

BARKLY REGIONAL COUNCIL



Manager Human Resources

(Full-Time – Permanent)

1. Position Objectives

The Manager Human Resources is responsible for leading and managing the Human Resources function across Barkly Regional Council and providing strategic workforce leadership across the organisation.

The position is accountable for the development, implementation, and oversight of Council's workforce strategy, industrial relations framework, organisational culture initiatives, and people management systems.

The role provides high-level specialist advice to the Chief Executive Officer, Executive Leadership Team, and Council on complex employment, industrial relations, organisational development, workforce planning, and governance matters.

The position has significant impact on the day-to-day operations of Council through the management of workforce systems, organisational compliance, employee relations, enterprise bargaining processes, leadership development, and organisational change initiatives.

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

Human Resource Management

- Lead and manage the Human Resources function across Barkly Regional Council.
- Develop, implement, and monitor strategic workforce planning initiatives aligned with Council's long-term organisational objectives.

- Provide high-level specialist advice to the Chief Executive Officer and Executive Leadership Team on workforce strategy, industrial relations, organisational development, governance, and legislative compliance.
- Lead the development and implementation of Council-wide HR strategies, systems, frameworks, and initiatives.
- Manage complex employee relations, disciplinary, grievance, investigation, and organisational risk matters.
- Oversee Council's recruitment, onboarding, retention, succession planning, and workforce capability programs.
- Lead organisational change management initiatives and workforce reform activities.
- Develop and review HR policies, procedures, and frameworks to ensure alignment with legislative and organisational requirements.
- Monitor workforce metrics and provide strategic reporting, analysis, and recommendations to Executive Management and Council.
- Ensure Council maintains compliance with all relevant employment legislation, industrial instruments, and workforce obligations.

Industrial Relations and Organisational Governance

- Lead industrial relations and employee relations functions across Council.
- Manage enterprise bargaining processes, industrial negotiations, and consultation activities.
- Represent Council in industrial relations matters with unions, legal representatives, external agencies, and relevant authorities.
- Provide strategic advice on organisational risk relating to workforce and industrial matters.
- Lead the interpretation and application of Enterprise Agreements, Awards, policies, and employment legislation.
- Oversee workforce governance systems and employment compliance frameworks.

Leadership and Organisational Culture

- Lead and manage the HR Team and provide professional leadership and mentoring.
- Drive organisational culture, employee engagement, diversity, inclusion, and workforce wellbeing initiatives.
- Build leadership capability across Council through coaching, training, and development initiatives.
- Develop collaborative relationships across all Council departments to support organisational performance and strategic workforce outcomes.
- Contribute as a senior organisational leader supporting Council-wide operational and strategic objectives.

Work Health and Safety Support

- Provide strategic HR support relating to Work Health and Safety systems, injury management, return-to-work processes, and workforce wellbeing.
- Support organisational compliance with WHS obligations through HR systems, policies, and workforce initiatives.

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

- Lead the effective delivery of Human Resources services across Council.
- Ensure Council maintains compliance with employment legislation, Enterprise Agreements, and workforce governance obligations.
- Deliver strategic workforce planning and organisational development initiatives.
- Manage complex industrial relations and employee relations matters.
- Provide high-level specialist advice and recommendations to Executive Management and Council.
- Contribute to organisational leadership, workforce sustainability, and operational performance.
- Lead continuous improvement of workforce systems, practices, and organisational culture.
- 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: Manager Human Resources

Reports To: Chief Executive Officer

Department: Office of the CEO

Internal Liaison: Directors and Managers

Recruitment Coordinator

Other Council Staff

External Liaison: Recruitment Providers

Training Organisations

Legal Advisors

Unions and Industrial Representatives

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 (8) Pay Point (1-3)	N/A
Base Salary	As per Agreement Classification Level	\$95,987.32– \$98,716.97
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	\$45,000.00
Superannuation	Employer SG Contribution @ 12%	\$16,918.48– \$17,246.04
Hours of Work	Ordinary hours	38 hours per week
Overtime	Incorporated into IFA with the exception of a Manager requesting specific overtime outside of normal routines.	As per IFA
Annual Leave	Six (6) Weeks per Annum	N/A
Leave Loading	@ 17.5% as BRCEA	\$2,846.86– \$2,901.98
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
Motor Vehicle	Reasonable private use vehicle provision as per Council Policy	\$15,000.00
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
Professional Development	Relevant training and development support as per Council's Policy	\$5,000.00, expires annually
Employee Wellbeing	Employee Assistance Program (EAP) and wellbeing initiatives	Included
Total Remuneration Package		\$206,352.66 – \$209,464.99

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.

8. Essential Criteria – Qualifications, Skills and Experience

1. Demonstrated experience leading a complex Human Resources function within a large or diverse organisation.
2. Extensive knowledge of industrial relations, employment legislation, Enterprise Agreements, and organisational governance frameworks.
3. Demonstrated experience leading enterprise bargaining, industrial negotiations, and organisational change initiatives.
4. High-level strategic workforce planning and organisational development capability.
5. Demonstrated ability to provide high-level specialist advice to Executive Management and senior stakeholders.
6. Strong leadership, negotiation, conflict resolution, and stakeholder management skills.
7. Demonstrated experience managing organisational risk associated with workforce and industrial matters.

9. Desirable Criteria - Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government in a regional/remote environment.

10. Compliance, Training and Development

Mandatory

- Tertiary qualifications in Human Resources, Business, Management, or demonstrated experience leading a complex Human Resources function within a large or diverse organisation
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver Licence

Desirable

- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction
- 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 **Light Work**, involving predominantly administrative, strategic, and computer-based tasks with minimal physical demands.

- This role involves minimal manual handling tasks, including occasional lifting and carrying of documents, files, office equipment, and training materials.
- Manual lifting is generally up to 20kg, with infrequent handling at this level.
- 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 computer-based and strategic work;

- Participate in meetings, training sessions, and workplace consultations;
- Travel within the Barkly region as required;
- Respond to complex workforce, industrial relations, and organisational matters in a dynamic environment.

Inherent Physical Requirements:

Physical Requirements of Job Role							
Job Role	Manager Human Resources						
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

09 / 06 / 2026
Date

13. Acceptance

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

Signature

____ / ____ / ____
Date