

Application Package for the position of

DIRECTOR OPERATIONS

Full Time - 4 Year Contract – Esk

Competitive remuneration package: cash component, superannuation, private use vehicle, relocation assistance, professional development

Supportive work environment - Great location - Rural lifestyle

with



Somerset
REGIONAL COUNCIL

Somerset Regional Council is seeking an experienced leader to provide strategic direction and advice in the delivery of services, contributing to Council's corporate objectives and key community outcomes.

This position reports directly to the Chief Executive Officer, working closely with Council and other key stakeholders.

Our ideal candidate will lead and motivate a multidisciplinary team and bring a planned and structured approach to the management of the Operations Department which includes roadworks, drainage, parks and gardens, disaster management, workshop, waste management and cemetery services.

To excel in this role, and to complement Council's executive team, you will hold a relevant tertiary qualification together with demonstrated leadership experience, excellent communication and stakeholder engagement skills and understanding of local government operations.

If you are a passionate values-led leader with an agile approach and a drive for success, then we would like to hear from you.

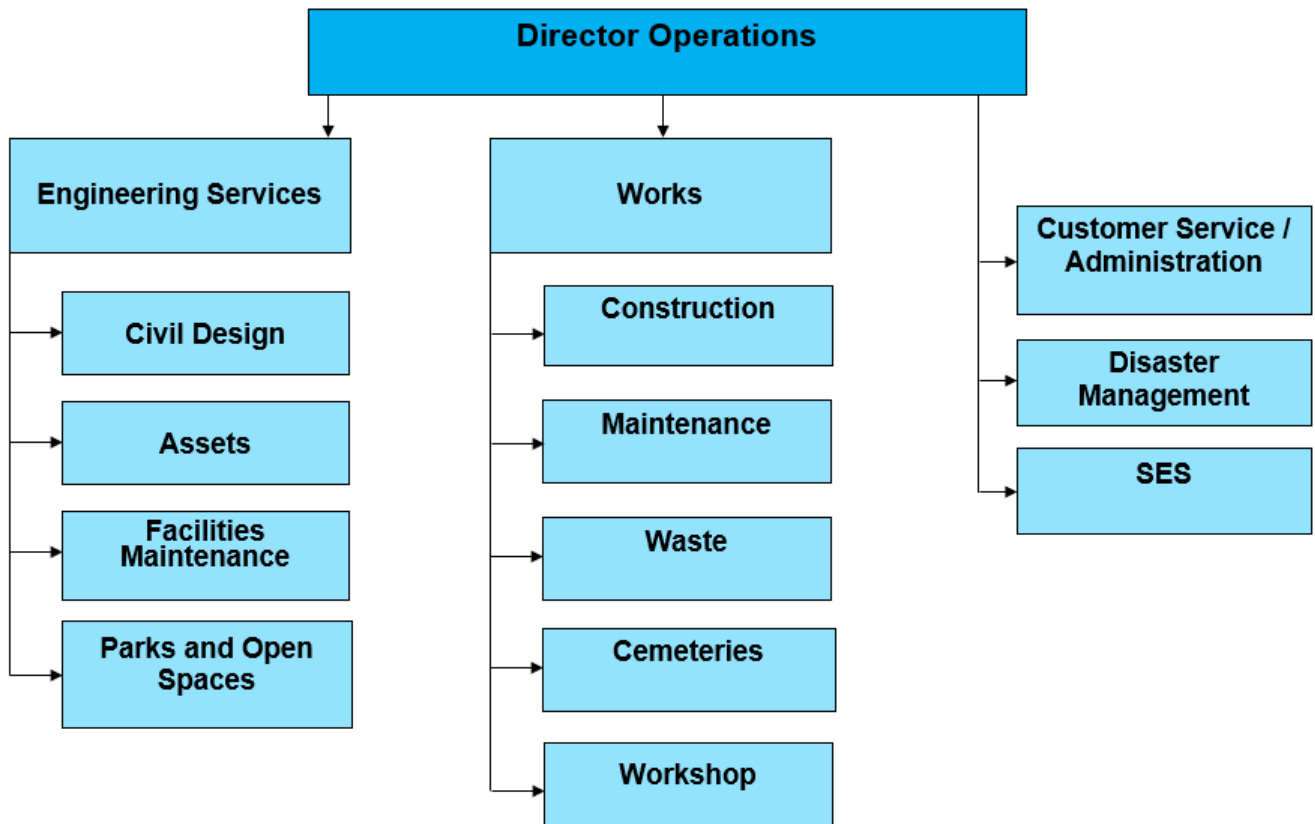
To make application for this opportunity with Team Somerset, please submit your Resume with a 2-page cover letter highlighting your suitability for the role to jobs@somerset.qld.gov.au

Should you require any further information or clarification regarding the position or the recruitment and selection process, please contact our Human Resources section on (07) 5424 4000.

Applications close at 5pm Friday 11 April 2025.



OPERATIONS DEPARTMENT



Position Description

Title:	Director Operations
Reports to:	Chief Executive Officer
Classification:	Contract

POSITION OBJECTIVE:

Lead and coordinate the Operations Department, ensuring the delivery of services are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Council policies and procedures.

Responsible for achieving a high level of corporate satisfaction with the operations of the department and ensuring the delivery of effective and responsive services to the Somerset Region community and Council, undertaking management of Council's Operations activities in the areas of roadworks, drainage, parks and gardens, disaster management, workshop, waste management, and cemetery services.

ORGANISATIONAL CONTEXT:

The position of Director Operations reports to the Chief Executive Officer and is a member of Council's Executive Leadership Team.

Liaison and coordination with customers, government departments, service providers and key industry groups will be a requirement of the position.

EXTENT OF AUTHORITY:

The position will have authority to act within established operational and budgetary guidelines and the provisions of relevant Acts, regulations, codes, Council's policies and Instruments of Delegation.

KEY RESPONSIBILITIES AND DUTIES:

Planning and Policy

- Provide effective management, planning and coordination of Council's Operations Department.
- Ensure that Department structures, operations, policies and procedures are developed to ensure flexibility for future legal, political or technological advancement and Council's strategic imperatives.
- Participate as a member of Council's Executive Leadership Team in assisting organisational planning and development.

Organising and Operating

- Manage and coordinate the Operations Department functions.
- Monitor and evaluate service provision against determined objectives and performance indicators.
- Ensure that relevant Acts, regulations and codes are adhered to and that associated legal and accounting requirements are completed in a professional, timely and efficient manner.
- Represent the Operations Department at Council and other meetings and provide explanation and information as required.
- Develop policies and procedures to ensure the efficient and effective provision of the Operations Department.
- Review budget submissions and participate in discussions with the Chief Executive Officer and other Directors on new proposals, seeking appropriate priority and negotiating relevant increases to budget.
- Allocate projects within the Operations Department and resolve problems and provide advice to employees to ensure their timely and effective completion.
- Carry out the function of Local Disaster Coordinator.



Personnel and Organisation

- Manage the financial, human and physical resources allocated to the Department, consistent with Council policies for training and development, equal employment opportunity, work health and safety and within budget guidelines.
- Work with employees under the direction of this position to ensure that the duties and responsibilities of each are effectively discharged and that appropriate communication is maintained within and between each area and across the organisation.
- Ensure that the Department workforce planning needs are identified and resourced.
- Ensure the maintenance of appropriate levels of skills, knowledge and customer service necessary to meet the needs of stakeholders.
- Promote the concept of empowerment in the workplace where employees are customer-focused and motivated to achieve best practice performance.
- Regularly review and maintain appropriate structures, processes, roles and delegations within the Department.

