



POSITION DESCRIPTION

Position Title Director Technical Services (DTS)			
Location	Darwin / Jabiru	Department	Technical Services
Position Level	Level 11	Work Group	Technical Services
Position Type	Permanent - Full time	Approval Date	8 August 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

Reporting to the CEO, the Director Technical Services is a key member of the Executive team, responsible for leading and managing the strategic planning, delivery, and continuous improvement of West Arnhem Regional Council's technical services portfolio. This includes Council's infrastructure, civil and building works, fleet, roads, waste management, cemeteries, project delivery, and asset management across all Council communities.

This position provides high-level leadership and is accountable for ensuring technical operations are efficient, compliant with relevant legislation, regulations, and Council policies, being responsive to identified community needs. This role actively champions service excellence, the adoption of best practice, and the achievement of objectives in Council's Regional Plan and long-term sustainability. Engaging effectively with remote communities and stakeholders is essential, supporting inclusive, culturally respectful, and high-quality service outcomes.

Key Duties and Responsibilities

1. Leadership and management of essential technical, civil, capital, and infrastructure services across roads, major projects, public lighting, waste and landfill, cemeteries, Council's fleet, plant, buildings, and major projects.
2. Develop and maintain long-term operational and infrastructure strategies aligned with Council's Regional Plan and budgets.
3. Lead and manage new and ongoing initiatives and projects ensuring high-quality service delivery that aligns with organisational objectives.
4. Provide high-level strategic advice on infrastructure projects, asset management and performance, and service improvement.
5. Oversee the strategic management of ongoing cyclical maintenance, licensing, land use agreements, and responsive repairs for all Council assets, ensuring infrastructure and operational services remain efficient, effective, compliant, and fit for purpose.
6. Drive the integration of best practices in service delivery and asset lifecycle management into all maintenance planning and decision-making, balancing cost, condition assessment, performance, and risk throughout the full life of assets in accordance with legislative, regulatory, and Council policy requirements.
7. Lead proactive engagement with communities, Local Authorities, Land Council, parks, other key stakeholders, and Council to understand and respond to local needs. Ensure technical and infrastructure services are planned, delivered, and continuously improved in alignment with community needs and expectations, and Council's strategic objectives.
8. Manage the preparation, management, and oversight of operational and capital budgets for all technical services, by monitoring financial and project performance delivery within approved scope and budgets, identifying funding sources, and providing timely, accurate, and evidence-based reports and strategic advice to support decision-making by the CEO and Council.
9. Oversee the development and implementation of policies and procedures to ensure Council's compliance with local, state, and federal infrastructure regulations. This includes applying best-practice risk management frameworks to minimise Council's exposure, and advocate WHS initiatives to maintain a safe and compliant working environment.

Key Duties and Responsibilities

10. Oversee, empower, support, and mentor direct reports and the multi-disciplinary Technical Services team to build technical and leadership capability, and promote a culture of innovation, collaboration, and continuous improvement.
11. 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 CEO which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary qualifications in Engineering or Civil Construction, and/or minimum 10 years' experience in technical and infrastructure services at a senior leadership level.
2. Strong knowledge in strategic planning, development and management of technical and infrastructure services, with a focus on aligning initiatives to Council goals, applying industry best practices for reliable, innovative, and cost-effective operations and project delivery.
3. Demonstrated experience in leading and managing technical and infrastructure services, with proven skills in project delivery and management of civil and public works.
4. Extensive experience in contract and project management, leading infrastructure budgeting, capital investment planning, and cost-benefit analysis with the ability to identify critical cost elements and ensure that effective strategies and controls are in place to effectively control costs through economical utilisation of staff and resources.
5. Proven interpersonal skills to foster cooperation, trust, negotiation, and conflict resolution with staff, stakeholders, and community groups.
6. Highly developed stakeholder management, analytical, problem solving and negotiation skills and in particular demonstrated evidence of engagement with Indigenous communities and stakeholders.
7. Highly developed written and oral communication skills with the ability to represent Council in a variety of forums displaying a high level of professionalism.
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
 - b. Working with Children Check (Ochre Card)

Desirable Criteria

1. Regional Local Government experience and/or knowledge of its structures and frameworks, familiarity with infrastructure funding models, and intergovernmental collaboration.
2. Demonstrated high-level cross-cultural awareness to ensure effective participation in a multi-cultural workplace, with an understanding of the socio-economic and cultural context in which Council operates.

Organisational Relationships & Further Information

Reports to	Chief Executive Officer (CEO)	Supervises	Manager Technical Services
Internal liaising	Other Executives All staff	External liaising	Government representatives Community organisation representatives Community members and stakeholders 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 Working with Children Check (Ochre Card) and a Northern Land Council permit to work are essential requirements of all employees who are not Aboriginal people living within the land trust.
Travel	Travel to remote communities by light aircraft, boat, and 4wd will be required, and stays may be required.

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