

BARKLY REGIONAL COUNCIL



Senior Training Officer (STO001)

1. Position Objectives

The Senior Training Officer plays a key role in fostering a strong learning culture within Council by designing, developing, and delivering engaging training programs and people initiatives. Working collaboratively across the organisation, this position identifies current and future competency, capability, and skill requirements, and creates targeted learning solutions to support employee development and the achievement of Council's strategic objectives.

As a representative of Council, the role requires demonstrated professionalism, a strong commitment to high-quality service, and a dedication to continuous improvement in the best interests of both Council and the community.

This position operates from Council's Administration Office in Tennant Creek, however, you may be required to travel within the Local Government Area and work outside of standard business hours, from time-to-time, to meet the requirements of the role.

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

Training and Development

- Develop, update, and ensure currency of training policies and procedures.
- Development and management of Councils position competency profiles and training needs analysis in consultation with directors and managers.
- In consultation with key stakeholders, develop, implement and coordinate an annual training plan and packages that align with current legislative compliance and organisational requirements as well as the Australian Qualifications Framework where needed.

- Ensure competency training requirements and gaps are identified and managed in consultation with the relevant work areas, including scheduling of assessments and maintaining accurate data.
- Source training providers as required in line with Council's Procurement Policy and budgetary constraints.
- Schedule training activities across Council including management of registrations, training attendance records, facilities bookings and venue set up.
- In consultation with Work, Health and Safety, coordinate the delivery of on-the-job training including plant assessments and verification of competency's (VOC) either through Council or external providers (as appropriate).
- Coordinate and facilitate Council's employee induction program.
- Identify and provide advice on learning and development opportunities and training needs.
- Maintain a skills/capability database using a Council's reporting system, ensuring accurate records relating to staff training and accreditations and report on learning and development outcomes.
- Work with the Senior Human Resources Coordinator in coordinating apprentice and trainee programs including monitoring progression and providing advice and support to managers and apprentice/trainees

Administration

- Ensure general administration and records management requirements are being met.
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner.
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required.
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations.
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.

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

- Develop and maintain training policies and coordinate an annual training plan in consultation with stakeholders to meet compliance and organisational needs.
- Collaborate with managers to create competency profiles, conduct training needs analyses, and identify gaps, ensuring accurate scheduling and records management.
- Organise training activities, manage registrations and logistics, and facilitate on the job training, including competency verification.
- Oversee the employee induction program, identify learning opportunities, and maintain a skills database, reporting on training outcomes.
- Coordinate apprentice and trainee programs, manage funding acquittal processes, and provide guidance to support their progression.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Wages and Allowances

Classification:	Level 8 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time Permanent (38 hours per week)
Annual Salary:	\$93,646.17 per annum (\$3,601.78 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.

6. 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.

7. Organisational Relationship

Position Title:	Senior Training Officer (STO001)
Reports to:	Manager Human Resources (MHR001)
Department:	Office of the CEO
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Manager Human Resources Senior Human Resources Coordinator Recruitment Coordinator Apprentices and Trainees Other Council Staff
External Liaison:	Registered Training Organisations and Employment Service Providers Government and Non-Government Departments, Organisations and Representatives Rate Payers, Residents, and Visitors

8. Essential Criteria – Qualifications, Skills, and Experience

- Significant experience in training and development or a similar role, with proven ability to design, implement, and deliver training needs analysis, learning and development plans, and face-to-face programs.
- Highly developed interpersonal and communication skills, including the ability to consult, liaise, influence, and provide advice and education to a wide range of stakeholders.
- Excellent organisational skills, with strong attention to detail and the ability to manage competing and changing priorities to meet deadlines.
- Strong written and verbal communication skills, with a demonstrated commitment to delivering high-quality customer service.
- Comprehensive knowledge, or the ability to quickly acquire knowledge, of Council processes, policies, and systems.
- Proficiency in computer systems, including ELMO HRIS and the Microsoft Office Suite.
- Ability to work independently while engaging collaboratively with management and colleagues.
- Commitment to uphold Council's Code of Conduct, Work, Health and Safety, and Equal Opportunity policies.

9. 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.

10. 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
- Work Health and Safety (WHS) Induction
- TAE40116 Certificate IV in Training and Assessment or equivalent.

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

30 / 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