Controlling, Regulating and Reporting

- Coordinate the effective management of all Operations employees and resources.
- Accountable for meeting Council's objectives and performance criteria in relation to these functions, including an optimum level of customer service.
- Comply with the lawful direction of the Chief Executive Officer, Council policies, legislative requirements and delegated authorities.
- Provide advice and recommendations on the Operations functions of Council.
- Develop strategic plans and Department policy within broadly define parameters.
- Accountable for directorate progress on the implementation of Council's safety management action plan, ensuring outstanding actions are completed within determined timeframes with regular reviews undertaken ensuring incidents are investigated and objectives / targets are regularly monitored for effectiveness.
- Exercise a high degree of independent judgement in relation to the overall management of the Department. This will include the evaluations of complex and sensitive issues and undertaking appropriate action when required.

Fraud, Corruption and Risk Management

- Report any risks (including fraud and corruption) identified in the performance of duties.
- Adhere to and promote fraud and corruption prevention practices, including evaluation, analysis and mitigation of Council's risk exposure.

Interaction

- Liaise and negotiate with the Chief Executive Officer and Directors on a wide variety of matters, including policies, strategic objectives and statutory compliance.
- Consult and negotiate with, and provide advice to, Council, other local governments, authorities, government departments, local community representatives and clients as required.
- Communicate and provide timely advice, investigate and satisfy enquiries in relation to the Operations Department as required by Council, the Chief Executive Officer and other senior management.
- Provide professional advice and report as required on Department activities and procedures to the management team, the Chief Executive Officer and Council.
- Represent the Department, Chief Executive Officer and/or Council at community forums and other local government meetings as required.

Other

- Represent the Council to the public and members of other organisations in a positive manner.
- Take reasonable care of your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instructions provided by Somerset Regional Council to ensure work is conducted in accordance with standard operating procedures, Work Health and Safety Act, Regulations, Codes of Practice, Council's Work Health and Safety policies and procedures and Council's Safety Management System ensuring that control measures are in place and adhered to.



- Reinforce Council's safety management system, SafePlan, and apply due diligence through application of SafePlan systems to ensure safe workplace and meet obligations of a person with management in control of a workplace as per the Work Health and Safety Act.
- Eliminate or report hazardous conditions and work practices, and report promptly any incident that involves work-related injury or illness, a near miss or damage to property or the environment.
- Use properly and maintain, or seek replacement as necessary, all personal protective equipment provided for own and subordinates work health and safety.
- Responsible for compliance with Council's Information Management Policy, to make and electronically record full and accurate records of all relevant business activities within Council's electronic records management system.
- Ensure the security and appropriate intended use of Council information, at all times. Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct.
- Responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and supporting Council's overall Corporate Plan and objectives.
- Undertake other duties as delegated by the Chief Executive Officer, that will assist Council in reaching declared objectives as detailed in the Corporate and Operational Plans.

KEY COMPETENCIES:

Judgement and Decision Making

- Responsible for the delivery of effective, equitable and efficient corporate services within Council guidelines to both internal and external customers of the Council.

Specialist Knowledge and Skills

- Specialist knowledge and understanding of the technical skills associated with municipal engineering within a Local Government environment.
- Capacity to promote a customer focus in the planning and provision of Council services.
- Demonstrated ability in service planning, customer needs identification, service specification, contract administration, performance monitoring and project management.
- Demonstrated understanding of the service areas of finance, information management and public administration within a Local Government environment.
- Demonstrated ability to contribute to the strategic direction of the organisation as part of Council's Executive Leadership Team.
- Commitment to ongoing reform in Local Government.
- A broad understanding of the statutory, accounting and report functions of Council.
- Demonstrated knowledge and understanding of Council's obligations and the due diligence process to be applied with regard to relevant acts, regulations and codes of practice specifically the Work Health and Safety Act.
- Knowledge of commercial and business principles and a commitment to quality service and best practice.
- Proficient long-term planning skills in the areas of capital programme development, strategic land use, economic development and asset development.
- Experience in the effective application of information technology in the workplace including the ability to interact with a range of relevant software to promote improved work practices and informed decision making.

