

**POSITION DESCRIPTION**

POSITION TITLE:	Operations Manager – Maningrida	
DIVISION / SECTION:	Housing, Homelands & Construction	
SUPERVISOR:	Housing, Homelands & Construction General Manager	
CLASSIFICATION LEVEL:	Level 9	
STATUS (FTE):	1.0 FTE	
NO. OF POSITIONS REPORTING DIRECTLY:	9	
NO. OF POSITIONS REPORTING INDIRECTLY:	9	

ABOUT BAWINANGA ABORIGINAL CORPORATION [BAC]:

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, Bábarra 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 lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

PRIMARY RESPONSIBILITIES:

The position is responsible for overseeing and managing the day to day operations of the maintenance and construction workers and subcontractors on and offsite, track inventory and ensure the appropriate selection of tools, materials and equipment. The position reports to the Manager and primary areas of responsibility include:

1. Oversee and manage the day to day operations of the maintenance and construction workers and subcontractors on and offsite and ensure the appropriate selection of tools, materials and equipment.
2. Assist the Manager to prepare internal and external job status reports that include cost estimates, budgets and work timetables to select, schedule and coordinate activities that maximise resourcing and allocation of trades and subcontractors.

3. Assist the Manager with the development of tender documentation by providing information on pricing estimations, resources and material requirements.
4. Ensure quality construction standards and the use of proper construction techniques are used by all trades and sub-contractors.
5. Comply with all legal requirements, building and safety codes and other regulations including the implementation of Safety & Environment Plans for site specific projects with Safe Work Methods Statement reviews, toolbox and site safety meetings.
6. Liaise with the Workplace Health and Safety Officer to ensure compliance with relevant legislation and BAC policies and report any breaches to mitigate risk to the GM.
7. Liaise at least weekly, with Manager and other HH&C Construction Operations Manager to ensure both Maningrida and Homelands needs and resources are allocated appropriately.
8. Establish reliable construction teams to successfully construct and complete projects and effectively supervise and motivate the staff and contractor teams.
9. Oversee and manage the operational delegations of all maintenance jobs on a day to day basis, ensuring the Manager is updated on a regular basis. Maintain and coordinate the jobs/work orders on the "job log" on a daily basis.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications or extensive relevant work experience in the construction and repairs of houses.
2. Demonstrated experience working in a culturally inclusive workplace using principles and practices of cultural competence to maintain a high quality of work and cultural integrity.
3. Highly developed project management skills to meet contractual obligations and design specifications; including planning, developing, monitoring and evaluating processes to deliver results.
4. Demonstrated capacity to build strong relationships between different construction and industry networks and different levels of government including supervising trades and subcontractors in an environment of change and conflicting demands.
5. Highly developed interpersonal, communication, negotiation and influencing skills with the ability to use discretion, judgement and manage challenging and stressful situations to positive outcomes.
6. Strong office administration skills including budgets, general accounts, freight logistics, asset and stock control management.
7. Experience in planning and managing risks in delivering construction and maintenance programs in remote locations.
8. Experience in identifying continuous improvement opportunities and the ability to comply with the legal and regulatory building and safety frameworks.

Desirable:

1. Experience living and working in remote communities
2. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
3. Experience working for a community development or not-for-profit organisation.

Approval:

Chief Executive Officer, BAC

Signature

Date