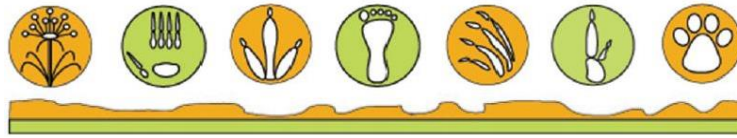


BARKLY REGIONAL COUNCIL



Project Coordinator (Full-Time – Permanent)

1. Position Objectives

The Project Coordinator will play a critical role in supporting the Project Managers with the coordination and management of ongoing projects in the Barkly Region. The role is responsible for procuring quotes, liaising with contractors, and overseeing the repair and maintenance of all Council-owned and leased assets.

The Project Coordinator will ensure projects are delivered on time, within budget, and in compliance with all relevant regulations and standards. In addition, the role will provide support for fleet management activities, including assisting with fleet-related tasks, maintaining accurate fleet records and supporting the effective management, monitoring and coordination of fleet assets as needed.

This position is based in Tennant Creek, however, some travel across the Barkly region may be required from time to time to support staff coverage or provide training to other team members. Overnight stays may occasionally be necessary.

2. Our Vision, Purpose and Values

VISION

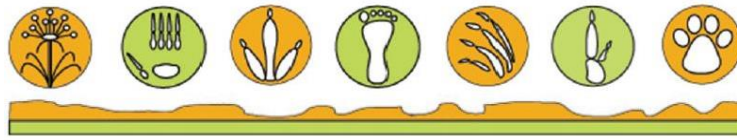
“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

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

Project Support

- Assist Project Managers in the planning, execution, and closing of projects.
- Coordinate project schedules, resources, and information flow between all stakeholders.
- Assist in the preparation and monitoring of project budgets.

Procurement and Contract Management

- Source and procure quotes from suppliers and contractors in accordance with Council procurement policies.
- Evaluate and recommend suppliers and contractors based on quality, cost, and reliability.
- Ensure all procurement processes are compliant with relevant regulations and council policies.

Liaison and Communication

- Act as a point of contact between Project Managers, contractors, suppliers, and other stakeholders.
- Facilitate clear and effective communication to ensure project objectives are understood and met by all parties.
- Coordinate and attend meetings with stakeholders, providing updates on project status and addressing any concerns.

Asset Management

- Oversee the repair and maintenance of all council-owned and leased assets in Tennant Creek.
- Coordinate with contractors and internal teams to ensure timely completion of maintenance and repair work.
- Conduct regular in-going and out-going inspections of Council properties in Tennant Creek, documenting the condition of properties, identifying maintenance requirements and following up on any issues identified.
- Maintain accurate records of all maintenance activities, costs, and outcomes.

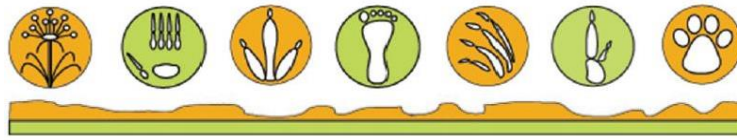
Risk Management

- Identify potential risks to project timelines, budgets, or quality, and develop mitigation strategies.
- Monitor and report on any issues that may impact the successful delivery of projects.

Compliance and Reporting

- Ensure all projects comply with relevant legal, environmental, and safety regulations.
- Maintain all project documentation in accordance with council records management policies.

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Fleet Management Support

- Provide management with reports on fleet usage, costs, and maintenance schedules.
- Maintain and update databases related to fleet assets, ensuring accuracy and accessibility.

Other Duties

- 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.

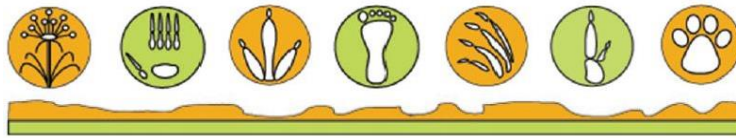
4. Key Accountabilities

- Support Project Managers with planning, coordination, and delivery of Council projects.
- Assist with procurement, contractor management, and compliance with Council policies.
- Communicate effectively with stakeholders to ensure smooth project progress.
- Oversee maintenance and repairs of Council assets, keeping accurate records.
- Monitor budgets, risks, and timelines to ensure successful project outcomes.
- Ensure that the project team has the necessary tools and resources to complete tasks efficiently.
- Coordinate fleet maintenance, repairs and servicing of vehicles and equipment.
- Stay informed about relevant legislation, regulations, and industry best practices in the Northern Territory.
- 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:	Project Coordinator
Reports to:	Project Manager
Department:	Infrastructure and Fleet
Supervises:	N/A
Internal Liaison:	Chief Executive Officer

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Director of Infrastructure / Fleet

Project Managers

Project Coordinator

Manager Fleet

Mechanics

Trades Assistant

Other Council Staff

External Liaison: Contractors and Suppliers

Government and Non-Government Departments, Organisations and Representatives

Ratepayers, Residents, and Visitors

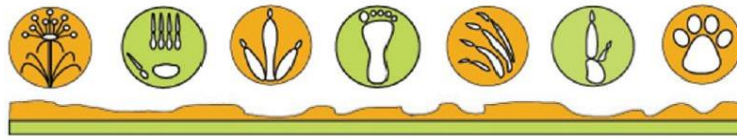
6. Salary and Other Benefits

Classification:	Level 6 – Barkly Regional Council Enterprise Agreement 2024 (EA)
EA Level 6.1 Salary:	\$82,824.87 per annum (\$41.92 per hour)
Above EA Payment:	\$5,000.00 – \$17,580.78 (\$2.53 – \$8.90 per hour)
Status:	Full-Time – Permanent (38 hours per week)
SCG:	12%
Annual Leave:	6 Weeks
Leave Loading:	17.5%
Roster	The Supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours of work, currently 6:00 am to 6:00 pm, Monday to Friday.
Roster Flexibility:	Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes will be managed in accordance with applicable employment conditions and consultation requirements.

