



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Operations Officer
Department:	Infrastructure Services
Responsible to:	Executive Manager Infrastructure Services
Salary:	\$85,000 - \$95,000 (Negotiable according to qualifications and experience) plus benefits
Award:	<i>Local Government Officers (WA) Award July 2021</i>

SECTION 2 - POSITION FUNCTION

Purpose

Under the direction of the Executive Manager Infrastructure Services, provide effective civil infrastructure services within the Shire, the Town Crew Supervisor and Maintenance Officer in the provision and delivery of coordinate the day-to-day operational functions of

- infrastructure projects, works and civil engineering maintenance services
- town services including rubbish/litter collection, street sweeping, maintenance of local roads, verges, public spaces and amenity, as well as nearby public attractions; and
- The upkeep and maintenance of the Shire’s assets, including buildings

all in accordance with legislative and funding requirements; all applicable Shire policy and procedures; and sound operational management principles, methodologies and practices.

To ensure operational services and works are suitably defined, planned, managed and delivered to meet core objectives and outcomes across all relevant parameters including scope, technical requirements, schedule, budget and resources; and that applicable stakeholders are engaged, and risks mitigated.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

1. Coordinate and complement the capacity of internal and external resources to maximise project performance:

- Proactively engage with the Town Crew Supervisor and Maintenance Officer and other positions as necessary to coordinate operational and related project workflow; plan and monitor work and resource schedules; develop and monitor cost plans; identify, monitor and address risks; and ensure key planned outcomes are achieved.
- Lead and manage the team to provide high quality customer service to meet organisation/team objectives, including developing work plans, team goals and monitoring team performance.

- 2. Project management of specific projects as Directed by the Executive Manager Infrastructure Services (Executive Manager).**
 - Plan, write, assess and execute standard procurement documents, contracts and project proposals.
 - Create scope of works, plans, schedules, reports and minutes for projects.
 - Monitor and coordinate project resources, teams' tasks and deadlines.
 - Monitoring project budgets and expenditures.
 - Regularly evaluate success of projects through facilitating communications between stakeholders, managing project related correspondence such as emails and phone calls.
 - Create and maintain project documentation including plans, schedules, reports and minutes.
 - Scheduling and organizing project meetings and events.
 - Identifying potential risks and issues.
 - Maintaining a risk register and coordinating risk mitigation activities.
 - Provide project management support for all projects, including those being undertaken by other departments.
- 3. Plan and manage all operational-related procurements to the Shire's policies, procedures and practices.**
 - Manage all steps of procurement in line with the Shire's Procurement Policy.
 - Establish and/or maintain relevant plans, registers and schedules to support departmental procurement activities.
 - Identify and develop mechanisms to achieve procurement efficiencies and value for money.
- 4. Provide Infrastructure Services data and recommendations as requested for the Strategic Planning process of the organisation, particularly in rural roads and plant and equipment.**
- 5. Inspect infrastructure assets, and assist the Executive Manager with the formulation, submission and management of flood damage claims / disaster recovery, and grant applications.**
- 6. Assist the Manager with planning, development, resourcing, implementation and monitoring of Assets, Works and Infrastructure maintenance programs.**
 - Coordinate collation of vehicle inspection reports from responsible officers
 - Ensure vehicle and plant registers are up to date
 - Ensure Assets, including vehicles and plant, are maintained in accordance with planned maintenance schedules
- 7. Assist the Manager with the management of municipal infrastructure activities, including project delivery, budget control, contractor management, and cost and reporting objectives.**
- 8. Assist the Executive Manager in leading the construction, maintenance and development of the Shire's infrastructure assets (roads, drainage, parks, gardens, playgrounds and landfills).**
- 9. Ensure (in co-operation with the Records Manager) that all documents for which the Officer has responsibility are registered and managed in accordance with the Records Management Plan approved by the Chief Executive Officer**
- 10. Comply with Work Health and Safety (WHS) legislation and promote safe work practices including ensuring any required WHS documents such as risk assessments, incident reports, hazard registers are completed and forwarded to the Executive Manager.**

SECTION 4 – SPECIFIC DUTIES

- Assist the Executive Manager Infrastructure Services in compiling operational program budgets, including project-based works as applicable.
- Prepare all necessary project and operational management documentation including scope statements, specifications, cost plans, schedules, resource plans, stakeholder registers and reports.
- Monitor and report on project performance including outcomes, scope, expenditure, budgets, schedules and risk management.
- Properly file/maintain project documents to facilitate accountability and effective access to information.
- Through the Executive Manager, plan and coordinate in-house plant and operators, along with external contractor and consultants as may be required.
- Assist in the development of operational-related procedures and processes to ensure continual improvement, effectiveness and efficiency.
- Comply with Work Health and Safety legislation and adhere to Shire policies (safe work practices, risk assessments, incident reports, hazard registers and the like).
- Work as an effective team member and undertake other duties as required to support the successful work of the Infrastructure Services team;
- Other duties as directed by the Executive Manager Infrastructure Services.

SECTION 5 - SELECTION CRITERIA

Essential:	<p>Skills</p> <ul style="list-style-type: none"> • Minimum of two years' experience in relevant field. • Relevant qualifications in Infrastructure operations and maintenance and works crew coordination experience. • Diploma in Project Management qualification or equivalent. • Demonstrated experience managing projects, infrastructure and assets maintenance, including scheduling of resources, risk management and quality control. • Demonstrated experience in effectively managing and leading a multi-skilled, culturally diverse workforce. • Demonstrated understanding of procurement activities, (purchasing, tendering, contracts) • Well-developed written and verbal communication skills and ability to communicate effectively at all levels of the organisation. • Well-developed time and workflow management skills, and ability to manage multiple priorities. • Ability to work both autonomously and as part of a team.
Desirable	<ul style="list-style-type: none"> • Demonstrated skills with computer software packages (Microsoft products Roman 2 software)

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.
Organisational Relationships	Responsible to: Executive Manage Infrastructure Services Liaison: Internal All Council Staff External General Public, Local Services Contractors and Suppliers of Goods/Services as necessary.
Extent of Authority	Works in accordance with general direction from the Executive Manager Infrastructure Services
Delegation Authority	As may be delegated by the Chief Executive Officer
Employment Terms	A Probationary period of 6 months applies to this position in accordance with Shire policy.

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.



Chief Executive Officer

3 October 2024

Date

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed