

BARKLY REGIONAL COUNCIL



Regional Manager Youth Services (MYS001)

1. Position Objectives

The Regional Manager Youth Services is a key leadership position within the Community Services Directorate. The role is responsible for providing high-level operational and strategic support to the Director of Community Services, while supervising, mentoring, and supporting key operational staff across the Youth, Sport & Recreation (YSR), Outside School Hours Care (OSHC), YouthLinx, and Tennant Creek Youth Centre (TCYC) programs.

This position requires strong strategic and operational management capability, with responsibility for effective program delivery, workforce oversight, compliance, and reporting. The role engages with a diverse range of stakeholders and requires excellent communication skills to ensure high-quality program delivery, enhanced opportunities, and strong collaboration that align with funding requirements and community priorities.

The position holder must be willing and able to travel throughout the Barkly region, including to remote communities. Travel may be frequent, sometimes required at short notice, and may involve overnight stays to support staff, engage with stakeholders, and monitor program delivery.

2. Our Vision, Mission 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

- | | |
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| I ntegrity: | Upholding honesty and transparency in everything we do. |
| D iversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| E mpathy: | Understanding and valuing the needs and experiences of others. |
| A ccountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| S ervice: | Dedicating ourselves to excellence, putting people first, and creating a positive impact. |

3. Key Responsibilities

Program Oversight and Community Engagement

- Manage the delivery of Youth Services programs across the Barkly region, ensuring alignment with strategic objectives and high service delivery standards.
- Work with the Director of Community Services to lead operational and strategic planning, including the development of new initiatives and stakeholder partnerships.

- Collaborate across all areas of Council to enhance program integration and organisational effectiveness.
- Engage and consult with stakeholders to identify needs and priorities that inform program direction and strategic planning.
- Identify funding opportunities, including grants and sponsorships, and maintain strong relationships with sporting and community groups.
- Manage the booking process for Council facilities and oversee existing contracts and leases with user groups.
- Deliver youth programs across geographically dispersed and remote communities with differing levels of infrastructure, staffing capacity, and community readiness.
- Respond to operational issues, emerging risks, and WHS concerns in remote communities, ensuring timely documentation, escalation, and compliance with Council procedures.
- Support recruitment and retention strategies to maintain adequate staffing levels across communities.

Budget Management and Compliance

- Manage and oversee Youth Services budgets, resources, and facilities while promoting a customer-focused approach to service delivery.
- Foster effective communication and collaboration with communities and stakeholders to ensure program success and compliance with the Local Government Act 2019, Regulations, and Council policies.
- Monitor and assess program performance, making data-driven improvements and ensuring timely completion of program and funding reports.
- Promote ethical and transparent decision-making that supports a positive and collaborative organisational culture.
- Manage multiple grant-funded budgets with varying compliance requirements (NIAA, NTG, OSHC, and others), ensuring all financial and performance reporting is accurate and submitted on time.

People Management

- Supervise and manage staff, providing guidance, support, and professional development opportunities.
- Lead, motivate, and develop employees to meet program and organisational goals. Oversee staff performance, development, and wellbeing across the department.
- Foster a culture of teamwork, collaboration, and open communication.
- Provide regular supervision and workforce development for staff working independently in remote communities where face-to-face support may be limited.
- Oversee and approve staff timesheets, rosters, and leave to ensure accuracy, compliance, and timely submission.
- Manage competing community expectations while ensuring program delivery remains aligned with Council policies, funding requirements, and available resources.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere 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 Challenges

- Identifying and resolving issues related to use of Council youth, sports and recreation facilities.
- Ensuring cooperation between user groups of recreation facilities whilst maintaining facilities to a high standard
- Raising the profile of youth, sports and recreation offerings
- Effective management of competing priorities ensuring the best outcome for individual communities.

5. Key Accountabilities

- Lead, coordinate, and ensure high-quality delivery of Youth Services programs across the Barkly region, including remote communities with varying levels of infrastructure and readiness.
- Work collaboratively with the Director of Community Services and external stakeholders to inform strategic planning, develop new initiatives, and strengthen partnerships.
- Engage with communities, sporting groups, and partner organisations to understand needs, support program planning, and maintain effective communication and relationships.
- Identify funding opportunities, manage multiple grant-funded programs, and ensure all financial, performance, and legislative reporting requirements are met.
- Manage Youth Services budgets, resources, and facilities to ensure efficient, compliant, and customer-focused service delivery.
- Lead, supervise, and support Youth Services staff, including those working in remote communities, ensuring effective performance management, development, and retention.
- Monitor operational issues, emerging risks, and WHS concerns across the region, ensuring timely escalation, documentation, and adherence to Council procedures.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

6. Organisational Relationship

Position Title:	Regional Manager Youth Services (MYS001)
Reports to:	Director of Community Services (DCS001)
Department:	Community Services
Supervises:	Youth Services Team Leaders TCYC Team Leader Tennant Creek
Internal Liaison:	Chief Executive Officer Director of Community Services Youth, Sport and Recreation Team Leaders

Youth, Sport and Recreation Officers

Youth Officers – TCYC

Youth Officer - YouthLinks

Other Council Staff

External Liaison: Government and Non-Government Departments, Organisations and Representatives

Private Sector

Stakeholders

Contractors and Suppliers

Clients

Rate Payers, Residents, and Visitors

7. Wages and Allowances

Classification: Above EBA Award Classification

Barkly Regional Council Enterprise Agreement 2024

Status: Full-Time Permanent (38 hours per week)

Annual Salary: \$140,420.98 per annum (\$5,400.81 gross per fortnight)

SCG: 12%

8. 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.

9. Essential Criteria – Qualifications, Skills, and Experience

1. Tertiary qualifications and/or equivalent experience in a relevant field, with demonstrated experience in leading multi-disciplinary teams and managing financial and funded programs across multiple communities.
2. Proven skills in performance management, training, and mentoring, with the ability to establish and maintain positive relationships with internal and external stakeholders.
3. Demonstrated ability to communicate and work constructively in culturally diverse settings, with a strong understanding of Aboriginal culture, family, and community structures.

10. 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.

11. Compliance, Training and Development

Mandatory

- National Criminal History Check
- Working with Children Clearance
(Ochre Card – Northern Territory)
- Driver's Licence

Desirable

- Corporate Induction
- Site Induction
- Workplace Health and Safety
(WHS) Induction
- HLTAID011 Provide First Aid
- HLTAID009 Provide
Cardiopulmonary Resuscitation

12. 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

19 / 11 / 2025
Date

13. Acceptance

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

Signature

_____/_____/_____
Date