Technical Services Manager

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| --- | --- |
| Direct reports | - None - |
| Approval accountability | [Chief Executive Officer](http://jas-anz.kesteven.com.au/node/1115) |
| Incumbents | Vacant |
| Authority level |  |
| Location | Canberra or Wellington |

**Purpose**

To develop the capacity and manage the effective delivery of technical services projects aligned with JAS-ANZ’s strategic direction.

**Principal Contributions, Accountabilities, and Associated Activities**

**Role Specific**

* Build capacity to support delivery of capacity building projects in the region
* Manage technical services projects in accordance with contractual requirements and treaty objectives
* Identify opportunities to engage in regionally funded projects
* Manage technical services support for the development and review of schemes in line with contractual requirements
* Manage scheme evaluation activities
* Effectively manage interface with key internal and external stakeholders
* Promote JAS-ANZ accreditation to prospective program owners, government regulators and industry stakeholders.
* Develop and maintain accreditation relationships with government regulators (federal/state/local) industry groups and associations

**Location**

Canberra or Wellington Office.

**Key Interfaces**

* Management coordination team
* Sector Managers
* Government policy and program agencies
* Scheme owners, industry groups, clients
* Scheme members.

**Typical Scope and Resource Accountability**

* Contract resources
* Scheme committees
* The role may also be assigned to specific task- or process-oriented groups.

**Typical Performance Indicators**

* Quality and delivery of technical services projects against contractual requirements and project design documents
* Effective resource planning for the function
* Effectiveness and efficiency of scheme development and revision processes.
* Quality and usability of scheme documentation.
* Contribution to organisational learning and development.

**Typical Experience, Skills, and Qualifications**

* Excellent Project Management skills, including project design skills
* Good understanding of evaluation techniques and their place in program development and revision
* Demonstrated ability to effectively engage stakeholders (both internal and external)
* Innovative – able to generate ideas and develop steps to implementation
* Understanding of accreditation services and relationship to end user needs (desirable)
* Understanding of the factors leading to a sound and effective scheme (desirable)
* Good understanding of Risk management tools and their application.

**Behavioural Competencies**

* Organisational awareness: level 4
* Conceptual thinking: level 3
* Adaptability/flexibility: level 3
* Transparency: level 3
* Empathy/interpersonal understanding: level 3
* Service orientation: level 4
* Achievement orientation: level 3
* Teamwork and cooperation: level 3
* Developing others: level 3.