

BARKLY REGIONAL COUNCIL



Manager Remote Services – Region 2 (TBA)

Alpurrurulam, Ampilatwatja, Arlparra, Wutunugurra

1. Position Objectives

The position of Manager Remote Services – Region 2 is to support the Barkly Regional Council's Community Coordinators and teams of local staff to deliver the Council's Municipal and Commercial operations at various Remote Community Service Centres.

Planning, developing, executing, and reporting on funded services, projects, and initiatives that engage the community, staff, and stakeholders with alignment to the strategic plan of the Municipal Services Directorate. Management responsibility for effective service delivery reporting across multiple communities within the Barkly region. Reporting to the Director of Municipal Services, this role plays a crucial part in ensuring effective and efficient operations and driving sustainable development in the region.

The role requires the following physical aspects:

- Sitting and/or standing for extended periods.
- Working indoors in an office environment.
- Working outdoors in direct sunlight and heat.
- Manual handling of objects above 10kgs.
- Travel in light aircraft or by 4WD vehicles on unsealed roads for long distances.

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 Duties and Responsibilities

Management and Leadership

- Provide leadership to the Municipal and Commercial operations of the council ensuring legislative and contractual compliance in relation to; animal welfare, cemetery management, internal roads maintenance, parks and open spaces, sports grounds, waste management, weed control, and hazard reduction.
- Lead the Municipal Team towards effective collaboration, communication, and achievement of the council's strategic goals.
- Deal with challenges by providing creative, practical, and compliant solutions.
- Support staff and trainees through the induction and
- Responsible for the allocation of resources and assets used in the delivery of Municipal Services.
- Provision of accurate and timely reports on service delivery progress and issues including risk mitigation.
- Ensure compliance with policies, procedures, and operational guidelines.
- Assist in the management and delivery of the Local Authority committee functions across the Barkly Local Government Area.

- Ensure compliance with the Local Government Act and Regulations.
- Provide relief in the absence of the Service Delivery Coordinators by undertaking their duties and responsibilities.

Development

- Development of operational budgets for multiple service areas and ensure efficient and effective management to ensure services are delivered within budget.
- Contribute to the development of strategic, business plans and funding applications.
- Evaluate the performance of staff, address issues, and implement measures for improvement including engaging in disciplinary matters.
- Establish productive working relationships with professional groups, Government and authorities to the council whose activities have significance on the Council's operations.
- Provide expert advice on the delivery of councils Municipal and Commercial Services to the Director of Municipal Services and Executive Leadership Team.
- Develop and implement strategic plans aligned with council policies and regional development goals.
- Conduct regional assessments and planning to identify priorities and opportunities for growth and improvement. Collaborate with stakeholders to ensure regional plans meet community needs and align with government objectives.

Other

- 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.

3. Key Accountabilities

- Managing and coordinating community programs and services, including assessing community needs, developing and implementing plans, monitoring progress and outcomes, and making necessary adjustments.
- Providing effective leadership and management, including establishing a positive inclusive, and supportive work environment, building and managing effective teams, and fostering the development and growth of staff.
- Ensuring the effective use of resources, including managing budgets, optimizing the use of technology and data, and ensuring compliance with regulations and standards.
- Maintaining strong relationships with stakeholders including clients, community members, suppliers, and government bodies, and communicating effectively and addressing any issues or concerns.
- Continually monitoring and evaluating performance, identifying areas for improvement, and providing regular performance feedback to staff.
- Participating actively in professional learning and development opportunities, including learning from others, staying up to date with industry trends and best practices, and sharing knowledge and expertise with others.

- Meeting performance targets, ensuring goals are clear, achievable, and aligned with the organisation's mission.

4. Organisational Relationship

Position Title:	Manager Remote Services – Region 2 (TBA)
Reports to:	Director of Municipal Services
Department:	Municipal and Commercial Services
Supervises:	Community Coordinators Municipal Services Managers Municipal Supervisors Municipal Officers Administration Officers Administration Trainees
Internal Liaison:	Chief Executive Officer Director of Municipal Services Staff within the Directorate of Municipal Services Other Council Staff
External Liaison:	Government and Non-Government Organisations Other External Organisations and Stakeholders Local Government Authority Groups Contractors Clients Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture and customs.
- The ability to cope with high volumes of work, set and meet deadlines and determine priorities.
- Ability to work within a team environment whilst also producing results working independently.
- Highly developed computer skills.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A willingness to work in a remote and sometimes demanding environment.
- 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 – Skills, Experience and Qualifications

1. Extensive experience in a similar role managing staff with a demonstrated ability to mentor and develop team members to foster independence and increase local ownership of the service.
2. Extensive experience in managing budgets, financial procedures, and reporting.
3. Proven ability to work with a diverse range of stakeholders.
4. Ability to contribute to Annual, Strategic and Business Plans.
5. Ability to manage and oversee Commercial contract and project activities.
6. Sound IT and computer skills.
7. A current unrestricted NT Drivers Licence.
8. A current Safety Induction White Card.
9. A current National Criminal History Check.
10. A current NT Working with Children Clearance (OCHRE Card).

7. Desirable Criteria – Skills, Experience and Qualifications

1. 4WD Certificate.
2. First Aid Certificate.
3. LR/MR Drivers Licence.
4. Diploma level qualification in Leadership and Management.
5. Tertiary qualifications in Local Government Administration, Community Development, or similar.
6. Previous experience working in regional or remote Local Government.
7. Previous experience travelling to and working in remote locations and communities.
8. Previous experience working for an organisation and managing staff operating across multiple sites.

8. Wages and Allowances

Classification: Above EBA Award Classification
Barkly Regional Council Enterprise Agreement 2023
Status: Full Time – Permanent (38 hours per week)
Annual Salary: \$133,350.16 per annum (\$2,564.43 gross per week)
Allowance: Tennant Creek Zone Allowance \$1.8900 per hour
SGC: 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

10 / 7 / 2024
Date

10. Acceptance

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

Signature

_____/_____/_____
Date