

**POSITION DESCRIPTION**

<b>Job Title</b>	<b>Assistant Director of Technical Services</b>
<b>Organisational Context</b>	Aurukun Shire Council is an Indigenous community with a population of around 1400 people. Council provides a variety of services to the community that include provision of education, health, community and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
<b>Department</b>	Technical Services
<b>Classification</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services – Level 8.
<b>Location</b>	Aurukun
<b>Reports to</b>	Director Technical Services
<b>Position Scope</b>	The position is responsible for coordinating the efficient management of parks and gardens maintenance, waste management, waste services and airport operations.
<b>Employees Supervised</b>	Airport Manager, Town Services, Supervisor Roads, Relief Airport Manager and Administration Assistant.
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate experience in successfully communicating, negotiating and interacting with Aboriginal people and demonstrated knowledge of Aboriginal culture and customs.</li> <li>• Tertiary qualifications in Civil Engineering or appropriate discipline.</li> <li>• Airport Reporting Officer.</li> <li>• Demonstrated strong oral and written communication, negotiation and interpersonal skills.</li> <li>• Demonstrated experience leading teams to achieve agreed outcomes and meet compliance requirements both quality and timeliness.</li> <li>• Understanding of contemporary human resource and financial management.</li> <li>• Demonstrated ability to develop plans, implement them and to measure results.</li> <li>• Demonstrated commitment to continuous improvement and passion for improving service delivery and business improvement.</li> <li>• Knowledge of Local Government legislation and regulations or the ability to obtain such knowledge.</li> <li>• Commitment to keeping updated with changes to legislative compliance in relation to the technical fields supervised.</li> </ul>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Provide leadership to the staff that are supervised.</li> <li>• Contribute to the ASC management team in a proactive and constructive manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the formation of the budget for the services managed and to monitor the performance of the services against the adopted budget.</li> <li>• Ensure the delivery of the services that the position is responsible for in an efficient and effective manner and in accordance with the Council's adopted annual operational plan.</li> <li>• Pursue the goals and objectives of ASC's 5-year Corporate Plan.</li> <li>• Provide meaningful and timely reports to the Director as required to assist with decision making.</li> <li>• Monitor the performance of all staff within the services managed to ensure a positive culture of staff development, support and performance improvement.</li> <li>• Identify skill shortages and advise the Director of proposed staff development and training.</li> <li>• Ensure compliance with all ASC policies including the Code of Conduct and behaviour at all times that supports the Council's values.</li> </ul>
<b>KPI's</b>	<ul style="list-style-type: none"> <li>• Completion of Projects within allocated time frame</li> <li>• Liaison with Key Stakeholders as required and recording of meeting in accordance with organisational guidelines.</li> <li>• Efficient, concise and effective decision making under pressure.</li> <li>• Ensure staff turnover kept to a minimum</li> <li>• Performance evaluation completed regularly on all staff and performance management put in place in conjunction with HRM when required.</li> <li>• All legislative requirements met – measured by stakeholder feedback</li> <li>• Reporting submitted within the time frames required.</li> <li>• Provide effective leadership including but not limited to development of staff commitment, increased levels of morale and a positive team environment – Measured by a reduction in staff turnover and complaints.</li> </ul>

I, \_\_\_\_\_ acknowledge and agree to the above position description.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_