

Regional Manager Operations

(Full-Time – Permanent)

1. Position Objectives

The position of Regional Manager Operations is to support a small team of Council Services Managers and local staff to deliver Council's municipal and commercial operations at Council's Remote Community Service Centres of:

- Ali Curung
- Alpururulam
- Ampilatwatja
- Wutunugurra

Reporting to the Chief Operating Officer, this position plays a crucial part in ensuring effective and efficient operations to drive sustainable development in the region.

The role includes planning, developing, executing, and reporting on funded services, projects, and initiatives that engage the community, staff, and stakeholders with alignment to Council's Regional Plan.

The role requires the following physical aspects:

- Sitting and/or standing for extended periods.
- Working indoors in an office environment.
- Working outdoors in direct sunlight and heat.
- Manual handling of objects above 10kgs.
- Travel in light aircraft or by 4WD vehicles on unsealed roads for long distances.

This position is based in Tennant Creek however it is a requirement that the position holder be willing and able to travel and work in all remote communities within the Barkly Regional Council area with overnight stays of up to one week at a time / and or longer periods to provide leave coverage.

2. Our Vision, Purpose and Values

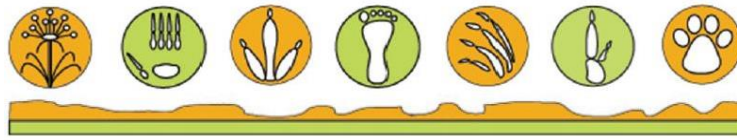
VISION

"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".

BARKLY REGIONAL COUNCIL



VALUES

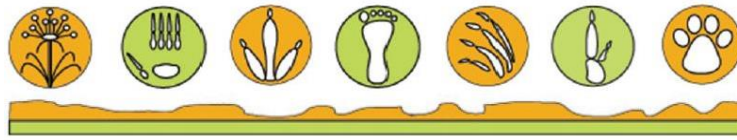
Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through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

3. Key Responsibilities

Management and Leadership

- Provide leadership across Council's municipal and commercial operations, in the four remote communities across the Barkly, ensuring compliance with relevant legislation and contractual obligations in areas such as:
 - Landfill management and waste collection
 - Weed and vegetation control
 - Parks, sporting grounds and open spaces
 - Cemetery management
 - Internal road maintenance
 - Remote airstrip service ability and maintenance
- Manage and support a team of remote Council Service Managers responsible for managing community service delivery, providing services under our commercial contracts with Services Australia, Australia Post and the Department of Logistics and Infrastructure. This includes overseeing contract compliance, service quality, and performance metrics.
- Work under the direction of the Chief Operating Officer to ensure high-quality and cost-effective service delivery is achieved by Council Service Managers, including implementation of clear work plans and programs, professional development plans for all remote Council Service Managers.
- Effective collaboration with the fleet and infrastructure team to ensure efficient and cost-effective mobilisation equipment and vehicles between communities, and streamlined prioritisation of repairs and maintenance
- Promote collaboration, clear communication, and alignment with Council's strategic goals within remote teams and across other directorates within the organisation.
- Address operational challenges with practical, creative, and compliant solutions to improve processes, streamline communication, and ensure staff have clear operational guidelines.
- Support staff and trainees through structured induction processes, in collaboration with other teams (Human Resources, Finance, and Infrastructure).

BARKLY REGIONAL COUNCIL



- Oversee the efficient allocation and management of resources and assets used in the delivery of municipal services.
- Ensure accurate and timely reporting on service delivery performance, risks, and mitigation strategies for Local Authority meetings, Council meetings, and Executive requests.
- Ensure compliance with Council policies, procedures, and operational guidelines, and that relevant documentation is saved and organised in accordance with Council requirements for business continuity.
- Assist in the delivery and management of Local Authority committee functions across the Barkly Local Government Area.
- Ensure adherence to the *Local Government Act 2019 and Regulations* and Council by-laws.
- Provide leadership relief in the absence of Council Services Managers, assuming their responsibilities as required.

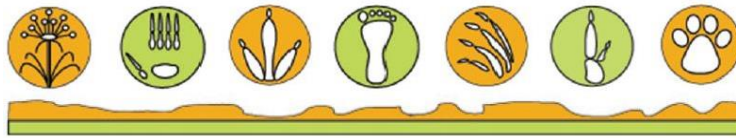
Development

- Develop and manage operational budgets across multiple service areas, ensuring efficient and effective service delivery within budget parameters.
- Contribute to the preparation of the following, as requested:
 - Strategic and/or Regional Plans
 - Business Plans
 - Funding Applications
- Monitor and evaluate staff performance, address performance issues, and implement improvement measures, including disciplinary action when required.
- Establish and maintain productive working relationships with key stakeholders including:
 - Employment agencies including RN Employment and Rainbow Gateway
 - Other government agencies
 - Training organisations and Registered Training Organisations (RTO's).
- Provide expert advice to the Chief Operating Officer and the Executive Leadership Team on the delivery and improvement of municipal and commercial services.
- Identify priorities and opportunities for service improvement and growth.
- Ensure alignment with community needs and funding agreements.

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.

BARKLY REGIONAL COUNCIL



- 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 strong leadership across Council's operations, ensuring compliance with legislation, contractual obligations, and high-quality service delivery.
- Oversee the efficient use of resources and assets, manage operational budgets, and ensure services are delivered effectively within budget parameters.
- Support, monitor, and develop staff through structured induction, performance evaluation, and implementation of improvement measures.
- Contribute to and implement strategic, regional, and business plans, ensuring alignment with Council policies, community needs, and government objectives.
- 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.

