



POSITION DESCRIPTION

Position Title		Manager Technical Services	
Location	Darwin	Department	Community and Council Services
Position Level	Contract	Work Group	Technical Services
Position Type	Full Time	Approval Date	10 October 2024
Coverage	NES	Approved By	CEO

Position Objective

This position is accountable for the outcomes and the professional support of activities of the Technical Services Unit.

Key Duties and Responsibilities

1. Provide strategic advice to the Executive Team regarding technical services including fleet, waste, cemeteries and assets in relation to Council's Strategic Plan.
2. Provide leadership and management to the Technical Services team and its portfolios via clear objectives, mentoring and support.
3. Responsibility for individual unit portfolio KPI achievement including monitoring and evaluation to realizing Councils Pillars and Strategic goals, and budget conformity.
4. Oversee the planning, development and implementation of infrastructure projects ensuring compliance, budgetary adherence and positive community engagement during project lifecycles.
5. Operational oversight of all project delivery including governance, timelines, financial accountability and milestone achievement.
6. End-to-end tender management, preparation and presentation of relevant Council reports, generation of financial returns and acquittals and strict conformity to legislative requirement for all projects and Technical Services portfolios.
7. Manage daily activities of the unit, identify risks and develop strategies for mitigation.
8. Manage external contractors and ensure compliance to tenders and procurement systems and procedures.
9. Ensure Council's infrastructure and assets are maintained to the required service levels as outlined in the West Arnhem Regional Council Asset Management Plan and within annual budget.
10. Oversee implementation of the Burial and Cremation Act 2022 and operational execution of community cemeteries.
11. Oversight of Local Authority project deliverables.
12. Oversight service delivery of Waste centres across communities and monitor compliance to relevant legislation.
13. Develop, recommend and implement forward capital works.
14. Oversee Fleet management of Council's plant and motor vehicle assets and their replacement in accordance with policy, budget and future works demands.
15. Ensure reports and recommendations submitted to Council are well written, based on sound judgment and include appropriate researched recommendations and options.
16. Oversee the performance of the Technical Services team, complete performance reviews and training/development plans to build capacity, career progression and retention.
17. With regard to work health and safety in the workplace, this is an Officer role, and requires:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures

The employee is required to undertake any other reasonable duties or tasks as directed by the Director Community and Council Services which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary qualifications in Engineering or Civil Construction and/or a minimum of 5 years relevant experience, preferably in local government.
2. Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences.
3. Highly developed written and oral communication skills.
4. Demonstrated success in managing and motivating staff and developing a customer-focused productive team culture.
5. Demonstrated strong financial management skills including cost control of work programs and projects, as well as solid understanding of funding sources and the ability to seek out new funding opportunities.
6. Demonstrated knowledge of road construction and maintenance, material technology and properties, and bridge construction and maintenance.
7. Demonstrated working knowledge of Project, Contract, Vehicle and Plant Management.
8. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
9. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum.

Desirable Criteria

1. Post graduate qualification in Business Management.

Organisational Relationships & Further Information

Reports to	Director Community and Council Services	Supervises	Project Manager Technical Services Senior Project Manager Project Coordinator Fleet Project Coordinator Infrastructure Waste & Resource Coordinator
Internal liaising	Local Authorities Members Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and overnight stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.