

BARKLY REGIONAL COUNCIL



HR Graduate (10101000)

1. Position Objectives

The HR Graduate will work with senior leaders and line managers on the creation and facilitation of a wide range of people strategies and the delivery of high-quality advice, assistance and coaching.

Reporting to the Manager Human Resources, the role has a strong focus on change management and requires flexibility, a strong focus on developing customer focused solutions to complex problems, and a proven track record of delivery.

This role would suit a recent HR graduate who is looking to gain a broad range of HR generalist experience in a complex and changing environment, with opportunities for growth in the future.

It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.

2. Key Responsibilities

Strategic HR Support and Research

- Develop creative solutions to problems, processes and procedures.
- Conduct research to support key initiatives in HR areas such as:
 - Performance management
 - Recruitment
 - Organisational design and culture
 - Workforce planning
 - Talent management and succession planning
 - Leadership and team development
 - Diversity, Equity, Inclusion and Belonging
- Contribute to Barkly Regional Council-wide HR initiatives and/or projects instigated by HR strategy and other areas of Barkly Regional Council.

Implementation and Coaching

- Actively contribute to the development and implementation of key initiatives within Barkly Regional Council.
- Coach coordinators, teen leaders, line managers and staff on change management approaches and Barkly Regional Council policies and procedures.

Collaboration and Relationship Management

- Build and maintain relationships with staff to ensure that high-quality HR strategies and practices complement research or operational goals.
- Actively participate as a member of the Barkly Regional Council HR team through regular communication, contributing to meetings, taking initiative, and supporting team members.

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 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.
- 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.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Conduct research and provide evidence-based recommendations across key HR areas including performance management, recruitment, workforce planning, organisational culture, and diversity and inclusion.
- Contribute to the design and execution of strategic HR initiatives that support organisational goals and enhance operational effectiveness across Barkly Regional Council.
- Provide guidance and coaching to coordinators, teen leaders, and managers on Barkly Regional Council policies, procedures, and effective change management strategies.
- Build and maintain collaborative relationships with staff across Barkly Regional Council to ensure HR strategies are practical, inclusive, and aligned with broader organisational needs.
- Actively participate in HR team activities, share knowledge, support colleagues, and contribute to a culture of continuous improvement and innovation.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

1. Organisational Relationship

Position Title:	HR Graduate (10100100)
Reports to:	Manager Human Resources (10100000)
Department:	Office of the CEO
Supervises:	N/A

Internal Liaison:	Chief Executive Officer Manager Human Resources Executive Leadership Recruitment Coordinator Senior Training Coordinator Executive Assistant Administration and Media Officer Other Council Staff
External Liaison:	Government and Non-Government Departments Employment Services Providers Rate Payers, Residents, and Visitors

4. Wages and Allowances

Classification:	Level 6 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time (38 hours per week)
Annual Salary:	\$74,486.70 per annum (\$2,864.87 gross per fortnight)
Zone Allowance:	Tennant Creek Zone Allowance \$1.8900 per ordinary hour
SCG:	11.5%
Roster:	The supervisor will set a roster that is no more than 38 hours within a given week and/or 7.6 hours within a given day. The roster will be, within the span of ordinary hours of work, currently 6:00 AM to 6:00 PM midnight, Monday to Friday.

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Demonstrated relevant experience working with Aboriginal people.
- Demonstrated ability to work in a small team environment.

Interpersonal:

- High ethical standards and personal integrity.
- Strong interpersonal skills complemented by a respectful and approachable manner.
- A willingness to work in a remote and sometimes demanding environment.
- A genuine appreciation of Indigenous people and their Culture.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Commitment to improving Community Safety and Well-being outcomes for their community.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

6. Essential Criteria – Skill, Experience, and Qualifications

1. Knowledge of a range of HR areas (i.e. legislative requirements, interpretation of enterprise agreements, recruitment & selection, Health and Safety, organisational and staff development and performance) gained through relevant tertiary qualifications.
2. Strong relationship skills and the demonstrated ability to understand stakeholders' priorities and adapt interactions to provide effective advice and support.
3. Sound interpersonal, communication, and consultative skills to enable effective engagement and to build respect for staff and to successfully support initiatives.
4. Evidence of the ability to quickly acquire the skills and knowledge to interpret and provide consistent and clear policy advice.
5. Ability to develop the skills to anticipate and resolve problems with delivery of practical and positive solutions that take business needs into account.
6. Demonstrated flexibility and adaptability to work in geographically dispersed teams supporting HR projects and team members as organisational priorities change. Strong commitment to team-based processes and outcomes.

7. Desirable Criteria – Skill, Experience, and Qualifications

1. Previous experience working in Human Resources role.
2. Previous experience working for Local Government.

8. Compliance, Training and Development

Mandatory

- A tertiary qualification in Human Resources, Business, or similar discipline
- Drivers Licence
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)

Desirable

- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction
- Prevention of Workplace Bullying, Harassment and Discrimination

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.


Chris Kelly
Chief Executive Officer

17 / 05 / 2025
Date

10. Acceptance

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

Signature

____/____/____
Date