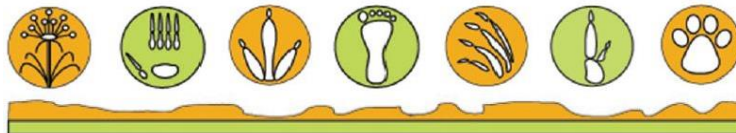
5. Organisational Relationship

Position Title:	Regional Manager Operations
Reports to:	Chief Operating Officer
Department:	Operational Services
Supervises:	Council Services Managers (Ali Curung, Ampilatwatja, Alpururulam and Wutunugurra)
Internal Liaison:	Chief Executive Officer Chief Operating Officer Regional Manager Operations Council Services Managers 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

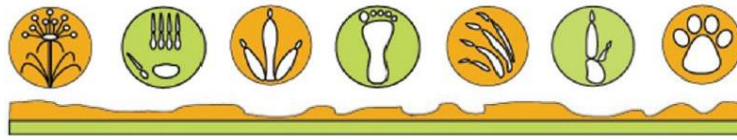
Component	Description	Annual Value
Award / Agreement	Local Government Industry Award 2020 / Barkly Regional Council Enterprise Agreement 2024 (BRCEA)	N/A

BARKLY REGIONAL COUNCIL



Classification Level	Pay Level (7 – 8)	N/A
Base Salary	As per Agreement Classification Level	\$82,824.87 – \$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	\$50,000.00
Superannuation	Employer SG Contribution @ 12%	\$16,260.83 – \$16,832.89
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	\$2,682.04 – \$2,776.40
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
Housing Utilities	Council will pay for reasonable housing utilities per annum	\$4,600.00
Professional Development	Relevant training and development support as per Council's Policy (expires annually)	\$5,000.00
Salary Packaging	Salary sacrifice arrangements available	As per Council policy

BARKLY REGIONAL COUNCIL



Employee Wellbeing	Employee Assistance Program (EAP) and wellbeing initiatives	Included
Total Remuneration Package		\$197,367.74 – \$202,706.94

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 in a similar role managing staff with a demonstrated ability to mentor and develop team members to foster sustainable, transparent and high-quality operations in communities.

BARKLY REGIONAL COUNCIL



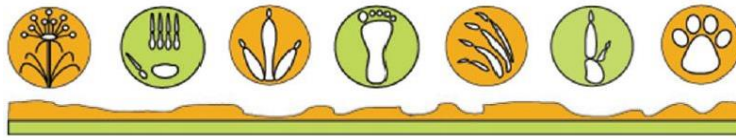
2. Extensive experience in managing budgets, financial procedures, and ensuring accurate and timely reporting.
3. Ability to draft annual plans and manage service delivery within set budgets.
4. Ability to manage and oversee commercial contracts.
5. Demonstrated experience ensuring timely implementation of project activities with Council Service Managers.
6. Understanding of heavy machinery and plant for municipal operations.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Understanding of waste management best-practice and experience managing landfill sites.
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	Desirable
• National Criminal History Check • Working with Children Clearance (<i>Ochre Card – Northern Territory</i>) • CPCWHSS1001 Work Safely in the Construction Industry (<i>White Card</i>) • Driver's Licence	• BSB50420 Diploma of Leadership and Management • Tertiary qualifications in Local Government Administration, Community Development, or similar • Plant / Machinery Tickets • Light Rigid (LR Class) Licence • Medium Rigid (MR Class) Licence • HLTAID011 Provide First Aid • HLTAID009 Provide Cardiopulmonary Resuscitation • 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:

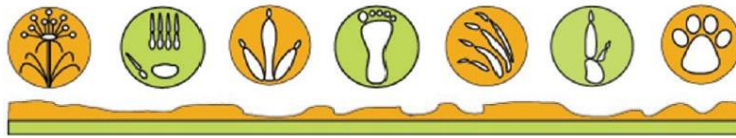
This role is classified as Light Work, involving administrative support, records management, document preparation, stakeholder liaison, operational coordination, and occasional travel within the Barkly Region.

- This role involves minimal manual handling tasks, including the occasional lifting and carrying of files, office equipment, training materials, and operational resources.
- Manual lifting is generally up to 20 kg.
- Where loads exceed 20 kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
 - Sit for extended periods while undertaking administrative duties and computer-based work.
 - Stand and walk intermittently throughout the workday.
 - Travel occasionally within the Barkly Region, including overnight stays where required.
 - Work in office environments and attend other Council workplaces as required.
 - Undertake occasional lifting and carrying of office equipment, records, and training resources.

Inherent Physical Requirements:

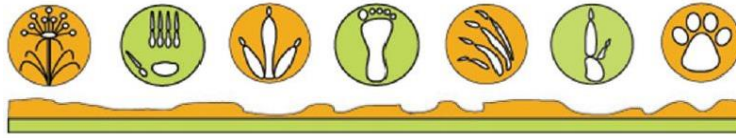
- Ability to sit for extended periods while undertaking computer-based work and administrative duties.
- Ability to stand and walk intermittently throughout the workday.
- Ability to travel occasionally within the Barkly Region, including overnight stays where required.
- Ability to work in office environments and attend other Council workplaces as required.
- Ability to undertake occasional lifting and carrying of files, office equipment, and training resources.
- Ability to use computers, mobile devices, and office equipment for prolonged periods.
- Ability to maintain manual dexterity for keyboard work and operation of office equipment.
- Ability to work safely in accordance with Council's Work Health and Safety policies and procedures.

BARKLY REGIONAL COUNCIL



Physical Requirements of Job Role							
Job Role: Regional Manager Operations							
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					
Mobility	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					

BARKLY REGIONAL COUNCIL



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					
Exposure to noise		X					PPE provided
Exposure to chemicals such as herbicides, engine oils, and other similar substances		X					PPE provided if handling is required

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

26 / 08 / 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