



# Kokatha: Position Description

## OPERATIONS MANAGER

### KOKATHA - Background:

The Kokatha People are the Traditional Owners of a large section of the land in the north of South Australia. This area stretches from Lake Torrens in the East to the Gawler Ranges in the West. The Native Title area also includes the townships of Woomera, Roxby Downs and Andamooka, which are major service centres for this part of regional South Australia. Kokatha have various business interests in the region including pastoralism, mining and training and development.

Kokatha are currently investing in their sustainable future by recruiting a strategically important Operations Manager. The role will be based at Port Augusta, in the Upper Spencer Gulf region of South Australia; however, it will require significant travel throughout the north of the State, and to Adelaide on a regular basis.

### Position Purpose:

The Operations Manager (OM) for the Kokatha group is a critical resource for a strategically important area of the organisation. The OM will be responsible for day to day operations of Kokatha's contracting activities, with particular attention to contracts held with mining companies.

The primary focus of the Operations Manager will be to manage scopes of works associated with road maintenance and other Kokatha contract works. The individual will spend considerable time on sites overseeing work performed by works crews. The Operations Manager will also provide technical expertise in terms of road maintenance and minor civil construction, and will actively supervise and lead work crews in daily operations to satisfy contract requirements.

### Key Role Accountabilities:

**The position is accountable for the following key outcomes:**

- Ensure operational work is carried out in order to satisfy contractual requirements of Kokatha's existing and future contract arrangements.
- Develop and maintain work schedules and plans, ensuring Kokatha have sufficient human resources, plant equipment and assets required to meet contractual obligations.
- Prepare maintenance regimes for plant, equipment and assets utilised in Kokatha's contracted works.
- Ensure as far as practicable, the optimal use of human resources, plant, equipment and assets to carry out works associated with Kokatha commercial contracts and ad hoc work.
- Supervise and lead work teams across various worksites
- Monitor, review and formally report on contract work progress, including participation in 'contract performance reviews' with major clients and stakeholders.



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- Assist in identifying and developing commercial relationships with key Government agencies and stakeholders, particularly the two mining companies currently holding Native Title Agreements with Kokatha.
- Support, promote, develop and adhere to all Work Health and Safety (WHS) requirements within the Kokatha organisation. Comply with and actively endorse WHS standards of contractors and clients.
- Assist with the formulation of tender submissions, documentation and contract bids for potential business opportunities.
- Assist in updating of contracting pre-qualification submissions currently under construction, and the introduction of compliance and safety management systems.
- Assist in the recruitment and selection of staff for various roles in work crews engaged across Kokatha’s contracting activities.
- Develop and implement regular reporting to the General Manager of all Operational activities and outcomes.
- Prepare reports and recommendations for resources (human, plant, equipment and assets) considered necessary for efficient operations of contractual activities
- Ongoing liaison with key stakeholders within the mining sector and broader industry sectors within the region; actively seeking out opportunities to build on existing contracts and develop new opportunities.
- Actively assist Kokatha to develop a “brand” that leads to future recognition of Kokatha as a key contractor in the region.
- Commit to a regime of ‘continual improvement’ so that Kokatha continues to develop reputational growth in the area of contract works.

Significant Working Relationships:	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Kokatha General Manager</li> <li>• Kokatha Business Development Manager</li> <li>• Kokatha employees in work crews</li> <li>• Kokatha Executive Directors and the Commercial Enterprise Committee</li> <li>• Kokatha Business Administration staff</li> <li>• Kokatha Board of 14 Directors</li> </ul>



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<b>Significant Working Relationships:</b>	
<b>External:</b>	<ul style="list-style-type: none"> <li>• Mining Industry Stakeholders - particularly the two mining companies currently holding Native Title Agreements with Kokatha.</li> <li>• Key Government agencies – both State and Federal particularly those with a regional presence in the Far North of SA</li> <li>• Tier one contractors and major suppliers to the mining and resource sector</li> <li>• Kokatha’s Accounting and Finance service provider</li> </ul>

## Person Specification:

<b>Qualifications (includes education, tickets, licences, certifications):</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• SA Drivers licence HR or HC or equivalent</li> <li>• Licences/Tickets to operate heavy Machinery               <ul style="list-style-type: none"> <li>- Grader</li> <li>- Loader</li> <li>- Excavator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualifications in a construction industry such as a recognised Degree, Diploma or other Tertiary qualification.</li> </ul>

<b>Work Experience &amp; Skills:</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Demonstrate experience in road maintenance and road construction in arid areas</li> <li>• Civil construction experience – including experience in technical areas of design and construction</li> <li>• Supervision experience demonstrating successful workforce management</li> <li>• Demonstrate ability to create and manage a plant maintenance regime, including a sound working knowledge of plant operation and maintenance</li> <li>• Demonstrate commercial management skills – including the ability to cost jobs, prepare tender bids, and oversee contractual adherence and performance</li> <li>• Proven ability to structure concise reports, illustrate clear concepts and assist in delivering proposals to both internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within regional or remote Aboriginal communities including an awareness of barriers relating to workforce development and resource optimisation.</li> <li>• Previous history of “hands-on” operation within the regional and remote contracting environment.</li> </ul>



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Qualities & Behaviours:	
Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Proven ability to work in regional and remote locations, relying on personal resources and maintaining high levels of self-motivation.</li> <li>• Ability to lead work teams within an organisation, convey new and at times foreign concepts in a culturally sensitive manner.</li> <li>• Strong communication skills to actively engage with a number of key clients &amp; stakeholders.</li> <li>• Ability to identify with and relate to Aboriginal people and their culture.</li> </ul>	<ul style="list-style-type: none"> <li>• A reputation for achieving goals within an operational management field, demonstrated by application of personal resources.</li> </ul>

Role Competencies:
<ul style="list-style-type: none"> <li>• Manage resources including human resources, plant, equipment and assets to meet contract and ad-hoc works requirements.</li> <li>• Actively supervise, motivate and lead productive work crews across various contracts to produce commercially sound outcomes for Kokatha.</li> </ul>

Role Compliances:
<ul style="list-style-type: none"> <li>• Inductions as required to access Stakeholder Mine-sites</li> <li>• Police clearances as required to access Stakeholder mine sites and Woomera Prohibited Area</li> </ul>

Key Organisational Accountabilities:
<p><b>Holistic endeavour</b></p> <ul style="list-style-type: none"> <li>• At all times acting in the role of Operations Manager with a focus on Kokatha’s vision to “improve the lives of Kokatha people”</li> <li>• To focus on ‘continuous improvement’ across operations to ensure Kokatha achieves positive progress in their aim to become a ‘contractor of choice’ in the region</li> </ul> <p><b>Safety, Health, Environment and Community</b></p> <ul style="list-style-type: none"> <li>• Demonstrating safe behaviour at all times in line with Kokatha values and Kokatha policies and procedures</li> <li>• Promoting awareness of SHEC practices and positive behaviours, both within the Kokatha organisation and externally</li> </ul>



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<b>Authority Levels:</b>	
<b>Operating Expenditure (\$'000):</b>	AUD \$20,000
<b>Capital Expenditure (\$'000):</b>	AUD \$20,000
<b>Asset Responsibility: (\$'000)</b>	N/A

<b>Additional Information:</b>	
<ul style="list-style-type: none"> <li>KPIs are developed annually as part of the Performance Review cycle. These KPIs will be in addition to the role accountabilities.</li> </ul>	