

BARKLY REGIONAL COUNCIL



Council Services Manager

(Full-Time – Permanent)

1. Position Objectives

The Council Services Manager leads and manages a team of community and program staff to deliver all Council services within the region, ensuring communities are well-presented, well-maintained, and healthy. The role provides strategic leadership, operational management, and supervision of daily community programs and municipal services, including agency and contracted services. A key responsibility is community engagement, acting as the Secretariat for Local Authority meetings and actively collaborating with community stakeholders.

This position is performed within remote communities across the Barkly Region. The operating environment differs from many urban workplaces due to geographic isolation, remoteness, cultural diversity, and local operating conditions. Employees are expected to be adaptable, exercise sound judgement, and comply with all Council policies, procedures and Work Health and Safety (WHS) requirements.

Many communities within the Barkly Region are subject to alcohol restrictions. The position holder must comply with all applicable community by-laws, alcohol management plans, and relevant legislation while living and working in these communities.

The position holder should be aware that working in remote local government requires resilience, flexibility, cultural awareness, and the ability to adapt to changing operational circumstances.

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. excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Leadership and People Management

- Supervise, lead, and support municipal and operational staff.
- Implement, organise, and participate in staff training and development programs.
- Conduct bi-annual performance reviews, development planning, and coaching.
- Develop staff rosters, daily run sheets, and ensure effective service delivery.
- Foster a positive team culture emphasising collaboration, communication, and high performance.
- Oversee staff wellbeing, safety, and adherence to Council values and policies.
- Ensure all staffing positions are filled, prioritising local employment and capacity-building initiatives.

Operational Management

- Develop and implement comprehensive works programs for municipal teams.
- Maintain public spaces, including lawns, gardens, and communal areas, to high standards.
- Manage the operational readiness of Council offices and infrastructure.
- Oversee maintenance and safety of Council assets, including plant, vehicles, and equipment.
- Monitor municipal service delivery (waste management, infrastructure, sewerage, airstrips, etc.) in accordance with contracts.
- Support community events such as NAIDOC Week, sports carnivals, and cultural activities.

Strategic and Governance Support

- Contribute to the development of the Council's Regional Plan and related strategic documents.
- Provide governance support for Local Authority meetings, including agenda and minute preparation, and reports for the Chief Operating Officer.
- Support quorum achievement and active engagement in Local Authority processes.
- Make recommendations on infrastructure investments and capital works projects.
- Collect, analyse, and report service delivery data to inform decision-making.

Financial Management

- Manage and monitor the approved community operational budget, ensuring financial sustainability.
- Authorise expenditure within delegated limits.
- Ensure compliance with financial policies and procurement standards.
- Oversee payroll processing, purchase orders, and financial recordkeeping.

Stakeholder Engagement

- Act as the primary liaison with community members, Council departments, external agencies, and partners.
- Facilitate transparent communication and inclusive decision-making processes.
- Support Human Resources (HR) investigations and ensure confidentiality and policy adherence.

Other Duties

- You will be required to perform your duties 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 leadership, set clear expectations, and monitor team performance.
- Use data-driven insights to identify improvement opportunities.
- Foster a culture of trust, accountability, and open communication.
- Collaborate across departments to ensure adequate resources and support.
- Maintain regular reporting on team performance, challenges, and successes.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Council Services Manager
Reports to:	Regional Manager Operations
Department:	Operational Services
Supervises:	Works Supervisor Customer Service Officers
Internal Liaison:	Chief Executive Officer Chief Operating Officer Regional Manager Operations Council Services Manager Works Supervisors Municipal Workers Customer Service Officers Other Council Staff
External Liaison:	Contractors and Suppliers Elders and Local Authority Members Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Component	Description	Annual Value
Award / Agreement	Local Government Industry Award 2020 / Barkly Regional Council Enterprise Agreement 2024 (BRCEA)	N/A
Classification Level	Pay Level (6) Pay Point (1-5)	N/A
Base Salary	As per Agreement Classification Level	\$82,824.87 – \$87,497.66
Individual Flexibility Arrangement (IFA) Payment	The IFA incorporates agreed entitlements including overtime, penalty rates, allowances, and flexible working arrangements in accordance with the Enterprise Agreement	\$40,635.61
Superannuation	Employer SG Contribution @ 12%	\$15,114.41 – \$15,686.47
Hours of Work	Ordinary hours	38 hours per week
Overtime	Incorporated into IFA with the exception of a Specialist requesting specific overtime outside of normal routines.	As per IFA
Annual Leave	Six (6) Weeks per Annum	N/A
Leave Loading	@ 17.5% as BRC EA	\$2,492.95 – \$2,587.31
Other Leave Entitlements	Personal and other leave provisions	In accordance with NES and Enterprise Agreement
Allowances	Incorporated into IFA except for: Travel: Accommodation (when pre-approved) and reimbursements for breakfast and dinner up to the amounts in the EA	As per IFA
Housing Benefit	Council-provided accommodation package: Council will rent and provide a suitable furnished house for use upon signing a Housing Agreement	\$21,000.00 approximate value, not exchangeable
Housing Utilities	Council will pay for reasonable housing utilities per annum	\$4,600.00

