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| **Position Title:** | **Executive Manager of Operations** |
| **Award/Stream:** | Common Law Contract |
| **Section/Classification Level:** |  |
| **Reports To:** | Chief Executive Officer |
| **Department:** | **Operations** |

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| **About Council** |
| Pormpuraaw is on the west coast of Cape York about 500 kilometres from the tip of Australia, just south of the Edward River. It is the home of the Thaayore, Wik, Bakanh and Yir Yoront People.  In 1986 the Pormpuraaw Aboriginal Community Council gained title to the area by way of a Deed of Grant in Trust (DOGIT). This enabled the council to have full local government authority over the trust area of 466,198 hectares. In 2004 Pormpuraaw Aboriginal Community Council became a Shire Council incorporated under the Local Government (Community Government Areas) Act 2004.  Council has developed a set of values which guides the work of all employees:  **A Strong Community**  Council will strengthen the capacity and resilience of Pormpuraaw Community through partnerships with the Community, business, government and non-government sector groups in pursuing positive social, economic and environmental outcomes.  **Excellence**  Council and staff will strive for innovation, continuous improvement and long term success in management and leadership practice, strategic planning and the performance of Council systems.  **Accountability**  Council is accountable to the Community and will conduct its affairs openly with integrity in consultation with Community, at the same time reflecting the highest level of democratic governance and public administration.  **Fairness and Equity**  Council recognises and values the needs of different sectors and groups within its community and works in partnership with it valued volunteers, community based agencies, State and Commonwealth departments to ensure needs are addressed in a planned and timely manner.  **Welcoming Ideas**  Council will actively encourage and seek the exchange of ideas and knowledge in finding creative solutions.  **Investing In the Future**  Council will take a long term view as a responsible steward of community assets and finances. |

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| **Position Purpose** *(brief statement outlining why the role exists)***:** |
| Reporting to the Chief Executive Officer, the purpose of the position is to:   * Achieve targets identified in Council’s Corporate and Operational Plan and long-term financial forecasts / models; * Manage Council’s asset management program for roads, reserves, footpaths, community and corporate buildings; * Manage the initiation, construction and maintenance of infrastructure assets; * Develop and implement Council’s asset management policies to provide a safe and healthy environment for the community; * Manage Council’s plant, equipment and vehicle fleet; * Manage the application of Council’s waste management policies, integrating legislation and Council’s environmental authority into operations to ensure a safe and healthy environment for the community; * Ensure a consistently high standard of customer service to external customers, residents, service users and external stakeholders; * Participate in the Management Team to ensure successful coordination and implementation of Corporate and Operational Plan strategies, Annual Works Program and budget outcomes; and * Promote innovation and develop a team based approach to service planning and delivery; |

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| **Accountability Statement:** |
| The Executive Manager of Operations must be able to:   * Lead, motivate and develop other employees; * Identify and develop growth opportunities; * Impart and display high levels of personal conduct, integrity and motivational skills; * Ensure the provision of excellent customer service by the Operations Department; * Demonstrate exceptional time management skills; * Demonstrate well developed problem solving skills; * Establish and maintain effective relationships with other Council staff. |

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| **Dimensions** *(these relate to the scope of the role)****:*** | |
| **Number of direct reports:** | 9 |
| **Titles of direct reports:** | Operations Admin Officer  WH&S/Operations Team Leader  Workshop Supervisor  Carpentry Supervisor  Plumbing Supervisor  Garbage Crew Team Leader  Parks & Gardens Team Leader  Airport Supervisor  Contractors |
| **Number of indirect reports:** | N/A |
| **Titles of indirect reports:** | N/A |

| **Major Responsibilities** |
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| 1. Leads the forward planning of works and determines the allocation of appropriate human, financial and physical resources in conjunction with the Finance Manager. |
| 1. Coordinates the investigation, design, specifications, cost estimation and implementation of all works and technical projects in conjunction with Council and Contract staff as required. |
| 1. Ensures that appropriate levels of labour, plant and equipment are available for each maintenance and construction project. |
| 1. Makes independent on site decisions affecting standards, variation or resources associated with individual works when required |
| 1. To carry out regular routine inspections of all types of Council’s assets and works which may include maintenance or construction forward programs and projects, private works, works orders, general public requests and complaints. |
| 1. Ensures that Council staff and contractors are adequately supervised, trained and working to appropriate performance standards, particularly in terms of work health and safety and quality assurance practices; |
| 1. Ensures that complaints and / or suggestions are dealt with in a constructive and timely manner by referring to the complaints co-ordinator. |
| 1. Prepares and presents regular Council reports as required and prepares routine correspondence where appropriate. |
| 1. Participates in an promotes risk assessment and risk management processes. |
| 1. Provide leadership and management of the Operations Department workforce, including fostering a competent and committed workforce, pursuing continuous improvement in service delivery. |
| 1. Respect, observe and comply with all legislative requirements and workplace policies and directions that relate to the local government industry and employment with Council. |
| 1. This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by the Chief Executive Officer. |

