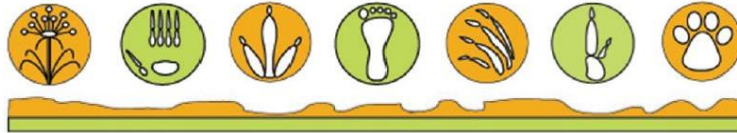


BARKLY REGIONAL COUNCIL



Regional Manager Operations (RMO001)

1. Position Objectives

The position of Regional Manager Operations is to support the Barkly Regional Council's Services Managers and teams of local staff to deliver Council's municipal and commercial operations at various Remote Community Service Centres.

Planning, developing, executing, and reporting on funded services, projects, and initiatives that engage the community, staff, and stakeholders with alignment to the strategic plan of the Operational Services Directorate. Management responsibility for effective service delivery reporting across multiple communities within the Barkly region. Reporting to the Chief Operating Officer, this position plays a crucial part in ensuring effective and efficient operations and driving sustainable development in the region.

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. It is a requirement of the role that the position holder be willing and able to travel and work in remote communities within the Barkly Regional Council area. From time to time, this may require overnight stays of up to one week at a time in community locations.

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 Duties and Responsibilities

Management and Leadership

- Provide leadership across Council's municipal and commercial operations, ensuring compliance with relevant legislation and contractual obligations in areas such as:
 - Animal Welfare
 - Swimming Pool Operations
 - Fitness Centre Management
 - Cemetery Management
 - Internal Road Maintenance
 - Parks and Open Spaces
 - Sports Grounds
 - Waste Management and Landfill Sites
 - Weed and Vegetation Control
 - Hazard Reduction
 - Airstrip Serviceability and Maintenance
- Work under the direction of the Chief Operating Officer to ensure high-quality and cost-effective service delivery is achieved by Council Service Managers.
- Promote collaboration, clear communication, and alignment with Council's strategic goals.
- 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).
- 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 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:
 - Government agencies
 - Professional organisations
 - Authorities and key stakeholders influencing Council operations
- Provide expert advice to the Chief Operating Officer and the Executive Leadership Team on the delivery and improvement of municipal and commercial services.
- Implement strategic and regional plans in alignment with Council policies and regional development objectives.
- As requested:
 - Identify priorities and opportunities for service improvement and growth
 - Ensure alignment with community needs and government objectives
 - Collaborate effectively with internal and external stakeholders

Other

- You will be required to perform your duties within the Barkly Regional Council communities, predominantly based in Tennant Creek, with regular travel 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 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.
- Establish and maintain productive relationships with government agencies, professional organisations, and other stakeholders to support Council operations.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Regional Manager Operations (RMO001)
Reports to:	Chief Operating Officer (COO001)
Department:	Operational Services

Supervises:	Council Services Managers
Internal Liaison:	Chief Executive Officer
	Chief Operating Officer
	Executive Management Team
	Council Service Managers
	Works Supervisors
	Other Council Staff
External Liaison:	Government and Non-Government Departments, Organisations and Representatives
	Other External Organisations and Stakeholders
	Local Government Authority Groups
	Contractors and Suppliers
	Clients
	Rate Payers, Residents, and Visitors

6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Demonstrated ability to work within a team environment, participate in activities as a team member and support other staff members as required.
- The ability to cope with high volumes of work, set and meet deadlines and determine priorities.

Interpersonal:

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

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.

7. Wages and Allowances

Classification:	Above EBA Award Classification <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time Permanent (38 hours per week)
Annual Salary:	\$140,420.98 per annum (\$5,400.81 gross per fortnight)
SCG:	12%

8. Essential Criteria – Skills, Experience and Qualifications

1. Extensive experience in a similar role managing staff with a demonstrated ability to mentor and develop team members to foster independence and increase local ownership of the service.
2. Extensive experience in managing budgets, financial procedures, and reporting.
3. Ability to contribute to Annual, Strategic and Business Plans.
4. Ability to manage and oversee Commercial contracts and project activities.

9. Desirable Criteria – Skills, Experience and Qualifications

1. Previous experience working for an organisation and managing staff operating across multiple sites.
2. Previous experience travelling to and working in remote locations and communities.
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)
- CPCWHSS1001 Work Safely in the Construction Industry (White Card)
- Driver's Licence

Desirable

- Site Induction
- Corporate Induction
- Work Health and Safety (WHS) Induction
- Light Rigid (LR)/Medium Rigid (MR) Licence
- HLTAID011 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- VTP414 4WD Operations on Unsealed Roads
- BSB50420 Diploma of Leadership and Management

- Tertiary qualifications in Local Government Administration, Community Development, or similar

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

13 / 11 / 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