

BARKLY REGIONAL COUNCIL



Senior Administration Officer (SAO001)

1. Position Objectives

The Senior Administration Officer provides high-level administrative support to the Operational Services team, ensuring efficient operations, accurate record-keeping, and effective communication across the Council. This role is pivotal in supporting the delivery of council services by coordinating operational documentation, compliance requirements, and administrative processes.

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

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|------------------------|--|
| 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

Administrative Support

- Provide senior-level administrative support to the Operational Services Department, including scheduling, reporting, and document management.
- Prepare and maintain operational plans, reports, correspondence, and other documentation as required.
- Assist in the development, review, and implementation of administrative procedures to improve operational efficiency.
- Manage calendars, appointments, and meetings for the Operational Services management team.

Records and Documentation

- Maintain accurate and up-to-date records in the Council's electronic document and records management system.

- Ensure compliance with relevant legislation, policies, and procedures regarding records management and information governance.
- Ensure that staff meet reporting deadlines by liaising with community-based staff to ensure timely delivery of required documents for compliance and service delivery requirements.
- Ensure WHS documentation and emergency procedures are correctly filed, updated, and actively utilised by all staff by monitoring compliance.
- Assist with credit card reconciliations.
- Provide administrative training and support to junior staff and/or provide face-to-face support to staff in communities as requested (noting that this may include overnight stays and/or periods of coverage for administrative staff if required).
- Assist in the preparation of reports and submissions for Council meetings.

Operational Support

- Assist the Operational Services team with procurement processes, contract administration, and project documentation.
- Monitor operational budgets, invoices, and expenditure reporting in collaboration with the finance team.
- Support the management of assets, equipment, and resources within Operational Services.

Customer Service and Communication

- Serve as a key point of contact for internal and external stakeholders relating to operational matters.
- Respond to enquiries in a professional, timely, and accurate manner.
- Coordinate communications between Operational Services staff, management, and other Council departments.

Team Leadership and Coordination

- Provide guidance and support to other administrative staff within Operational Services.
- Assist in induction and training of new administrative staff and team members.
- Promote a collaborative and positive work environment.

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 Accountabilities

- Provide senior-level administrative support to the Operational Services team, ensuring efficient office operations, documentation, and reporting.

- Maintain accurate records and documentation in line with Council policies, procedures, and legislative requirements.
- Assist with procurement, contract administration, project documentation, and resource coordination to support service delivery.
- Monitor operational budgets, process invoices, and support financial reporting in collaboration with the finance team.
- Act as a point of contact for internal and external stakeholders, ensuring clear, professional, and timely communication.
- Guide and support other administrative staff, assist with induction and training, and promote a collaborative work environment.
- Identify opportunities to improve administrative processes, operational workflows, and service delivery within the Operational Services team.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Senior Administration Officer (SAO001)
Reports to:	Chief of Operations (COO001)
Department:	Community Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Chief of Operations Regional Manager Operations Council Service Managers Other Council Staff
External Liaison:	Government and Non-Government Departments, Organisations and Representatives Suppliers and Contractors Rate Payers, Residents, and Visitor

6. Wages and Allowances

Classification:	Level 6 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time – Permanent (38 hours per week)
Annual Salary:	\$80,804,75 per annum (\$3,107.87 per fortnight)
SCG:	12%
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.

7. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.

- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

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.

8. Compliance, Training and Development

Mandatory

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

Desirable

- Site Induction
- Corporate Induction
- HLTAID011 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- BSB40120 Certificate IV in Business Administration

9. Essential Criteria – Qualifications, Skills, and Experience

1. Proficiency in Microsoft Office Suite and experience with electronic document and records management systems.
2. Strong understanding of records management, compliance, and administrative procedures.

10. Desirable Criteria

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. 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

08 / 10 / 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