

ROLE DESCRIPTION

ROLE TITLE: Operations and Logistics Manager

AGENCY: [Department of the Premier and Cabinet](#)

CLASSIFICATION: ASO5

DIVISION: Art Gallery of South Australia

ROLE NUMBER: P31246

BUSINESS UNIT: Art Gallery of South Australia

REPORTS TO: Head of Corporate Services

ROLES REPORTING TO THIS ROLE: Administration and Facilities Officer

BUDGET: In line with relevant financial delegations

ROLE PURPOSE: The Operations and Logistics Manager is responsible for the effective management of the Art Gallery of South Australia's (AGSA) building services for its North Terrace and offsite storage facilities. This includes building maintenance, security and cleaning requirements, WH&S practices and emergency management. The role also coordinates minor works projects and undertakes financial and administrative management processes that contribute to the efficient and effective operations of the Gallery.

KEY OUTCOMES OF ROLE:

1. Coordinate building services, preventive maintenance programs and breakdown maintenance for all AGSA sites and act as the key liaison for contractors and trades. This includes overseeing the use of AGSA vehicles and parking, staff accommodation needs, access needs and facilities.
2. Oversee AGSA's security and cleaning contracts to ensure requirements and agreed standards are met across all AGSA sites. This includes being the point of contact for AGSA's Cleaning Client Services Manager, AGSA's Security Contractor and Police Security.
3. Coordinate minor works project delivery including management of project briefs, procurement, contracts, design, documents and risk management plans in collaboration with the Head of Corporate Services and key stakeholders.
4. Serve as the primary liaison for AGSA's restaurant operations to ensure all contractual obligations and internal processes are consistently upheld. Responsibilities include coordinating maintenance, security and cleaning requirements, and overseeing the recoupment of financial overheads.
5. Contribute to the development of annual budgets, perform financial and invoice processing tasks, provide support to staff and prepare reports for Executive and the Board.
6. Provide support across all AGSA teams to manage and deliver projects critical to AGSA's artistic, audience and exhibition programming and presentation to ensure building, access and safety needs are considered and addressed.
7. Coordinate and implement all WH&S and wellbeing Committees, requirements and systems for AGSA. This includes inspections, training, education, evacuations, audits, testing, investigations and identification of workplace hazards and providing advice to senior management on WH&S and wellbeing risks and recommendations.
8. Manage AGSA's Emergency preparedness plans including the coordination of the Emergency Planning Committee and the Collection Disaster plan.
9. Develop and maintain effective working relationships with a range of internal and external stakeholders, including artists, trades, contractors, stakeholders and departmental staff across government and the Cultural Institutions.

KEY RELATIONSHIPS / INTERACTIONS:

- Works collaboratively and engages with all teams across AGSA.
- Works closely with internal/external contracting agencies, consultants, trades and contractors.
- Works closely with the Department of the Premier and Cabinet, Major Projects, and WHS teams.

SPECIAL CONDITIONS:

- After hours work will be required
- On-call for after-hours AGSA security matters
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - Australian Driver's License
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- Demonstrated experience in security industry standards and an understanding and appreciation of high security standards.
- Knowledge of risk management, WH&S legislative and regulatory requirements, and obligations of employers under Injury Management and Work Cover performance standards.
- Demonstrated knowledge of and experience in asset management, capital works projects and facilities management.
- Experience in and knowledge of contract management and government procurement and financial management requirements including the AGFMA (Across Government Facilities Management Arrangements).
- Demonstrated well-developed organisational skills including working under limited direction in managing multiple, concurrent matters, with a proven ability to sustain high level performance, determine priorities, organise workloads and meet demanding deadlines.
- Highly developed conflict resolution, problem solving and analytical skills.
- Demonstrated ability to work independently under broad direction to achieve operational objectives.
- Demonstrated knowledge of and experience in asset management and project management.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.

- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the [Public Sector Act 2009](#) and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained