

SENIOR TECHNICAL OFFICER

Classification:	Level 5
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Infrastructure
Reporting to:	Manager Operations
Location:	Shire of Broome Depot
Date reviewed:	July 2025
Approved by:	Director Infrastructure

Commitment to the Shire

Our Vision for the Shire of Broome:

A future for everyone.

Our Mission:

To deliver affordable and quality Local Government services.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity, and performance. These pillars are interrelated, and each must be satisfied to deliver an excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our unique way of life. It is laid-back but bursting with energy, inclusive, safe, and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified, and growing economy with work opportunities for everyone.
<i>Performance</i>	We will deliver excellent governance, service, and value to everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community care deeply about. We always strive to be:

<i>Pro-active</i>	Pro-active, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent, and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

The Senior Technical Officer provides specialist technical expertise, strategic oversight, and advanced operational leadership within the Shire of Broome's Parks & Gardens and Infrastructure/Civil teams. The role acts as a key support to the Operations Manager, ensuring effective planning, scheduling, and delivery of the Annual Works Program (AWP), and enhancing productivity, contract management, and performance monitoring.

This position is critical in embedding proactive, data-driven operational practices, fostering accountability and continuous improvement across operational teams. By providing strategic technical guidance, operational innovation, and senior-level leadership, the Senior Technical Officer ensures service delivery is consistently aligned with organisational priorities and community expectations.

In championing operational excellence, this role significantly contributes to the improvement of public infrastructure, elevation of service standards, and achievement of positive community outcomes across the Shire of Broome.

Position Key Responsibilities and Duties

Operational Planning and Scheduling:

- Lead the planning, coordination, and scheduling of operational activities for both Parks & Gardens and Infrastructure/Civil teams, ensuring efficient resource utilisation, proactive service delivery, and alignment with agreed Service Level Agreements (SLAs).
- Develop, maintain, and oversee the Annual Works Program (AWP), ensuring accurate forecasting, real-time tracking, and transparent reporting of progress against milestones.

Contract Management and Procurement:

- Provide expert support in procurement processes, including preparation and administration of Requests for Quotation (RFQ), Requests for Tender (RFT), Expressions of Interest (EOI), and contract documentation.
- Monitor and manage external contracts, ensuring compliance with performance metrics, quality standards, timelines, and budget constraints.
- Regularly review contractor performance, addressing any issues promptly and reporting outcomes clearly to management.

Technical Leadership and Systems:

- Act as the key user and administrator for operational management systems including Microsoft Project, Synergy, RAMM, and other Shire-specific software, providing training and guidance to team members where required.
- Support continuous improvement through system enhancements, proactively identifying and implementing solutions to improve operational effectiveness, productivity, and data-driven decision-making.

Asset Management:

- Coordinate and manage the delivery of the 10-Year Plant Replacement Program, ensuring timely and cost-effective asset lifecycle management.
- Organise and coordinate asset disposal processes, including auctions and associated documentation.

Strategic Collaboration and Advice:

- Provide technical advice and strategic input to inform infrastructure planning, asset management strategies, and long-term service delivery outcomes.
- Liaise closely with internal and external stakeholders (including government bodies, community representatives, contractors, and suppliers) to ensure alignment and effective collaboration on operational initiatives.

Budget and Financial Oversight

- Serve as the subject matter expert (SME) within the operations team, providing specialist input into budget planning, expenditure forecasting, and financial analysis.
- Coordinate and conduct a detailed monthly budget review with all supervisors and coordinators across Parks & Gardens and Infrastructure/Civil, ensuring alignment with operational goals and accountability for financial performance.
- Monitor, analyse, and report regularly on financial outcomes, variances, and resource utilisation against the Annual Works Program (AWP).
- Collaborate closely with Finance to ensure accurate allocation and tracking of operational costs aligned with the adopted budget and strategic outcomes.
- Identify and proactively communicate opportunities for cost efficiencies, productivity gains, and improved financial performance.

Capability Development and Mentoring:

- Provide coaching, mentoring, and technical support to operational supervisors, coordinators, and team members, assisting in capability uplift, skills development, and succession planning.

