



POSITION DESCRIPTION

POSITION TITLE:	Civil Works (Roads) Manager
DIVISION / SECTION:	Civil
SUPERVISOR:	Chief Executive Officer
LEVEL:	9-10
STATUS (FTE):	1.0
DIRECT REPORTS:	10

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Women's Centre, Bawinanga Rangers, Barlmarrk Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifestyle of people on homelands by caring for country, preserving language and culture through the delivery of services to improve housing, health, education and roads.

BAC is a values based organisation with an emphasis on: Respect for Culture, Country and each other, Accountability, Teamwork, Continuous Improvement and Open and Honest Communication. These are principles and behaviours we display when working together.

PURPOSE OF THE POSITION

This position is responsible for the delivery of Civil Works and Mudbrick Factory programs to the Maningrida Community and Home Lands; it operates under the direction of the CEO in accordance with BAC plans, policies, relevant legislation and funding requirements.

POSITION RESPONSIBILITIES:

Key Accountabilities

1. Lead and manage the delivery of Civil Works (Roads) Contract
2. Manage the supply of materials for the effective and efficient operation of Mudbrick factory
3. Strong Financial Management of operational activities under responsibility
4. Assist in the development of a regional strategic and operational plan that sets targets and includes work plans for Civil to develop and deliver appropriate services and reporting tools.
5. Review, analyse, interpret and update all Government Contracts and Agreements and mitigate risk to aid in contract renewal.
6. Prepare specifications and contract documentation, manage tender processes and contracts for Civil works.
7. Collate data and prepare reports of quality and relevance for a variety of purposes.
8. Ensure that agreed targets for completion dates for operations are met on time and within budget.
9. Ensure that assets are repaired and serviced according to specifications and agreed standard and available within agreed target timelines

10. Ensure compliance with relevant Workplace Health and Safety legislation and BAC policies and report any breaches to mitigate risk.
11. Implement and develop sustainable approaches to operations to ensure continued viability of Civil Works
12. Any other duties as directed by the CEO which are within your capabilities.
13. Create and foster a workplace that encourages and welcomes Indigenous employment and participation in the division.
14. Supervise, mentor, motivate and support a part-time CDP Indigenous Store person - assisting with providing learning and development opportunities.
15. Work effectively in a team environment
16. Adhere to the Workplace Health and Safety regulatory requirements
17. Identify continuous improvement opportunities
18. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
19. Ensure communications are appropriate to BAC Employees, Directors, Communities, Stakeholders and partner organisations.
20. Any other duties requested by your supervisor which are within your capabilities.

SELECTION CRITERIA:

Essential:

1. Demonstrated experience working at a senior level in a culturally inclusive workplace using the principles and practices of cultural competence and providing responsive service delivery to community.
2. Extensive senior management experience in the delivery of civil works contracts in remote locations
3. Demonstrated experience in managing a multi-disciplinary team with the proven ability to apply leadership and team building skills with the emphasis on establishing and maintaining staff motivation.
4. Demonstrated experience in the preparation of specifications and contract documentation along with the ability to develop and manage tender processes.
5. Demonstrated experience in the delivery and completion of high quality and relevant government funding reports.
6. Extensive experience in project management, contract supervision and management skills including developing and managing program budgets.
7. Experience in and understanding of the use of computer-based Leading Hand system or other similar systems, and Microsoft Office software to assess and refine systems and processes.
8. Excellent oral communication skills and interpersonal skills including consultation, negotiation and liaison skills and an ability to interact with people from different cultures with positive outcomes.
9. Ability to work as part of a team in a cross cultural environment, fostering open communication with a positive and innovative approach to problem solving.
10. Where necessary ability to operate machinery in a safe and effective manner
11. Relevant tertiary qualifications and/or significant work experience in this field.
12. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.

Desirable:

1. Experience working for a community development or not-for-profit organisation.

Approval:

Ingrid Stonhill
Chief Executive Officer, BAC