

Position Description – Rumbalara Aboriginal Cooperative Ltd.



Position Title	Executive Manager Assets and Infrastructure		
Department	Assets and Infrastructure		
Reporting Manager	CEO	Employment Status	Full-time
Location	Shepparton	Salary	TBC

Organisational Overview

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and wellbeing
- Positive aging and disability services
- Community services
- Asset and infrastructure services
- Corporate services

RAC has an annual budget of \$19 million and a workforce of approximately 230 people. RAC is a significant employer and economic contributor to the region and plays a high profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

ROLE PURPOSE

To develop, implement and deliver Rumbalara’s requirements and outcomes to ensure the key responsibilities and functions in infrastructure and asset management strategies and systems in managing property assets are met.

To deliver capital development projects from inception to completion.

KEY SELECTION CRITERIA

- Experience in working in an Aboriginal organisation and/ or an understanding of Aboriginal culture and history
- 5 years plus of proven success in a similar position at an executive level
- Construction Engineering and Project Management qualifications
- Demonstrated project management skills Prince 2 or similar
- Demonstrated large capital works planning and implementation skills
- Ability to meet tight deadlines
- A team focused approach and excellent interpersonal skills
- Proficient with Microsoft Suite, including Word, Excel, PowerPoint and Outlook
- Have current police check and Victorian Driver’s license

KEY RESPONSIBILITIES

Key Responsibilities/Duties

Corporate Outcomes

- Work with the Chief Executive Officer and other members of the Executive Management team, Rumbalara employees to ensure effective leadership and management of the Infrastructure and Assets department.
- Contribute to the strategic development of Rumbalara's Strategic Plan and align operational services, assets and other resources and strategies.
- Oversee strategies to achieve and maintain commercial orientation of Infrastructure and Assets and other infrastructure.
- To continually look to enhance the image of Rumbalara, and to maintain and develop relationships that reflects and demonstrates the core values of the organisation.
- Assist the Chief Executive Officer with all economic development initiatives and ensure that any opportunities are highlighted and acted upon when available.

Asset Management:

- Develop land and buildings asset management plans.
- Develop forward property works program including budget preparation and reporting.
- Manage the development of facilities and properties management plans for all Rumbalara owned and occupied assets.
- Prepare reports and recommendations for the CEO and board with regards to asset management strategies and initiatives.
- Assist with business case development for fund sourcing initiatives.

Project Management:

- Develop a project management framework to deliver projects on time and on budget.
- Develop project management plans including but not limited to works breakdown schedule, budget and financial phasing, communication, risk management and implementation strategy.
- Coordinate and regularly report progress to various stakeholders.
- Estimate and monitor approved budget. Identify financial risks if any.
- Undertake research, risk assessment and analysis when required.
- Develop project briefs and tender documents.
- Facilitate and manage the tender process in compliance with local government purchasing legislation.
- Conduct information sessions and attend stakeholder meetings when required.
- Ascertain compliance to various regulations relating to projects such as permits, licenses, funding agreements and acquittals, etc.
- Review external documents – design plans and specifications. Facilitate consultations with other stakeholders for approval as necessary.

Infrastructure Management

- Ensure outcomes are delivered, including program and project delivery of the department.
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- Manage all tenders relating to infrastructure projects or services in accordance with legislative requirements.
- Oversee the purchasing and maintenance of all new and existing plant and equipment as per the Plant Replacement Program.
- Prepare, plan, implement and review asset management advice and information.
- Prepare and implement the construction and maintenance schedules and plans of all Rumbalara buildings and equipment.
- Administer and oversee applications for funding for the department.

Regulatory Services

- Ensure outcomes are delivered in the planning, building and environmental health services in accordance with relevant legislation.
- Oversee and assist with Emergency services.
- Foster relationships with, Local, State and Federal Government, and other external customers.
- Prepare and collate information for distribution at board meetings and for other internal or external customers as required and as requested.

Financial

- Develop, monitor and amend Rumbalara’s Asset Management Plan, Plant Replacement Program and other Integrated Planning & Reporting Framework documents.
- Provide input and information in relation to other operational and strategic documents or plans, including annual budget.
- Ensure that all capital, and maintenance work that is completed within the Infrastructure and Assets department is within budget, and value for money.
- Develop budget estimates of infrastructure works in forward capital works plans, and in the Long-Term Financial Plan that meet with agreed service levels.

Staff Management:

- Promote and model professional behaviour consistent with the Rumbalara’s Code of Conduct, and organisational values.
- Develop, promote and encourage positive, productive and cohesive teams throughout the organisation.
- Lead, coach, develop and performance manage a multi-disciplined team of staff.
- conduct yearly reviews for the Infrastructure and Assets department.
- Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness.
- Provide general and technical guidance, advice and direction to Infrastructure and Assets staff.

Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative’s values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members
- Resilient, with proven ability to manage ambiguity
- Self-motivated and able to anticipate team needs
- Strong interpersonal skills
- Strong communication and influencing skills
- Strong stakeholder engagement experience
- Enjoys working with different personalities and can adapt or accommodate others’ working styles to get things done

EMPLOYMENT CONDITIONS

- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at Rumbalara will be tied to existing contracted funding arrangements????

Accepted: (Employee) (Employee Signature)
 Date:

In accepting this position, I hereby agree to the duties as set out in this Position Description

Approved: (CEO) (Signature)
 Date:

Manager Details:

Name: Phone No., Email:

Executive Manager Details:

Name: Phone No., Email: