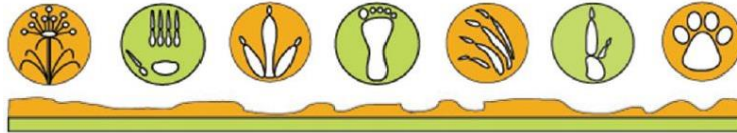


BARKLY REGIONAL COUNCIL



Administration Officer – Night Patrol (ADO001)

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. Our Vision, Purpose and Values

VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

VALUES

- | | |
|------------------------|--|
| Integrity: | Upholding honesty and transparency in everything we do. |
| Diversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| Empathy: | Understanding and valuing the needs and experiences of others. |
| Accountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| Service: | Dedicating ourselves to excellence, putting people first, and creating a positive impact. |

3. 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.
- Assist with Human Resources (HR) compliance processes, including maintaining records related to National Criminal History Checks, Working with Children Clearances (Ochre Card – Northern Territory), and other employment-related documentation for Night Patrol staff.
- 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 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.

4. Key Accountabilities

- Provide high-level administrative support to Strategic Partnerships by preparing correspondence, reports, and confidential documents.
- Maintain efficient filing, diary, and record systems to ensure effective information management.
- Undertake research, projects, and data collection to support senior executives in decision-making.
- Deliver quality customer service by responding to enquiries and supporting committees with reports, minutes, and meeting coordination.
- Manage office supply purchases and perform duties as a certifying officer.
- Coordinate travel, events, catering, and special functions to ensure smooth organisational operations.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Administration Officer – Night Patrol (ADO001)
Reports to:	Regional Manager Community Safety and Safe House (MCS001)
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, Organisations and Representatives
	Contractors and Suppliers
	Other External Organisations and Stakeholders
	Rate Payers, Residents, and Visitors

6. Wages and Allowances

Classification:	Level 4 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time - Temporary (38 hours per week) (End date: 30 June 2026)
Annual Salary:	\$67,918.20 per annum (\$2,612.24 gross per fortnight)
SCG:	12%
Roster:	The supervisor will set a roster that is no more than 38 hours in any given week and/or 7.6 hours within a given day, within the span of ordinary hours of work, currently 6:00 AM to 6:00 PM, Monday to Friday.

7. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

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.

8. Essential Criteria – Qualifications, Skills, and Experience

1. Administrative skills to effectively support the achievement of work objectives.

9. Desirable Criteria - Qualifications, Skills, and Experience

1. Knowledge of the Community Safety and Wellbeing Program.
2. Experience in the delivery of Government Funded Programs.
3. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
4. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence

Desirable

- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction
- HLTAID011 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- BSB40120 Certificate IV in Business Administration

11. Certification

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



Susan Steele
Acting Chief Executive Officer

22 / 10 / 2025
Date

12. Acceptance

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

Signature

_____/_____/_____
Date