

1.0 Position Details	
Position Title	Manager Operations
Classification	Fixed Term Contract 3-5 years
Employment Type	Full Time
Reporting to	Chief Executive Officer
Department	Operations
Location	Shire of Irwin Depot, 24 Bailey Street, Dongara, Western Australia
Supervision	Depot and Fleet Officer, Operations Maintenance Supervisor, Technical Services Supervisor, Transfer Station Supervisor and Rural Roads Coordinator.
Relationships	<ul style="list-style-type: none"> ▪ Councillors ▪ Employees ▪ Local, State and Federal Government Agencies ▪ WA Local Government Association ▪ Private Sector Organisations ▪ Ratepayers and the general public ▪ Contractors, Consultants and industry professionals
Extent of Authority	Operates under the directions of the Chief Executive Officer and Council within established Delegation from Chief Executive Officer in accordance with the Local Government Act 1995, Regulations and Policies.

2.0 Position Objective
<p>To provide visionary and effective high level strategic and operational leadership to the Operations Department in the management and delivery of high-quality outcomes to the Chief Executive Officer across the areas of:</p> <ul style="list-style-type: none"> • Technical Services, • Depot and Fleet, • Operations Maintenance, • Rural Road Maintenance, • Parks and Gardens and • Waste Management including the Shire of Irwin Transfer Station. <p>In addition also ensuring the Capital Works Program is working within budget constraints and complying with relevant statutory obligations, regulations, codes, guidelines and Councils policies and organisational directives.</p>

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Management	Lead, coordinate and manage multi-disciplinary teams to achieve the required outcomes within budget in compliance with legislation, awards and Shire policies.	Demonstrated efficiency and effective management of Operations within budget.
	Deliver effective use of Shire resources within the level of accountability for this position.	
	Coordinate the preparation and submission of the Shire's Annual Capital Works Program.	Continuous improvement is evident in practices and productivity.
	Responsible for the delivery of works and maintenance, including quality control, productivity, work methods and safety, ensuring best practice and continual improvement	Capital Works Program are completed annually at best practice benchmark and within budget.
	Manage and co-ordinate all works, plant, services, contractors and contracts as required for the successful delivery of the Shire's capital works and maintenance programs	
	Manage the daily operations of the Shire's waste service including contractual requirements and the Shire's Waste Transfer Station.	Waste service operate to schedule with efficiency and excellent customer service.
	Oversee the evaluation and co-ordinate the on-ground response to damage arising from an emergency or natural event in conjunction with the Emergency Management team.	Demonstrated support to the Emergency Management team reduces risk to the Community, Shire's operations and assets.
Asset Management	Undertake the role of project manager of any Council projects when directed by the CEO..	Projects are managed within budget and delivered within the required timeframe.
	Oversee and lead the implementation and review the Shire's Asset Management Program with focus on strategic asset management, long term asset renewal program and asset management registers including road management plan	Shire's assets are maintained within the expected benchmark and within budget.
	Ensure inspections of Shire buildings are undertaken and a preventative maintenance plan for repairs, as required and cleaning are undertaken periodically in accordance with Shire asset management plans and budget.	
	Manage and monitor the operation, maintenance, servicing, repair and performance of the Shire's plant, vehicles, equipment, depot and rural roads	
	Manage the Shire's asset management programs and systems, including routine assessment of assets, and collection and analysis of relevant	

3.0 Position Specific Tasks and Activities		
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	data, and compilation of reports using specific IT software.	
Infrastructure	Manage construction work, ensuring compliance with Council standards, timetable and specifications	Shire's infrastructure is maintained within the expected benchmark and within budget and in accordance with legislation.
	Manage general maintenance works on Council's local road network in accordance with Council's Road Management Plan and Service Asset Management Plan and as directed, and including Emergency After Hours Response.	
	Initiate and encourage improvements to maintenance and construction methods, and service delivery.	
	Oversee the operations of the Shire's capital road construction, road maintenance, drainage and footpath programs, and upkeep of the Shire's parks and garden areas, including integral liaison with the other Shire's Coordinators, Senior Officers and team members to achieve a high level of service delivery.	
	Program and allocate construction and works projects.	Up to date information is acted upon in accordance with legislation.
	Undertake private works in accordance with legislation and Shire policies.	
	Provide a timely response to defects on the road network and requests in accordance with agreed service standards.	
People Management	Communicate with other Government Department, Statutory bodies and other relevant bodies on current issues, legislation, policies and developments that may involve matters likely to affect the Shire infrastructure.	A high standard of productivity and compliance to legislation and Shire policies and procedures is demonstrated by all workers.
	Ensure staff and resources are managed safely and effectively to achieve high productivity whilst ensuring harmonious working relationships.	
	Inspire and motivate workers and teams to achieve their objectives.	
	Managing performance of workers, developing, mentoring and guiding staff towards high engagement and business outcomes.	
	Show leadership and support for the implementation of and compliance with safe work practices and the development of a robust WHS	

