

BARKLY REGIONAL COUNCIL



Regional Manager Youth, Sport & Recreation (1330000)

1. Position Objectives

The position of Regional Manager Youth, Sport and Recreation is part of the management team within the Community Services Directorate, responsible for providing high-level operational and strategic support to the Director of Community Services as well as providing supervision, mentoring, and support to key operational staff.

This position is responsible for the management and coordination of programs within the directorate including Youth, Sports & Recreation (YSR, Outside School Hour Care (OSHC), YouthLinx, Tennant Creek Youth Centre (TCYC) and Gym.

This position requires a strong strategic management focus, with the ability to effectively deliver programs, manage staffing and reporting. The manager works with a diverse range of stakeholders and must have the ability to communicate effectively and efficiently to maximise strong program delivery, opportunities, and collaboration in alignment with program funding requirements and community priorities.

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

Program Oversight and Community Engagement

- Manage the delivery of Youth, Sport and Recreation Programs across the Council, ensuring alignment with strategic objectives and high service delivery standards.
- With the Director of Community Services, lead operational and strategic planning to develop new initiatives and partnerships with key stakeholders.
- Collaborate across all areas of the Barkly Regional Council to enhance program integration and effectiveness.
- Engage and consult with stakeholders to identify their requirements, informing organisational direction and strategy.
- Identify available funding opportunities, including grants and sponsorship, and maintain strong relationships with sporting and community groups.
- Provide an effective booking process for Council properties and recreation facilities and manage established contracts/leases with user groups.

Budget Management and Compliance

- Manage and oversee Barkly Regional Council's Youth, Sport and Recreation budget, resources, and facilities while promoting a customer-centric approach to service delivery.
- Foster effective communication and collaboration with communities and stakeholders to ensure successful program delivery and compliance with the Local Government Act 2019, Regulations, and Council policies.
- Monitor and assess the performance of Youth, Sport and Recreation services, making data-driven adjustments to improve effectiveness and ensure timely completion of program and funding reports.
- Deliver value for all stakeholders in an ethical and socially responsible manner, promoting a positive and collaborative culture through transparent decision-making.

People Management

- Supervise and manage staff, providing support, advice, and facilitating training and development opportunities.
- Effectively lead, motivate, and develop employees within the Youth, Sport and Recreation Department to achieve the company's goals.
- Be responsible for overseeing the performance, development, and well-being of all employees within the Youth, Sport and Recreation Department.
- Foster a culture of collaboration, teamwork, and communication within the Youth, Sport and Recreation Department.

Other

- You will be required to perform your duties 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 Challenges

- Identifying and resolving issues related to use of Council youth, sports and recreation facilities.
- Ensuring cooperation between user groups of recreation facilities whilst maintaining facilities to a high standard
- Raising the profile of youth, sports and recreation offerings

- Effective management of competing priorities ensuring the best outcome for individual communities.

4. Key Accountabilities

- Monitor and evaluate responsible programs in conjunction with the Director of Community Services and provide strategic advice in relation to areas of social need.
- Facilitate appropriate and collaborative relationships with Youth Sport and Recreation staff to foster a well-skilled and cooperative team.
- Prepare and deliver regular and ad-hoc reports to the Director of Community Services and funding providers, ensuring information is accurate, concise, and aligns with funding reporting goals and objectives.
- Management of staff, weekly timesheets, leave entitlements, and work.
- Assist in the recruitment of the Youth, Sport and Recreation staff, to ensure that all vacant positions are filled in a timely manner.
- Demonstrate leadership and participation in shaping the organisations culture and behaviours, through the implementation of Council policies related but not limited to workplace diversity, workforce planning, and staff retention strategies.
- Participate in Work Health and Safety (WHS) issues and assist with the identification and rectification of safety hazards in and proactive manner in consultation with the WHS Advisor.

5. Organisational Relationship

Position Title:	Regional Manager Youth, Sport and Recreation (1330000)
Reports to:	Director of Community Services (13000000)
Department:	Community Services
Supervises:	Youth, Sport and Recreation Coordinators Youth, Sport and Recreation Team Leaders TCYC Team Leader Tennant Creek
Internal Liaison:	Chief Executive Officer Director of Community Services Youth, Sport and Recreation Coordinators Youth, Sport and Recreation Team Leaders Youth, Sport and Recreation Officers Youth Officers Other Council Staff
External Liaison:	Territory and Commonwealth Government Representatives Private Sector and other Stakeholders Non-Government Representatives Rate Payers, Residents, and Visitors

6. Knowledge and Skills

Organisational:

- Possess a high degree of drive, initiative, and enthusiasm.
- High level of sensitivity, diplomacy, and confidentiality.
- Ability to use sound judgment, discretion, and negotiation skills.
- Excellent time management and organisational skills.
- Ability to manage one's own time to meet specific timeframes and allocated tasks within the role.
- Ability to work within a team environment whilst also producing results working independently.

Interpersonal:

- Ability to source cooperation and assistance from other staff, management, and community members to achieve position objectives.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- A committed team player, creative thinker, and innovator is essential.

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.
- Report all accidents, incidents, and any hazardous situations within your work environment to your manager.

7. Essential Criteria – Qualifications, Skills, and Experience

1. Tertiary qualifications and/or equivalent experience in a relevant field, with demonstrated experience in leading multi-disciplinary teams and managing financial and funded programs across multiple communities.
2. Proven skills in performance management, training, and mentoring, with the ability to establish and maintain positive relationships with internal and external stakeholders.
3. Demonstrated ability to communicate and work constructively in culturally diverse settings, with a strong understanding of Aboriginal culture, family, and community structures.

4. A current Northern Territory Manual (C class) Driver's Licence.
5. A current National Criminal History Check (within the last 3 months).
6. A current Northern Territory Working with Children Clearance (Ochre Card).
7. A current First Aid Certificate.
8. A current CPR Certificate.

8. Desirable Criteria – Qualifications, Skills, and Experience

1. Tertiary qualifications in a related discipline such as Youth Work, Social Work, Community Development, or similar.

9. Wages and Allowances

Classification:	Above EBA <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time - Permanent (38 hours per week)
Annual Salary:	\$133,340.48 per annum (\$5,128.48 gross per fortnight)
Allowance:	Remote Living Allowance \$1.8900 per ordinary hour
SCG:	11.5%

10. Certification

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

Murray Davies

Murray Davies
Acting Chief Executive Officer

26 / 9 / 2024
Date

11. Acceptance

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

Signature

_____/_____/_____
Date