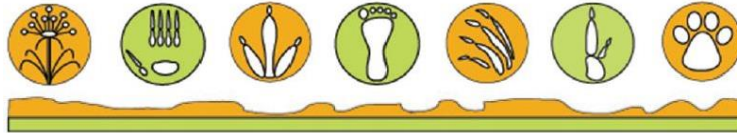


BARKLY REGIONAL COUNCIL



Administration Officer – Night Patrol (1332010)

1. Position Objectives

The Administration Officer – Night Patrol is responsible for supporting the administrative needs of the Community Service department in the Barkly Regional Council through timely, accurate, and effective administration, including logistics, supply, and ordering of equipment and supplies.

This role provides efficient administrative support in areas such as financial processes, records management, purchasing, and other administrative services.

2. Key Responsibilities

Administration

- Provides administrative assistance to strategic partnerships, including preparing correspondence, reports, and confidential documents.
- Maintains systems such as diaries, records, filing, and archiving.
- Undertakes projects, research, and data collection for senior executives.
- Manages office supply purchases and acts as a certifying officer.

Customer Service

- Delivers quality customer service and handles telephone enquiries.
- Supports committees by preparing correspondence, reports, minutes, and facilitating meetings.

Event and Travel Coordination

- Organises travel, events, catering, and special functions.

Other

- You will be required to perform your duties in Tennant Creek 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 administrative support, including preparing correspondence, reports, and maintaining records and filing systems.
- Manage office supplies and act as a certifying officer for purchases.
- Conduct research and data collection to support senior executives.
- Deliver excellent customer service and handle inquiries.
- Assist committees with correspondence, reports, minutes, and meeting coordination.
- Coordinate travel, events, and special functions.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

4. Organisational Relationship

Position Title:	Administration Officer – Night Patrol (1332010)
Reports to:	Regional Manager Community Safety and Safe House (1320000)
Department:	Community Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Community Services Regional Manager Community Safety and Safe House Community Safety Coordinators Specialist DFV Coordinator Other Council Staff
External Liaison:	Government and Non-Government Departments Suppliers Other External Organisations and Stakeholders Rate Payers, Residents, and Visitors

5. Wages and Allowances

Classification:	Level 4 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time - Permanent (38 hours per week)

(End date: 30 November 2025)

Annual Salary: \$61,914.46 (\$2,381.33 gross per fortnight)

Zone Allowance: Tennant Creek Zone Allowance \$1.8900 per ordinary hour

SCG: 11.5%

Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Demonstrated relevant experience working with Aboriginal people.
- Intermediate written and verbal communication skills.
- Report writing and administration skills.
- Demonstrated ability to work collaboratively with Internal & External Stakeholders.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A willingness to work in a remote and sometimes demanding environment.
- A genuine appreciation of Indigenous people and their culture.

Change Management:

- Ensure compliance with /adherence to all legislative requirements and best business practices at all times.
- Ability to promptly respond to changed circumstances
- Ability to identify and report issues within the context of the role to the Regional Manager
- The ability to implement processes and procedural changes as directed

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. Administrative skills to effectively support the achievement of work objectives.
2. Current Driver's Licence.
3. Current National Criminal History Check (within the last 3 months).
4. Current Northern Territory Working with Children check (Ochre Card).
5. Current First Aid Certificate.

7. Desirable Criteria - Qualifications, Skills, and Experience

- 1. Knowledge of the Community Safety and Wellbeing Program.
- 2. Experience in the delivery of Government Funded Programs.

8. 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

8 / 12 / 2024

Date

9. Acceptance

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

Signature

_____/_____/_____
Date