

POSITION DESCRIPTION

Coordinator Strategic Operations

Position number	WKS030	
Directorate	Community Assets & Infrastructure	
Service unit	Operations	
Classification	Band 8 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Manager Operations
	Directly supervises	Mechanics x 2 Plant Maintenance Officer
	Internal relationships	All service units across Council
	External relationships	Ratepayers, community members, community groups/organisations, other Councils, WorkSafe utility companies, emergency services agencies, contractors, consultants, suppliers, State government agencies
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Assets & Infrastructure	
Date	06 May 2025	
Position purpose	<p>This role supports the Manager Operations, Civil Maintenance Coordinator, Parks and Gardens Coordinator, and Team Leaders by:</p> <ul style="list-style-type: none">• Providing a proactive and coordinated approach to fleet, plant, and equipment maintenance;• Leading and supervising relevant staff and two mechanical workshops the Ballan & Bacchus Marsh depots• Managing the Operations service unit’s Plant Replacement program;• Managing the Procurement Plan for Operations supply and service contracts;• Supporting the development of Occupational Health & Safety policy/procedure and associated documentation, and compliance with the OHS Act & associated Regulations• Support the facilitation of training programs to support employee safety	

- Leading risk management activities including identifying, reviewing, and controlling risks;
- Managing the operational response to Council's After Hours service
- Support the implementation of new technologies within the business unit.
- Support the development of annual budgeting and resource planning.

Key responsibilities and duties

Fleet, Plant and Equipment Maintenance and Operations

- Lead the coordination and scheduling of the Operations fleet, plant, and equipment maintenance programs, ensuring timely and efficient maintenance and completion of service records.
- Develop processes to ensure that fleet, plant, and equipment are maintained in a clean manner—
 - to safe operating standards and in accordance with recommended service intervals, current requirements, Acts and regulations.
 - damage, defects or perceived problems are reported and addressed promptly.
- Maintain registers of fleet, plant, and equipment.
- Collaborate with other Council staff to ensure efficient and effective operation of fleet, plant, and equipment.
- Manage the fleet, plant and equipment Global Positioning System including installation, removal, and management reporting.
- Engage and manage maintenance contractors using the contractor induction manual.
- Manage depot fuel, inventory and fleet consumables storage and use.

Leadership

- Lead and develop a consultative, multi-skills approach.
- Provide leadership to depot mechanics, ensuring the staff provide a high level of service to all stakeholders.
- Develop and motivate staff to achieve their full potential and are trained and qualified to carry out their plant and equipment related tasks.
- Lead Council's After-hours Service and arranging rosters to ensure adequate emergency response is provided.
- Liaise with People and Culture to ensure essential and professional development training is delivered to Operations staff.
- Provide a high level of customer service to internal and external stakeholders.

Financial Management

- Assist Manager Operations in the preparation of the annual budgets for the unit.
- Monitor and evaluate expenditure against budget lines and keep management informed emerging financial issues.

Procurement

- Assist Manager Operations in the development of an Annual and 10 Year Fleet, Plant and Equipment Replacement Program.
- Manage Council's annual Fleet, Plant and Equipment Replacement program using Council's procurement processes and engaging with key stakeholders.

- Oversee whole of life fleet, plant, and equipment processes from purchase to maintenance and to disposal.
- Develop tender specifications and contract documents, evaluate tenders, prepare contract award reports, and contract administration.
- Manage Operations Unit supply and service contracts across Civil Maintenance and Parks & Gardens, engaging with key stakeholders.
- Coordinate the provision of Personal Protective Equipment for the Operations Unit.

Business Improvement

- Ensure the business improvement framework is promoted and supported.
- Identify opportunities to improve and develop services and management systems.
- Work with the Organisational Development Team to develop training programs for the unit.
- Develop plans and targets for improving fleet, plant, and equipment operations.
- Identify emerging fleet, plant and equipment trends and facilitate discussion, planning and information dissemination regarding these trends.
- Assist in developing and implementing Council Plan goals and other fleet, plant and equipment management goals identified in strategic documents by identifying and implementing improved operational processes, procedures.
- Initiate and develop fleet, plant and equipment related plans, policies, procedures, and operational guidelines.
- Work with management to define current service and quality levels of fleet, plant and equipment services, benchmark against other service providers and assist to establish and implement Service Plans and Reviews.

Risk Management

- Coordinate risk management activities such as identifying new and reviewing existing risks to ensure effective controls are in place and ensure that the Operations risk register is regularly updated.
- Provide support to their General Manager to systematically identify, assess and manage risks and opportunities in their functional area, including the development and implementation of approved work practices.
- Ensure that this policy is communicated to their employees, work experience students, volunteers, and contractors.
- Consult with employees, volunteers, and contractors to identify, assess, and manage risks and opportunities associated with their work.
- Implement Risk Management policies and procedures to meet legislative requirements.
- Ensure Council's Risk Management policy and Risk Management practices within the workplace and the community are observed and complied with at all times.
- Ensure the implementation of hazard and environmental aspect inspections, risk assessments and risk controls.
- Review, investigate and report all incidents.
- Initiate actions to continuously improve the Risk Management System.

Occupational Health & Safety

- Lead the implementation of, and monitoring compliance with Occupational Health & Safety systems, policies, and procedures, and conduct regular safety inspections of workshops, depots, and work sites.
- In collaboration with the Organisation's corporate departments, lead the service unit's management of OHS training and support the delivery of required training.
- Lead the continuous improvement process in developing, reviewing and refreshing Council's OHS

documentation including but not limited to, Safe Work Method Statements, Standard Operating Procedures, Safe Work Procedures etc.

