

POSITION DESCRIPTION

POSITION	Operations Team Leader
Reports to	CEO
Group	Operations
Level	2
Date revised	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To guide and support operations team delivery of quality works and services in relation to land and housing assets in a safe, efficient and effective manner.

Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

Accountabilities

- To guide and support the efficient and effective delivery of works and services in line with housing, land and property maintenance programs.
- Work with and guide the operations team to use a variety of plant and equipment to perform a broad range of maintenance activities, including general labouring duties
- Ensure consistent delivery of the highest level of customer service.
- Completion of relevant paperwork, reports & timesheets within required timeframes.
- Provide proactive and visible WHS guidance, identify hazards, control risks and take accountability for actions that contribute to a safe working environment.
- Ensure safe work practices are followed including safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.

Core Responsibilities

- Provide oversight and operational management of land and housing maintenance operations.
- Guide and support staff and contractor engagement as required
- Maintain relevant and accurate records in line with Policy.

BREWARRINA ABORIGINAL LAND COUNCIL

- Ensure effective and timely response to tenant requests for service and repair functions as approved.
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

Essential Criteria

1. Current WHS General Construction Induction Card
2. Proven ability to work productively as a member of a team and contribute and drive team goals.
3. Knowledge and demonstrated experience in maintenance works or equivalent (ie land, water and repair activities)
4. Well-developed interpersonal skills including both oral and written communication capabilities
5. Demonstrated experience in operating a variety of plant and equipment.
6. Current C driver's licence

Position Capabilities

CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	INTERMEDIATE
Relationships	Be respectful, inclusive and collaborative in engaging with others	INTERMEDIATE
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	INTERMEDIATE
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	INTERMEDIATE

Date agreed:

Employee Name:

Employee Signature