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| **Work Health & Safety Requirements** | All staff are required to:   * Take reasonable care for their own health & safety * Take reasonable care for the health and safety of others including the implementation of risk control measures within their control * Comply with all reasonable instructions by Council * Participate in activities and programs designed to improve health and safety * Report potential hazards and incidents in the workplace * Notify their supervisor or manager of any injuries or illness that occurs in their workplace | |
| **Council**  **Expectations** | All staff are expected to:   * Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives * This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee’s supervisors * Participate in the annual review of their performance against agreed operational and performance objectives * Perform their responsibilities in a manner which reflects and responds to continuous improvement * Read, understand and comply with all Council policies and procedures * Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing and evaluating risk that may impact on the Council * Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies and programs. * Ensure decision-making, actions and behaviours are ethical, responsible, transparent and in accordance with legislation, policy, procedures and service standards and within limits of authority (delegation/authorisation). Ensure financial management and procurement policy and procedural requirements are met. | |
| **Key Relationships to Position**  *(can include Committees and organisations)* | | **Purpose of Relationship**  *(e.g. to provide direction or advice; to share information; to receive direction or advice etc)* | |
| **Internal** *(within the Council)***:**   * Councillors * Chief Executive Officer * Finance Manager * Community Services Manager * Environmental Manager * HR, Risk and Regulation Leader * Council’s workforce | | * Receive direction and share information * Receive direction and share information * Share information, assist and collaborate * Share information, assist and collaborate * Share information, assist and collaborate * Share information, assist and collaborate * Provide direction and advice | |
| **External** *(outside the Council)***:**   * Service Authorities * Department of Transport & Main Roads * Other local governments * Contractors * Government departments * Traditional owners * Members of the public | | * Share information & collaborate * Share information & provide services * Seek information & collaborate * Contract administration * Share information & collaborate * Share information & collaborate * Share information | |

| **Extent of Authority**  *(i.e. decisions within position’s authority, including formal delegations)* | **Recommendations Expected**  *(i.e. where the position does not have authority to make decision but is to provide input or recommendations)* |
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| * Authority to make decisions (subject to Council delegations and legislative limitations) and use judgement in carrying out the responsibilities and duties of the position. * Accountable for expenditure within level of explicit delegations. * Specific delegations as contained in Council’s Delegations Register. | * Complex or sensitive issues and matters referred to the Chief Executive Officer. |

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| **Qualifications and Training Requirements:** *(training courses that must be completed to meet the inherent requirement of the job or Council’s expectations)* |
| * Degree qualified (or comparable experience) in Building / Construction / Civil Engineering / Business Management * Possess Builders Licence (desirable) * Previous Road Construction and Maintenance experience (desirable) * Post-secondary qualifications (or comparable experience) in project management. |

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| **Selection Criteria** *(including required knowledge, skills and experience for position)***:** |
| Essential   1. Demonstrated knowledge, experience and or qualifications relevant to the position and key responsibilities; 2. Proven hands on success in management of building, civil construction and or mechanical operations; 3. Demonstrated financial management skills, including preparing and managing budgets, project cost control, computing and acquiring material quantities, project / contract costing and quotations; 4. Demonstrated leadership skills, capacity to work effectively as an individual, resolve complex problems and contribute to a team environment; 5. Ability to develop and implement work plans; 6. Ability to develop, implement and manage projects; 7. Ability to organise priorities and meet deadlines; 8. Well developed oral and written communication, interpersonal and negotiation skills; 9. Understanding and respect for Aboriginal culture and traditions, demonstrated genuine commitment to working with aboriginal people. 10. Possession of a current, unrestricted C class driver’s licence.   Desirable   1. Previous experience living and working in a remote community; 2. Cert IV in Project Management; 3. Cert IV in Training and Assessment; 4. An understanding of and commitment to the principles of Occupational Health and Safety and Equal Employment Opportunity; 5. Computing skills, particularly MS Office suit; MS Project, GIS (MapInfo) and CAD. |

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| **Position description approved by:** | | Chief Executive Officer |
| **Date position description last reviewed:** | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **/** |  |  | **/** |  |  | | |