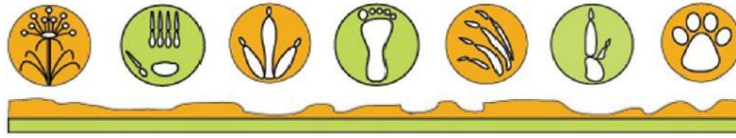


BARKLY REGIONAL COUNCIL



Municipal Officer - Elliott (10190)

1. Position Objectives

The position of Municipal Officer - Elliott is responsible for delivering effective and quality service of municipal and essential works in a range of tasks catering to municipal services. Reporting to the Works Staff Supervisor - Elliott as required in relation to all areas, task allocation, equipment, staff issues, and complaints.

2. Key Responsibilities

Duties

- Maintenance of parks and gardens, mowing, whipper snipping, and garbage removal.
- Maintain irrigation and watering systems as required.
- Maintain municipal services facilities and equipment.
- Attend all training and licensing requirements.
- Ensure works sites are maintained in a clean and tidy condition.
- Ensure correct operation of all Council's assets.
- Provide manual labour services when required.
- Maintain/clean council facilities (e.g. public toilets).

Other

- Actively participate in Work Health Safety and emergency management, reporting, and incident management processes and procedures.
- Be aware of the principles of Diversity, Equity, Inclusion, and Belonging (DEIB).
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- Other duties within skills, knowledge, and abilities as directed by a relevant Director or Manager.

3. Key Accountabilities

- Work as a member of a team and contribute to team goals.
- Work diligently and responsibly to complete tasks as directed by the Manager Fleet and Works Staff Supervisor - Elliott.
- Undergo training and professional development relevant to the position.

4. Organisational Relationship

| | |
|--------------------------|--|
| Position Title: | Municipal Officer - Elliott (10190) |
| Reports to: | Works Staff Supervisor - Elliott (10187) |
| Department: | Municipal Services |
| Supervises: | N/A |
| Internal Liaison: | Chief Executive Officer |

Director of Municipal Services
Manager Municipal Services T/C
Manager Remote Services Region 1
Service Delivery Coordinator – Elliott
Coordinator Local Laws
Works Staff Supervisor – Elliott
Municipal Officers – Elliott
Customer Service Officers - Elliott
Other Council Staff

External Liaison: Contractors

Rate Payers, Residents, and Visitors

5. Wages and Allowances

Classification: Level 4 Pay Point 1

Barkly Regional Council Enterprise Agreement 2023

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

Annual Salary: \$61,914.46 per annum (\$1,190.66 per week)

Zone Allowance: Remote Community Zone Allowance \$2.5100 per hour

SGC: 11.5%

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture and Aboriginal Issues.
- Demonstrated relevant experience working with Aboriginal people.
- Highly developed communication skills.
- Ability to manage multiple tasks effectively.
- Demonstrated ability to work in a small team environment.

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:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances.
- Ensure, compliance with and adherence to all legislative requirements and best business 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 when dealing with external contacts.
- Take reasonable 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. Reliable with the ability to work with minimal supervision and as part of a team.
2. Ability to prioritise workloads, manage work tasks as required, and problem-solve.
3. A current Northern Territory Driver’s Licence.
4. A current Criminal National History Check.

7. Desirable Criteria

1. A HR licence.

Certification

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

Romeo Mutsago

Deputy Chief Executive Officer

____/____/____

Date

Acceptance

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

Signature

____/____/____

Date