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.

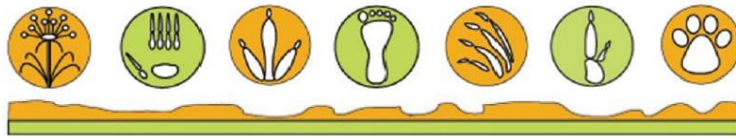
8. Essential Criteria – Qualifications, Skills and Experience

1. Experience working with contractors and suppliers in the construction, infrastructure, or local government sectors in the Northern Territory preferably.
2. Knowledge of procurement processes and / or contract management or the ability to learn.
3. Understanding of asset management and maintenance practices.
4. Ability to manage multiple tasks and projects simultaneously.
5. Proficient in project management software and / or Microsoft Office Suite.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Construction / roads or Project Management 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.

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10. Compliance, Training and Development

Mandatory	Desirable
- National Criminal History Check - Working with Children Clearance (Ochre Card – Northern Territory) - VTP414 4WD Operations on Unsealed Roads Course - General Construction Induction Card (White Card)	- Diploma or Advance Diploma qualification in Project Management or similar - Tertiary Degree qualification in Project Management, Engineering or similar - 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.

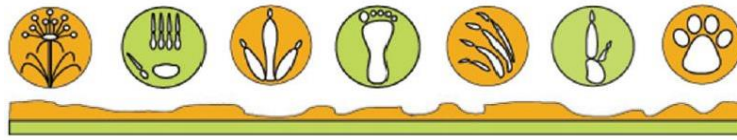
Physical Demand Classification:

This role is classified as Light Work, involving project coordination, contractor and supplier liaison, asset and fleet support, administrative duties, and occasional attendance at project locations.

- This role involves minimal manual handling tasks, including occasional lifting and carrying of documents, project materials, equipment and supplies.
- 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 project coordination, reporting and computer-based work;
 - Stand and walk intermittently throughout the workday;
 - Attend project and asset locations as required;
 - Walk over uneven surfaces when attending project sites;
 - Travel within the Barkly Region, including on unsealed roads where required.

The role's responsibilities include coordinating Council projects, contractors, asset maintenance and fleet activities across the region.

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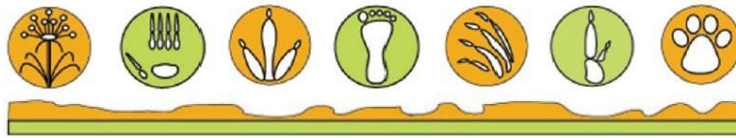


Inherent Physical Requirements:

- Ability to sit for extended periods while undertaking computer-based project coordination and reporting.
- Ability to stand and walk intermittently throughout the workday.
- Ability to undertake occasional lifting and carrying of files, equipment, project resources and supplies.
- Ability to bend and reach during routine office and project activities.
- Ability to walk over uneven surfaces when attending project and asset locations.
- Ability to enter and exit vehicles when undertaking work-related travel.
- Ability to travel within the Barkly Region, including travel on unsealed roads.
- Ability to use computers, mobile devices and office equipment for prolonged periods.
- Ability to maintain manual dexterity for keyboard, mouse and electronic device use.

Physical Requirements of Job Role							
Job Role: Project Coordinator							
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing				X			Meetings, site visits and project inspections
Sitting					X		Computer-based project coordination and reporting
Forward Reaching				X			Office and records tasks
Neck flexion / extension / rotation					X		Computer work and site observation
Reaching above shoulder height		X					Occasional access to stored materials
Stooping & bending forward from standing position			X				Filing, inspections and accessing materials
Kneeling / squatting		X					Not a routine requirement
Trunk rotation				X			Office, vehicle and site activities
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform			X				Accessing vehicles and some project sites
Walking				X			Office movement and project/site inspections
Walking over uneven surfaces			X				Project and asset inspections
Ladder climbing		X					Not normally required

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Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting		X					Light office / project materials
Bilateral carrying			X				Files, equipment and project resources
Lifting with weight away from body <10kg			X				Light equipment and materials
Lifting with weight away from body >10kg		X					Infrequent
Lowering a vertical distance > 25cm from waist to floor			X				Files, supplies and project materials
Lowering a vertical distance > 25cm from waist to shoulder height		X					Infrequent
Lifting 0kg - 4.5kg				X			Documents, laptop and small equipment
Lifting 4.5kg - 9kg			X				Occasional equipment and supplies
Lifting 9kg - 22kg		X					Rare; use safe handling controls
Lifting 22kg - 45kg	X						Mechanical aids or team handling
Lifting 45kg+	X						Mechanical aids or team handling
Handling unstable objects	X						Not normally required
Carrying			X				Files, equipment and project resources
Pushing / pulling		X					Light office or site equipment
Sustained / repetitive hand grip				X			Keyboard, mouse and device use
Tool use		X					Not a hands-on trade role
Exposure to vibration			X				Vehicle travel, including unsealed roads

12. Certification

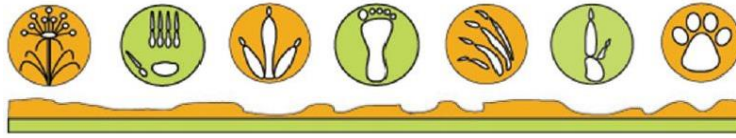
The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

Peter Harder
Chief Executive Officer

18 / 08 / 2026

Date

BARKLY REGIONAL COUNCIL



13. Acceptance

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

Signature

_____/_____/_____
Date