



JOB OVERVIEW


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| JOB TITLE | Manager of Infrastructure and Civil Works | | |
| JOB LOCATION | Regional Office | WEEKLY HOURS | 38 |
| DIVISION / DEPARTMENT | Technical Services | SALARY | Annualised Salary Package |
| DIRECT REPORTS | Chief Operations Officer | WORKING CONDITIONS | Based in Katherine Regional Office, remote travel required and stays in remote communities |
| REPORTS TO | CEO | EMPLOYMENT CONDITIONS | Victoria Daly Regional Council Enterprise Agreement 2018-2021. |

POSITION DETAILS

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| JOB PURPOSE | The Executive Manager of Technical Operations will be responsible for the provision of a high standard of Council technical operations including but not limited to external road maintenance, local government operational services and capital works programs; Development and implementation of technical operations plans consistent with council's objectives and linked to day to day management in partnership with the Executive Manager of Community Operations; Effective and efficient operation of the division, including supervision of direct staff and overseeing indirect staff and the administration of services. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Direct, oversee and monitor all Council technical operations. 2. Ensure the effective and efficient provision of technical operations, maintenance and/or replacement of the Council Assets. 3. Develop, monitor and report on operational expenditure against budget priorities, ensuring that all projects and programs are on time and within budget. 4. Undertake continual strategic planning and monitor service delivery standards. 5. Prepare detailed activity and financial reports for each Ordinary Meeting of Council, Executive Meetings and spot-reports to the CEO as requested. 6. Develop and maintain effective communication links with Communities and relevant Government agencies. 7. Ensure funded services including operations, maintenance and capital infrastructure operates in accordance with and gives effect to government policies, standards, performance indicators and agreements. 8. Develop and implement strategies, which encourage employment and involvement of local Aboriginal people in all facets of divisional activities. 9. The Executive Manager of Technical Operations may be contacted in case of an emergency, out of normal working hours. 10. Ensure that the resources of the Council are effectively deployed. 11. Carry out other duties as directed by the CEO and COO. |

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

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| EDUCATION REQUIREMENTS | <ol style="list-style-type: none"> 1. Tertiary qualification in civil, mechanical, electrical engineering (essential) or 2. Project management or similar in Contract Administration (essential). 3. An appropriate tertiary qualification or similar in Procurement (essential). 4. Exceptional candidates that can demonstrated equivalent skills and experience to the above qualifications may be considered. |
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| <p>EXPERIENCE & KNOWLEDGE REQUIREMENTS</p> | <ol style="list-style-type: none"> 1. Tertiary qualification in civil, mechanical, electrical engineering or project management; or the ability to clearly demonstrate the equivalent skills and experience in the above or a similar field. 2. High level of organisational, project management, strategic planning and policy development and time management skills in a Local Government context. 3. A clear demonstrated ability to forecast, develop and manage a budget across a multi-functional area with the ability to provide accurate reports throughout each financial year. 4. Sound innovative problem solving and decision making skills. 5. Ability to manage, train and motivate staff to achieve organisational objectives. 6. Demonstrated interpersonal, written and oral communication skills. 7. Proficiency in word processing and computerised systems including asset management systems. 8. The ability to work under pressure for extended periods. 9. High ethical standards. 10. Demonstrated understanding of the issues affecting Indigenous Australians; and an ability to communicate work with and negotiate in a sensitive and effective way with Aboriginal people. 11. Knowledge of Local Government legislation. 12. An understanding of contemporary industrial relations matters including Equal Employment Opportunity, Occupational Health and Safety principles, with a commitment to their application. 13. Previous experience working in indigenous organisations/remote communities. 14. A current driver's licence. | | |
| <p>OTHER REQUIREMENTS</p> | <ol style="list-style-type: none"> 1. Criminal History Check (Recent within 3 months) 2. Must hold a current driver's licence. 3. A current driver's licence. | | |
| <p>PHYSICAL REQUIREMENTS</p> | <p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p> | | |
| <p>APPROVED By JOANNE SANGSTER CHIEF EXECUTIVE OFFICER</p> |  | <p>DATE APPROVED</p> | |