



# POSITION DESCRIPTION

EXECUTIVE MANAGER  
OPERATIONS & ASSETS

**JUNE 2024**



<b>POSITION</b>	Executive Manager Operations and Assets	<b>DIVISION</b>	Operations and Assets
<b>AWARD</b>	Local Government Industry Award (IA) 2020	<b>BAND</b>	Contract 3 Years

### POSITION SUMMARY

The Executive Manager of Operations and Assets is tasked with overseeing the Shire's Operations and Assets division. This role ensures compliance with statutory requirements and Council policies, while also providing critical support to the Chief Executive Officer in the broader management of the Shire.

#### Within Division

This position manages all aspects of the Shire's Construction and Maintenance services, including:

- Road Maintenance & Construction
- Plant & Equipment
- Parks & Gardens
- Building Maintenance
- Asset Projects
- Depot Operations

#### Within Organisation

The Executive Manager of Operations and Assets provides expert advice and information to the Council, Chief Executive Officer, and Executive Managers regarding the Shire's construction, general maintenance, and assets services. This position is supported by:

- Works Manager
- Assets Technical Officer
- Project Technical Officer
- Coordinator of Administration - Operations and Assets

#### To External Stakeholders

This position serves as a key liaison, offering advice and information to the general public, developers, and public authorities on matters relating to Shire operations, capital works, and the maintenance of roads and building assets.

### VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

### CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives, and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Service Charter and in an efficient manner.

### REQUIREMENTS OF THE POSITION

**\*Key Selection Criteria – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.**

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Possess a tertiary qualification in a discipline relevant to operations and assets management or demonstrate an equivalent level of professional experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hold postgraduate qualifications in management, demonstrating advanced knowledge and expertise in the field.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed training in Business Excellence Principles and the Australian Business Excellence Framework, or a similar framework, ensuring a strong foundation in best practices and continuous improvement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
Proven experience in senior-level management role/s relevant to operations and assets management in local government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate the ability to inspire a shared vision to secure the commitment of key stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong understanding of organisational planning, reporting, and accountability processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive experience in managing projects pertinent to operations and assets within local government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In-depth knowledge of relevant Local Government legislative and statutory requirements, as well as contemporary governance principles and standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
Demonstrate the ability to build trusting relationships and develop a cohesive team focused on achieving common goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exhibit high-level skills in negotiating complex issues and resolving conflicts within a diverse political, social, and organisational context.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide strong leadership and people management, with the capacity to influence outcomes, make informed decisions, and lead by example.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effectively manage physical and financial resources, including budgets and assets, ensuring optimal utilisation and accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foster a culture of creativity and innovation, encouraging team members to challenge existing methods and develop new, improved processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## KEY DUTIES

### Executive Administration:

- **Team Development and Communication:** Foster a collaborative team environment through effective communication and leadership, ensuring all team members uphold high standards.
- **Policy and Program Development:** Develop and implement policies and programs relevant to the role, ensuring alignment with organisational goals.
- **Legislative Awareness:** Stay informed on developments related to the *Local Government Act (1995)*, regulations, and other relevant legislation.
- **Senior Executive Responsibilities:** Attend Council meetings, represent the organisation at various meetings, write Council reports, prepare financial returns and acquittals, and meet all legislative requirements.
- **Tender and Quotation Management:** Prepare and coordinate tenders and quotations, ensuring compliance with procurement systems and processes.
- **Contractor Management:** Oversee and manage contractors to ensure compliance with tenders and procurement systems.
- **Budget Management:** Prepare and manage the annual budget and budget reviews for the Operations and Assets division, ensuring project alignment with budgetary constraints and monitor expenditure.
- **Strategic Planning:** Contribute to the development, implementation, and review of the Shire's integrated plans, including asset management and the delivery of the Forward Capital Works Program, Strategic Community Plan, and other corporate documents.

### Assets and Infrastructure:

- **Infrastructure Maintenance:** Ensure Council infrastructure and assets are maintained according to the Shire's Asset Management Plan, Annual Budget, and Long Term Financial Plan.
- **Capital Works Program:** Develop, recommend, and implement the Forward Capital Works Program.
- **RAAMS Database Management:** Oversee the Shire's RAAMS road asset database.
- **Asset Management:** Manage plant and motor vehicle assets, ensuring their replacement aligns with policy, budget, and future demands.
- **Plan Updates:** Collaborate with the Executive Management team to review and update the Shire's Asset Management Plans.

### Roads, Town Maintenance, Parks & Gardens:

- **Asset Management and Maintenance:** Oversee the management and maintenance of roads, drainage, footpaths, cemetery, parks, and gardens assets, ensuring efficient program delivery.
- **Budget and Planning:** Prepare budgets, work programs, and forward planning documents for effective infrastructure management.
- **Funding Maximization:** Advocate for and secure external road funding through active participation in Regional Road Groups and pursue additional funding opportunities.
- **Advisory Role:** Provide strategic advice on infrastructure matters to the Chief Executive Officer, Executive Management team, and Council, in line with the Strategic Community Plan and policies.
- **Governance Participation:** Attend Council meetings and contribute to the organisation's governance functions.

## WORK HEALTH & SAFETY

- Ensure the WHS Policy is endorsed and implemented.
- Allocate resources to achieve the WHS Policy objectives.
- Monitor WHS Performance.
- Actively promote safety and lead by example.
- Ensure others are held accountable for their safety performance.
- Ensure all notifiable incidents are reported to Worksafe WA.
- Ensure employees, volunteers and contractors have a safe place to work.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed and eliminated or controlled.
- Ensure employees are provided Personal Protective Equipment (PPE) and use it.
- Ensure employees have safe methods of performing the required tasks and those methods are documented.
- Ensure employees are adequately trained and assessed as competent.
- Ensure employees are adequately supervised.
- Investigate incidents and ensure action is taken to control the cause(s).
- Actively promote and participate in the Work Injury Management Program.

### EXTENT OF AUTHORITY

Operates under general direction of the Chief Executive Officer within established guidelines, procedures and policies of Council, as well as statutory provisions of the various acts and other legislation.

### ORGANISATIONAL RELATIONSHIPS

**Responsible to:**

- Chief Executive Officer

Number of Staff Positions Supervised Directly: **7**

Number of Staff Positions Supervised Indirectly: **19**

INTERNAL	EXTERNAL
Chief Executive Officer	Contractors
Executive Managers	Ratepayers
Other Shire Employees	Members of the Public
Elected Members	State & Federal Government Departments

### POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Employee’s Name: \_\_\_\_\_  
(BLOCK LETTERS)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Aaron Cook**  
**CHIEF EXECUTIVE OFFICER**



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*This document is available in alternate formats upon request*