Salary Packaging	Salary sacrifice arrangements available	As per Council policy
Employee Wellbeing	Employee Assistance Program (EAP) and wellbeing initiatives	Included
Total Remuneration Package		\$166,667.84 – \$172,007.05

7. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Ability to work effectively within a team, participate as a team member, and support other staff as required.
- Ability to manage high volumes of work, set and meet deadlines, and prioritise tasks effectively.

Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills, including with senior management.
- Strong stakeholder engagement and management skills.
- Ability to gain cooperation and assistance from staff and management to achieve position objectives.

Change Management:

- Ability to recognise issues, use initiative to identify and discuss proposed solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstrate a positive and proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.
- to ensure one's own safety at work and that of other staff within the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Experience managing remote and culturally diverse teams.
2. Proven success in community service delivery and municipal management.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Financial management and reporting experience.
2. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
3. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- Diploma or trade qualification, or equivalent experience.
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- CPCWHS1001 Work Safely in the Construction Industry (White Card)
- Driver's Licence

Desirable

- VTP414 4WD Operations on Unsealed Roads Course
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work – Prevention of Sexual Harassment in the Workplace Training
- Prevention of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

- This role is classified as **Medium Work**, involving a combination of case management, community engagement, program delivery, and travel across remote communities.
- This role involves minimal manual handling tasks, including occasional lifting and carrying of program resources, equipment, and materials.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
 - Sit for extended periods while undertaking case management, reporting, and administrative tasks;
 - Travel regularly to remote communities, including overnight stays;
 - Stand and walk during outreach activities, meetings, and program delivery;
 - Facilitate community education sessions and group activities;
 - Work in office, community, and remote environments.

Inherent Physical Requirements:

- Ability to sit for extended periods while undertaking computer-based work and reporting.
- Ability to stand and walk intermittently throughout the workday.

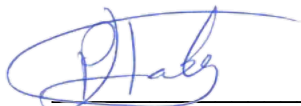
- Ability to travel regularly within the Barkly Region, including remote communities and overnight stays.
- Ability to work in both office and community-based environments.
- Ability to undertake occasional lifting and carrying of program materials and equipment.
- Ability to facilitate training sessions, meetings, and community activities.
- Ability to use computers, mobile devices, and office equipment for prolonged periods.
- Ability to work in varying environmental conditions while undertaking outreach activities.

Physical Requirements of Job Role							
Job Role	Council Services Manager						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing					X		
Sitting					X		
Forward Reaching				X			
Neck flexion / extension / rotation				X			
Reaching above shoulder height		X					
Stooping & bending forward from standing position			X				
Kneeling / squatting		X					
Trunk rotation				X			
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		X					
Walking				X			
Walking over uneven surfaces			X				
Ladder climbing	X						
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting		X					
Bilateral carrying		X					
Lifting with weight away from body <10kg			X				
Lifting with weight away from body >10kg	X						
Lowering a vertical distance > 25cm from waist to floor		X					
Lowering a vertical distance > 25cm from waist to shoulder height	X						
Lifting 0kg - 4.5kg			X				
Lifting 4.5kg - 9kg		X					
Lifting 9kg - 22kg	X						
Lifting 22kg - 45kg	X						
Lifting 45kg+	X						
Handling unstable objects	X						

Carrying		X					
Pushing / pulling		X					
Sustained / repetitive hand grip				X			
Tool use			X				
Exposure to vibration		X					

12. Certification

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



Peter Harder

Chief Executive Officer

Date

06 / 07 / 2026

13. Acceptance

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

Signature

Date

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