- Lead with a safety first leadership style and ensure that all near misses, incidents or accidents are reported promptly through the CAMMS Incident system.
- Lead the implementation of the Chain of Responsibility system and audit its effectiveness across the organisation.
- Support the broader organisational OHS function by actively participating in WHS Committee meetings and reporting outcomes to the Operations teams
- Follow safe work practices, procedures, instructions, and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Assist with submitting and investigating incident reports and recommending corrective and/or preventative actions.

Operations After Hours Service

- Coordinate the rostering of employees to ensure appropriate coverage of both the after hours officer and call out officer positions.
- Support employees through regular meetings and implementing continuous improvement practices to improve the effectiveness of the service.

General

- Prepare Memos, Briefing Notes, and Council Reports relating to fleet, plant and equipment
- Present fleet, plant and equipment related reports to the Executive Team, committees, and Council.
- Other duties as delegated by the Manager Operations within the employee's competencies.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.

- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always]

Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	[Always]
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	[Always]
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	[Always]
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	[Always]
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	[Always]
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	[Always]

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for the efficient and effective procurement, allocation, operation and maintenance of fleet, plant, and equipment. • Accountable for engaging with key stakeholder in the procurement and management of fleet, plant, and equipment. • Accountable for managing the fleet, plant, and equipment Global Positioning System. • Accountable for ensuring OHS compliance at Council's workshops, depots, and work sites. • Freedom to act is governed by policies, objectives, and budgets with regular reporting mechanisms. • Decisions and action have a significant effect on programs.
Judgement and decision making	<ul style="list-style-type: none"> • The position works mostly autonomously within a framework of specialist knowledge, budgets, legislation and policies and procedures. • Problem solving and policy development may not be well defined and involves a flexible approach and using lateral thinking to identify and

	analyse solutions to problems based on research, theory, innovation, precedent, and knowledge gained through experience.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Knowledge of fleet, plant and equipment operations and maintenance techniques and processes. • Knowledge of best practice OHS including developing, implementing, and monitoring OHS policies and procedures, Safe Work Procedures and Safe Work Method Statements. • Skill in identifying risks and managing risks through effective controls. • Knowledge of cost estimating, procurement and contract management practices and processes. • An understanding of Council's long-term goals, values, and the legal and political context under which it operates. • Knowledge of project management, budgeting, and financial procedures.
Management skills	<ul style="list-style-type: none"> • An understanding of human resource practices that facilitate managing staff and developing a high performance, outcome driven team. • Ability to manage time, set priorities and plan and organise work to achieve objectives efficiently, within available resources and despite conflicting pressures. • Accountable for implementing and promoting Council's Human Resources and Occupational Health and Safety policies and ensuring members of the team follow appropriate workplace practices.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to gain persuade, convince or negotiate with other staff, clients, and the public. • Ability to lead, mentor, motivate and develop and mentor other staff. • Well-developed written communication skills that enable accurate and effective memos, briefing notes and Council Reports to be prepared. • Well-developed oral communication skills that enable information to be presented effectively to people from a range of backgrounds. • Ability to liaise with counterparts in other organisations and within professional networks to resolve intra-organisational issues.

Qualifications, skills and experience

Qualifications

- Tertiary or trade qualifications relating to fleet, plant and/or equipment maintenance management with substantial related experience in a similar role.

Skills and experience

- Experience in managing staff and providing effective supervision and leadership.
- Experience in planning and delivering fleet, plant, and equipment maintenance.
- Experience in writing and presenting memos, briefing notes, and reports for a wide range of audiences.
- Experience in procurement and contract management (developing specifications, evaluating, and awarding contracts, contractor surveillance and performance monitoring).
- Experience in OH&S leadership within a maintenance and construction environment.
- Experience in budget management.

- Ability to manage multiple conflicting priorities using organisational, time management and delegation skills.

Licences and registrations

- Current Victorian Driver's Licence
- Relevant Plant and Equipment Licences/Tickets. (preferred, not mandatory)
- Construction Induction permit (White Card). (preferred, not mandatory)

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg	.	.	✓	.
Manual handling – above 5 kg below 10 kg	.	.	✓	.
Working with arms above head	.	.	✓	.
Manual handling – lifting above shoulder	.	.	✓	.
Repetitive bending/twisting	.	.	✓	.
Using vibrating / powered hand tools	.	.	✓	.
Close inspection work	.	.	✓	.
Working in dusty / slippery / wet conditions	.	.	✓	.
Wearing safety shoes/boots (steel cap)	.	✓	.	.
Wearing hearing / eye protection	.	.	✓	.
Using chemicals	.	.	✓	.
Repetitive hand washing / cleaning	.	.	✓	.
Working at heights	.	.	✓	.
Working in confined spaces	.	.	.	✓
Working in heat (over 35 C)	.	.	✓	.
Working in cold (under 5 C)	.	.	✓	.
Driving vehicles		✓		
Operating plant			✓	
Using a keyboard	.	✓	.	.
Writing by hand	.	✓	.	.
Transcribing from hard copy				✓
Audio transcription	.	.	.	✓
Handling difficult customers onsite	.	.	✓	.
Handling difficult customers offsite	.	.	✓	.
Making decisions that impact on other employees (disciplinary / restructure / investigation)	.	.	✓	.
Other _____	.	.	.	✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.