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KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
	<p>culture where each worker accepts responsibility for WHS.</p> <ul style="list-style-type: none"> Monitor work practices, support training and engage with staff and contractors to ensure ongoing safety and compliance with WHS legislation and Shire's policies and procedures. Workers shall demonstrate the Shire's Values in daily operations across the organization. 	
Customer Service	<ul style="list-style-type: none"> Act as key interface across the Shire when liaising with and responding to enquiries from residents, ratepayers and members of the public in a timely, courteous and helpful manner. 	<ul style="list-style-type: none"> Obligations described within the Shire's Customer Service Charter are maintained.
	<ul style="list-style-type: none"> Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues 	<ul style="list-style-type: none"> Community complaints are resolved efficiently and professionally maintaining positive representation of the Shire.
	<ul style="list-style-type: none"> Comply with the Shire's Code of Conduct ensuring probity and ethical behaviour in all dealings. 	<ul style="list-style-type: none"> The Shire's Code of Conduct is role modelled.
Financial Management	<ul style="list-style-type: none"> Assist in the preparation of budgets, resource allocation, procurement (i.e. tender processes) and capital expenditure across all responsibilities and functions. 	<ul style="list-style-type: none"> Budget is monitored and tracked with expenditure remaining within budget.
	<ul style="list-style-type: none"> Monitor financial reports and budgets to ensure Operation activities are completed on time and within budget. 	
	<ul style="list-style-type: none"> Attend to funding application schedules, programs and other relevant documentation relating to Main Roads WA and other grant allocations for road construction and maintenance 	<ul style="list-style-type: none"> Funding and grant applications are submitted as they arise and as required..
	<ul style="list-style-type: none"> Provide input to the preparation of the Council's annual and five year works programs 	<ul style="list-style-type: none"> Provides assistance and support in achieving Council's Five year works program.

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	<p>Creates and maintains a positive working environment while upholding the Shire's values of:</p> 

5.0 Behavioural Competencies

VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none"> ▪ I look for better ways of doing things. ▪ I am open to feedback and change <p>I encourage and embrace new ideas</p> <ul style="list-style-type: none"> ▪ I foster creativity and think outside of the box ▪ I am solution focused.
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none"> ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none"> ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none"> ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

Qualification and Experience

- Relevant degree or tertiary qualification in an area focused on Civil Engineering or related discipline or equivalent industry experience.
- Demonstrated experience of 5+ years working experience in a supervisory role leading a multi skilled operation in a works and services environment.
- Substantial working knowledge of civil construction, maintenance, parks and gardens and workshop/depot practices.
- Working knowledge on budgeting, job costings, drawing and design interpretations
- Demonstrated leadership and people management experience, with a focus on outcomes/results and an understanding of qualitative planning and reporting.
- Substantial experience in effective oral and written communication in a formal business environment, with a focus on having the ability to prepare high level reports to CEO and external parties as and when required.
- Demonstrated ability to establish control measures for management of legal / compliance requirements and to effectively exercise objective professional judgment, having regard to legislation, policies, organisational priorities, and political influences.
- A clear understanding of the professional ethical and legal responsibilities relevant to the position.
- Well-developed knowledge of Work Health and Safety legislation and procedures.

Skills

- Knowledge of the Local Government Act and other relevant legislation.
- Strong administrative and organisational skills with the ability to work to deadlines in a timely manner.
- Demonstrated business acumen and ability to lead significant change.
- Solid leadership and emotional intelligence skills with demonstrated ability to engage others to understand and embrace organisational culture, directions, and goals.
- Demonstrated ability to engage and inspire work groups, to help form agile and high performing teams.
- An ability to manage a multitude of complex tasks and projects simultaneously.

Desirable

- Possession of a postgraduate qualification in business or other area specific to the functions held in the Operations Services portfolio.

Pre-Employment Screening

- Proof of working rights in Australia via copy of Australian birth certificate or passport.
- Current unrestricted WA 'C' Class drivers' license.
- Valid Construction White Card
- National Police Clearance less than 6 months old, or ability to obtain.
- Willing to undertake a pre-employment medical assessment.

Attributes

- Highly motivated and analytical with attention to detail.
- Demonstrated ability to develop and deliver appropriately targeted services, which meet the needs of the community.
- Ability to work with a wide range of service providers within a diverse rural region.
- Ability to prepare written reports and presentations.
- Aptitude for learning to use new software.



7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, *the undersigned* have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. I understand, this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	Jan 2024

Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages.

With a variety of employment types the Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications and achievements.
- Closing Date: Your application is to be received prior to the closing date.

Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

Good Luck in your application!

