



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	June 2024
Position Title	Batching Plant Manager		
Award	Queensland Local Government Industry Award – State 2017		
Classification	Queensland Local Government Industry (Stream B) Award – State 2017 – Band 3, Level 1 \$96,705.96 per annum		
Department	Corporate Services		
Section	Batching Plant		
Location	NPARC Injinoo		
Employment Type	Permanent Full-time		
Hours of Duty	36.25 hours per week		
Supervisor	Executive Manager Building & Infrastructure		
Direct Reports	4 Direct Reports		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant, and connected community.

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community.
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the Northern Peninsula Area Regional Council Certified Agreement 2023, the Queensland Local Government Industry (Stream A) Award – State 2017 – Band 3, Level 1 \$96,705.96 per annum, Council’s policies and procedures, Council’s Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council’s Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council’s WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

Your primary focus in the role will be on the business administration side of the Batching Plant as commercial enterprise while:

- Being accountable to provide a safe and healthy workplace for employees, customers, and visitors.
- Overseeing and controlling Batching Plant operations to ensure its products and services meets or exceeds customer expectations and quality standards.
- Ensuring that the Batching Plant is financially managed as a Profit Centre directly adding to Council's bottom line.

Furthermore, you will be responsible to ensure operational plans, objectives and site requirements are met, that plant property, facilities and fleet equipment is maintained, cleaned, operated safely, and serviced within manufacture specifications at an optimum cost, highest availability, and without environmental impact. You will support the team by accurately designing raw material mix ratios and dispensing orders to be delivered to site by our Concrete Agitator truck drivers.

KEY ACCOUNTABILITIES

Duties and responsibilities will include:

- Day to day management and oversight of the Batching Plant including financial management, operations, and human resources.
- Oversight and quality control to ensure that concrete batch mix designs, raw material ratios, and desired compressive strength (megapascals/MPa) are according to customer orders.
- Stock control & ordering of all concrete raw materials & other Batching Plant stock
- Batching Plant Office Administration duties including, but not limited to:
 - Taking orders and preparing quotes
 - Preparation and submitting Batching Plant employee timesheets.
 - Development and continual improvement of the Batching Plant Operational Business Model including services and product price and fee schedules and ongoing adjustments according to CPI, stock cost price, and freight fluctuations.
 - Preparing, planning, and managing Batching Plant budgets in an accountable manner.
 - Preparing and submitting Batching Plant Administration and Performance reports
 - Preparing and submitting to management and Council, business unit reports such as, but not limited to, the Monthly Business Unit and Financial Report
- General yard, buildings and plant housekeeping and arranging repairs and maintenance as required.
- Ensuring plant equipment is maintained and serviced as per manufacturer specifications.
- Compliance with Work Health and Safety Act and relevant Codes of Practice, Council Policies & Standard Operating Procedures, and relevant statutory obligations
- Ensuring compliance with Silica Dust Code of Practice and Face Mask fitting requirements.
- Compliance with Council Procurement Policy
- Facilitate Staff Toolbox and Safety Meetings
- Development and continual improvement of Batching Plant:
 - Business Standard Operating Procedures and processes
 - Operational Standard Operating Procedures and processes
 - Safety systems in compliance with ISO 9001
 - Ensuring appropriate review cycles of the above are in place.
- Supervision of Batching Plant employees in accordance with council policy and Human Resources best practices
- Perform any other non-specific lawful and reasonable directions and /or assigned tasks.

SELECTION CRITERIA

1. Competent in the use of computers and software such as Microsoft 365 (M365) Products (e.g., Outlook, Word, Excel, MS-Teams etc.), computer literacy is a must.
2. Demonstrated experience in the commercial and operational management of a Batching Plant
3. Demonstrated behaviour which supports a diverse, inclusive, equitable and safe workplace.
4. Demonstrated very high level of supervisory expertise.
5. Proven ability to prioritise and work effectively under pressure and meet deadlines.

6. Personal attributes that exemplify commitment, passion, energy, drive, initiative, resilience, and respect
7. Minimum of Queensland HR & C Class driver licence

Desirable Criteria

1. Experience working in a Local Government.
2. Experience in working and living in Aboriginal or Torres Strait Island remote communities.
3. Knowledge of local government operations and procedures.
4. Awareness and knowledge of the following legislations:
 - a. Local Government Act 2009 (Qld)
 - b. Local Government Regulation 20212 (Qld)
 - c. Public Records Act 2002 (Qld)
 - d. Work, Health, and Safety Act 2011 (Qld) and its appropriate Codes of Practice

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)