Reporting and Governance:

- Prepare clear and accurate reports and briefings for senior management, executive teams, and Council, ensuring transparent communication of project progress, risks, and performance outcomes.
- Develop, implement, and regularly review operational policies, procedures, and standards to ensure ongoing alignment with organisational goals and legislative compliance.

Risk Management:

- Actively identify and manage operational risks, ensuring robust mitigation measures are in place, monitored, and reported effectively.

Continuous Improvement and Performance Monitoring:

- Lead targeted continuous improvement initiatives, with a focus on enhancing productivity, operational safety, scheduling accuracy, and adherence to standards and processes.
- Support the development, implementation, and monitoring of performance management frameworks and dashboards, regularly reporting key metrics (productivity, utilisation, schedule adherence, and safety) to management.

Safety and Compliance:

- Actively demonstrate and reinforce safety leadership, embedding a robust safety culture across operational activities.
- Ensure all planning, procurement, and scheduling activities comply with relevant legislation, policies, and procedures, promoting best practices in workplace health and safety.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Work Health & Safety:

- Ensure strict compliance with relevant legislation, including Local Government regulations, Equal Employment Opportunity (EEO) principles, organisational risk management frameworks, and current WHS Acts, regulations, and codes of practice.
- Actively demonstrate visible safety leadership, reinforcing safe work practices and proactively addressing safety risks.
- Identify, assess, and mitigate operational hazards through proactive risk assessments, promptly implementing corrective actions and improvements.
- Participate in, contribute to, and, when required, facilitate Work Health and Safety meetings, incident investigations, and continuous improvement initiatives.
- Immediately report and ensure prompt resolution of safety hazards, incidents, near misses, or unsafe practices within operational areas.

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements.
- Ensure reporting activities are provided to the Council and the Executive.
- Report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Manager Operations
Supervises:	Nil
Internal Contacts	Parks Coordinator and Supervisors Operations Coordinator and Supervisor Fleet / Store Administrator Other departmental staff within the Shire Director Infrastructure
External Contacts:	Contractors and Suppliers Ratepayers Government Department Officers
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually.

Key Attributes of the Job

Essential:

- Continuous Improvement experience, passion, and willingness to learn Lean methodologies.
- Procurement, or Business Support, experience.
- Well-developed time management and organisational skills, with the ability to work unsupervised and on a schedule.
- Well-developed verbal, written, and interpersonal skills.
- Advanced computer skills, including use of Microsoft Office Suite (specifically Project)
- Experience in electronic systems record management.
- Demonstrated ability to lead and work within a team environment.
- Demonstrated experience developing budgets and monitoring expenditure.

Essential Qualifications and/or Training:

- Diploma or Advanced Diploma in Civil Engineering, Project Management, Asset Management, or a closely related technical field.
- Current unrestricted "C" class national driver's licence.
- White Card (Basic Construction Industry Induction).

Essential Training and Skills:

- Proficient in the use of scheduling and project management tools, particularly Microsoft Project, with advanced capability in Microsoft Excel and the broader Microsoft Office Suite.
- Demonstrated experience in managing operational budgets, financial reporting, and conducting variance analysis.
- Proven expertise in contract management, procurement processes, and performance monitoring of external contractors.
- Strong understanding of asset lifecycle management, with experience coordinating plant replacement or equivalent asset programs.
- High-level skills in operational planning, resource scheduling, and delivery coordination, ideally within a local government or similar environment.
- Proven capability in data analysis and visualisation, including experience in developing, managing, and interpreting dashboards using Power BI to support data-driven decision-making and performance monitoring.

Desirable Qualifications and Training:

- Bachelor's Degree in Engineering, Construction Management, Asset Management, or Business Management.
- Formal training or certifications in Lean methodologies, continuous improvement, or productivity improvement frameworks (e.g., Lean Six Sigma).
- Certificate IV or higher in Work Health and Safety (WHS), or demonstrable advanced safety management training.
- Training in relevant software platforms used by the Shire of Broome, such as Synergy and RAMM systems.
- Formal training in leadership, mentoring, or capability development.
- Knowledge of Local Government legislation, relevant regulatory standards, and compliance frameworks.

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.