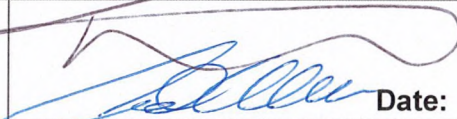


**POSITION DESCRIPTION**

**P2194 - OPERATIONS MANAGER TECHNICAL SERVICES**

<b>Position title</b>	Operations Manager (Technical Services)
<b>Remuneration</b>	\$160,000 - \$180,000 + Super
<b>Directorate</b>	Technical Services
<b>Position number</b>	P2194
<b>Responsible to</b>	Director Technical Services
<b>Position status</b>	Permanent, full-time
<b>Position description approved</b>	 <b>Date:</b> 28 February 2025

**Primary Objective**

The Operations Manager oversees the Council Projects, Infrastructure, Facilities, and Development teams, ensuring the effective implementation of Council policies and programs. The primary objective is to deliver the Council's capital works and facility renewal programs efficiently

**Key Responsibilities**

1. Act as the second-in-command of the Technical Services Directorate.
2. Provide leadership in planning, design, construction, and maintenance of Council infrastructure.
3. Deliver Capital Works program and Municipal Plans.
4. Manage projects from start to finish.
5. Develop and implement Facility Management Plans.
6. Coordinate asset planning and facilities management.
7. Develop annual business plans.
8. Build relationships with elected members, government bodies, community groups, and other stakeholders.
9. Support the strategic development of the Regional Waste Management Facility (RWMF).
10. Assist with procurement and contract administration.
11. Manage budget development and delivery.
12. Provide support during directorate absences, including attending Council Meetings.

### **Financial Sustainability**

The Operations Manager is responsible for assisting with:

- The effective implementation of the aspects of the Council's overall long-term financial strategy and annual budgets that relate to the Directorate's functions and to constantly seek efficiency in all aspects of resource.
- Monitor the Directorate's programs for efficiency and manage assets strategically.
- Maintain a culture that enhances Council's sustainability.

### **Directorate Operations**

The Operations Manager is responsible for assisting the Director with:

- Develop and implement annual operational plans and budgets.
- Measure and report on the performance of business units.
- Ensure compliance with governance programs and statutory requirements.
- Plan and respond to emergencies effectively.
- Prepare reports and attend Council and Committee meetings.

### **Council Projects**

- Lead the Council projects team in the delivery of capital works in accordance with the Council's Capital Plan.
- Maintain and develop Council's Project Management framework.

### **Infrastructure Unit**

- Manage Council's assets and infrastructure based on community needs.

### **Developments Unit**

- Manage engineering projects and infrastructure developments.
- Respond to development applications and conduct community consultations.

### **Works Department**

- Assist with operations and strategic development of infrastructure projects and civil works.

### **Regional Waste Management Facility (RWMF)**

- Assist with landfill operations and deliver capital works and strategic projects.

### **Continuous Improvement**

The Operations Manager will be expected to:

- Maintain appropriate memberships of local government/other directly relevant organisations which would provide for an opportunity to influence, negotiate and maintain a contemporary relevance in local government and pursue a program of continuing professional development.

- Keep the Director informed of developments in strategic direction, including national and global trends in the Directorate's functional areas.
- Support an ongoing leadership development program for the Directorate management and supervisory teams.
- Monitor trends and developments within the Federal, State and Local Government, the community and other relevant institutions, identify opportunities and risks related to Council functions and make recommendations to the Director.

### **Workplace Health & Safety (WHS)**

As a responsible officer the Operations Manager has a direct responsibility to:

- Create an environment where active consultation, communication and engagement contribute to building a healthy and safe workplace at all levels. Provide direction to incorporate WHS law into strategic and financial planning. Ensure an appropriate framework is employed and embedded into everyday business, mitigating risks and barriers.
- Perform all duties in a manner that protects personal health and safety, that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

### **Qualifications**

- Tertiary qualifications in a relevant discipline of engineering, project management or a relevant trade qualification and relevant experience.
- The Operations Manager will have appropriate experience in the functional requirements of this position.
- Current C class driver licence to be able to drive in the NT.

## Selection Criteria

### Essential

1. High level knowledge of Infrastructure, Asset Management, Workplace Health and Safety and Engineering preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
2. Demonstrated experience in a senior role (5+ years).
3. Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
4. An organisation development focus and an ability to review systems and work practices to engender an excellence in customer service and service delivery.
5. An inclusive leader, who is visible and a high achiever who takes a mature and dedicated approach to staff leadership.
6. Tertiary qualifications in a relevant discipline of Engineering, Architecture, Project Management or a relevant Trade Qualification.
7. Australian resident or equivalent or holding a Visa allowing ongoing employment in Australia.

Employee Name

Date

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Employee Signature

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