



Operations Manager

1. Position Objectives

This position is responsible for overseeing and ensuring Barkly Regional Council's core delivery services are delivered at the towns of Tennant Creek and Elliott and the Barkly communities in the region. This is a senior position that requires a diverse skillset and focus on numerous opportunities, projects and tasks.

2. Key Responsibilities

- Provide strategic and operational support to the Area Managers and Director of Infrastructure (DI)
- Direct, oversee and monitor Council core delivery services in municipal, facilities maintenance, roads maintenance and parks and gardens within the region.
- Ensure the effective and efficient delivery and reporting of infrastructure services, capital and maintenance programmes.
- Develop and maintain effective communication links with Communities and relevant Stakeholders.
- Monitor Council's current period contracts with Government agencies and report on compliance and feasibility; consolidate and maintain good relationship with the principal
- Participate in organisational strategic plans including the regional plan and be active in the implementation of these plans
- Provide support and assist in the development of project management plans for capital projects
- Ensure all operational and project management work practices comply with NT Worksafe and WHS requirements
- Inspect, comment and approve where necessary, development application submissions from Department of Planning and Logistics
- Liaise with NT EPA and Central Australia Waste Management Committee and report on matters pertinent to environmental issues in the Barkly Region
- Identify and recommend long term capital works programme to Council in consultation with Council's Asset Coordinator
- Assist with tender development and tendering process (as assigned) as part of project management; obtain and evaluate quotations for select and public tenders in accordance with Council's Procurement Policy
- Provide technical and operations advice and support for Area Managers, Municipal Manager and Assets and Facilities Coordinator
- Develop and implement strategies which encourage partnerships with NGO's and other Service Providers for Council's contractual commitments and regular core services
- Develop Business Case for identified projects for budget consideration; prepare project cost estimates for budget purposes/ contracts and funding applications
- Prepare progress reports for all projects approved by Council including the project completion reports for project acquittal with the Grants Management Unit
- Explore funding options for projects in consultation with Grants Manager
- Review current contractual obligations against resource levels, progress, opportunities and issues
- Assist in the development of the annual budget and regional plan for the Infrastructure directorate
- Carry out other specific duties as directed and determined by the DI

3. Organisational Relationship

Reports to:	Director of Infrastructure
Title:	Manager Operations
Classification:	Non-EBA Salary Contract
Department:	Infrastructure
Direct Reports:	Area Managers, Municipal Manager, Assets and Facilities Coordinator
Internal Liaison:	Area Manager Executive Staff Grants Manager Other Staff
External Liaison:	Members of the public Government and NGO's Other internal and external stakeholders
Financial Delegation:	Nil

4. Organisational Context

Reporting to the Director of Infrastructure, this is a senior position which sees the position holder effectively managing direct reports staff while at the same time assisting the Director of Infrastructure with various tasks assigned/requested.

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture
- High level of tact, diplomacy and confidentiality
- Highly developed computer skills
- Excellent time management and organisational skills
- Ability to lead, manage and support cross functional teams
- The ability to cope with high volumes of work, to set and meet deadlines and determine priorities
- Ability to work within a team environment whilst also producing results working independently
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing work environment

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
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables

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 business 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 reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Observe all safe working practices
- Any other reasonable duties as directed by the Director of Infrastructure

6. Essential Criteria – Qualifications, Skills and Experience

1. Relevant technical tertiary qualifications or significant experience in managing civil engineering related projects
2. Experience in project management including business case development, programming, organizing, monitoring and reporting.
3. High level of computer skills, to include Microsoft Office.
4. Proven ability to work within a multifunctional organisation in a cross-cultural environment.
5. Demonstrated experience in the preparation of high quality reports
6. Knowledge and understanding of Aboriginal Culture and Aboriginal Issues
7. Effective time management skills, to include the ability to coordinate a number of projects at the same time.
8. Effective people leadership skills, to include the ability to manage staff through engagement, appraisal, direction and encouragement
9. Effective verbal and written communication skills, analytical and problem solving skills, and good literacy and numeracy skills
10. Demonstrated understanding of WHS legislation and application in the workplace; knowledge of, and demonstrated experience in adhering to relevant WHS plan requirements
11. Ability to read and interpret plans, drawings and specifications
12. Hold current white card
13. Hold a current driver's licence

7. Desirable Criteria

1. Local government experience
2. Experience with the Tech One Suite
3. Ability to work unsupervised or as a key member of a team

Certification

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

Steve Moore
Chief Executive Officer

____/____/____
Date

Acceptance

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

Signature

____/____/____
Date