Management Skills

- Strong leadership and motivational abilities in a diverse and changing environment.
- Capacity to manage change in a complex organisational setting within an environment of resource constraint.
- Ability to lead significant workplace reform.
- Understanding and experience in implementation of personnel policies and practices.
- Capacity to develop and implement organisation-wide policies and procedures and evidence of a long-term strategic perspective.
- Ability to develop and work to appropriate performance indicators, objectives and annual reviews for employees within the Department according to the relevant Award and Council's Enterprise Agreement.



Interpersonal Skills

- Ability to promote the Council's vision, direction and goals to employees, customers, other levels of government and the community generally through a variety of communication methods.
- Excellent communication skills, both verbally and in writing and a capacity to effectively communicate with all stakeholders in a concise, efficient and effective manner.
- Well-developed negotiation and conflict resolution skills.
- Ability to lead, motivate and develop employees.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Civil Engineering from a recognised tertiary institution acceptable to Engineers Australia, with membership being highly regarded.
- Registered Professional Engineer Queensland (RPEQ) or ability to apply for RPEQ (highly desirable).
- Extensive experience in operational management and at senior management level in a mid-to-large size organisation.

ADDITIONAL REQUIREMENTS:

- Current Open Queensland Drivers Licence – unrestricted.
- Ability to maintain a high level of professional confidentiality and discretion when working with private and/or sensitive information.
- Complete a National Police check with the outcome to be acceptable to the Chief Executive Officer.
- Complete a pre-employment functional capacity evaluation and medical assessment with the outcome to be acceptable to the Chief Executive Officer.
- Ability to work at different locations across the region from time to time.
- Must maintain a high standard of personal appearance and dress appropriate for a professional office environment wearing the corporate wardrobe where provided.



ABOUT SOMERSET

Our Values



Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission

To provide leadership in making locally responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region

Lifestyle and Liveability

Located in the heart of south-east Queensland, [Somerset](#) is a large region of lakes and landscapes, in fact we've got 5,373km² of countryside for you to explore.

We're home to the Brisbane Valley Rail Trail, Australia's longest recreational rail trail, 161km of high-quality track just waiting for you to cycle, hike or horse-ride. Our lakes are second to none and the perfect spot to drop a line or take a dip. Thrill seekers are covered with a range of outdoor adventures from skydiving to horse-riding.

Somerset also boasts an abundance of art galleries brimming with creations produced by local, national and international artists. Council's iconic art gallery, The Condensery, attracts high profile artists from across the country and offers regular exhibition opening nights and workshops.

Our small friendly towns have everything you need for a rural lifestyle with the convenience of being a short drive to Brisbane or Toowoomba. Sporting and cultural activities are plentiful, as are community events, and we even have an old-school picture theatre.

Rush hour traffic? Forget it. When you live and work in Somerset, the work commute is likely to be through hills or paddocks under big blue skies. Parking is never a problem, and it's free. When you take a job with Somerset Regional Council, you're making a lifestyle choice.

Location and Brief History

Somerset Regional Council was formed on 15 March 2008 following the amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six (6) Councillors, each elected by their constituents and serving a four (4) year term.



This regional local government is an hour west of Brisbane and is the fastest growing local government area in south-east Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.

The Somerset region includes the five major townships of Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031. Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett, and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

Additional Information

Additional information about Somerset Regional Council can be found at www.somerset.qld.gov.au.

Privacy Collection Notice

All personal information provided by applicants is protected in accordance with Council's Information Privacy Policy. As set out in the policy, Council respects and complies with its obligations under privacy legislation.

Submission of an application, resume and copies of qualifications and references constitutes permission to use the applicant's personal information as necessary for the purpose of selection for the vacant position and subsequent employment, if successful.

The information you provide as an applicant is used primarily by the selection panel to assess merit for a position. Access by other Council staff is limited to what is required to enable them to undertake associated administrative requirements, e.g., processing applications, arranging interviews and/or pre-employment assessments.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate/s will be destroyed at the conclusion of the selection process, and in accordance with relevant legislation, unless the permission or consent of the candidate has been obtained to keep any such information.

Thank you for the interest in joining Team Somerset!