or the ability to quickly interpret, relevant Local Government and other relevant legislation, and policies.
5. Sound knowledge and understanding of financial budgeting and reporting, in accordance with approved budgets.
6. Current Driver's Licence and 4WD Accreditation.
7. A current National Criminal History Check (within the last 3 months).
8. A current Northern Territory Working with Children Clearance (Ochre Card).

**7. Desirable Criteria – Qualifications, Skills and Experience**

1. Certificate IV in Training and Assessment.
2. Diploma in Management, Business, Community Services, or relevant award

**8. Wages and Allowances**

**Classification:** Salary - Above EBA  
*Barkly Regional Council Enterprise Agreement 2023*

**Status:** Full-Time - Permanent (38 hours per week)

**Annual Salary:** \$115,500 per annum (\$4,442.31 gross per fortnight)

**Zone Allowance:** Remote Zone Allowance of 2.5100 per ordinary hour

**SCG:** 11.5%

**9. Certification**

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
 Chris Kelly  
 Chief Executive Officer

30/10/24  
 Date

**10. Acceptance**

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
 Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

