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- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement

- Flexitime arrangements are available in this role.



Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The **Site Manager** is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
1. Site and resource management	<ul style="list-style-type: none"> • Manage the property assets, including government magazines • Operate within approved annual budget 	<ul style="list-style-type: none"> • Assets are maintained to an agreed standard • The approved annual budget is not exceeded
2. SA's Strategic Priorities	<ul style="list-style-type: none"> • Contribute to "safe communities, healthy neighbourhoods" (Priority 2) • Deliver services through a "culture of innovation and enterprise" (Approach 1) 	<ul style="list-style-type: none"> • Storage of explosives at the Facility complies with all relevant legislative requirements and are safe and secure • Review and improve business processes (with reference to 2015 internal audit report)
3. Leadership	<ul style="list-style-type: none"> • Induct staff, users and contractors, including visitors, who have access to the site • Supervise contractors • Establish and maintain effective working relationships with share-farmer and other users of the site and magazines • Collaborate with staff in the DS Team 	<ul style="list-style-type: none"> • Staff, users, contractors and visitors are inducted in a timely manner • Contractors are supervised • Established rapport with share-farmer and other users to ensure compliance with legislative and business requirements • Work well with staff in the DS Team

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>4. Program delivery / client service</p>	<p><u>Management of government magazines</u></p> <ul style="list-style-type: none"> • Fulfil the obligations of 'officer in charge' of the Government Magazines as provided in Part 12 of the Explosives Regulations 2011 • Manage the safe and secure storage of explosives • Keep records of explosives stock in an evidentiary manner • Coordinate with SAPOL the movements of their explosives • Assist the DS Team to organise and conduct destruction of unwanted explosives • Consign explosives for road transport in accordance with the Australian Explosives Code • Conduct inspections of explosives transport vehicles attending the site • Participate in routine inspections of explosives storage facilities • Conduct investigations where required for possible prosecution, including assisting other explosives inspectors in evidence gathering for possible prosecution 	<ul style="list-style-type: none"> • Explosives are stored safely and securely (audits by the explosives inspectorate) • Compliance with the Explosives Act and Regulations (audits by the explosives inspectorate) • Records of explosives are accurate and up to date • Maintained effective working relationship with SAPOL to ensure explosives under their management are stored in a compliant manner (subject to audit by the explosives inspectorate) • Assisted the DS Team to plan and conduct destruction of explosives • Compliance with the Australian Explosives Code • High quality investigations are completed in a timely manner



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<p><u>Management of site</u></p> <ul style="list-style-type: none"> • Manage the share-farmer grain and agistment contracts • Maintain and comply with all the Explosives Security Management Plans • Monitor security via SAPOL security systems, plus on-site CCTV • Maintain bore water and rain water supplies • Manage noxious weeds, feral pests and animals out of scope in the share-farmer contracts • Manage site infrastructure and maintenance of buildings, fences and gates, plant and equipment • Maintain and comply with the bush fire action plan, in particular ensure firebreaks and vegetation around buildings and magazines are maintained • Develop, maintain and comply with site safety and security policies • Manage procurement for any on-site work, including roads, fences and buildings 	<ul style="list-style-type: none"> • Contracts are managed • Explosives Security Management Plans are maintained and implemented • Site security is monitored daily • Bore water and rain water supplies are maintained • Noxious weeds, feral pests and animals are under control • Site infrastructure are maintained • Bush fire action plan is maintained and required actions are completed in a timely manner • Site safety and security policies are kept up to date and implemented • All procurement completed in accordance with AGD policy
<p>5. Compliance</p>	<ul style="list-style-type: none"> • Responsible and accountable for adhering to the requirements of the Explosives Act 1936 and Explosives Regulations 2011; WHS Act 2012 and WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures; • Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> • Active participation and contribution in responsible and safe work practices. • Identify the need for and develop site specific operational procedures • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; • Documents and correspondence filed according to States Records Act, 1997.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Experience in managing stock, including inventory records, and logistics in storage, transport, packaging and labelling • Experience in working in isolation • High level written and verbal communication skills • Ability to establish rapport and effective relationships with stakeholders
Technical Expertise (Desirable)	<ul style="list-style-type: none"> • Experience in rural property management • Knowledge of Explosives legislation, including permits and licences • Experience in the transport industry

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the **Site Manager**. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
Strategic Focus (ASO6) 2 tactical 3 operational	<ul style="list-style-type: none"> • Translates strategies and goals into achievable plans • Adopts and manages a balanced approach to risk aversion and risk taking • Communicates plans in practical terms to others • Is sensitive to political drivers influencing priorities and decisions • Adapts quickly to changing and emerging priorities
Results Orientation (ASO6) 2 tactical 3 operational	<ul style="list-style-type: none"> • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Confidently makes decisions showing good judgement • Takes responsibility for the delivery of quality and timely results • Prioritises workload effectively and negotiates deadlines where appropriate • Measures performance and acts on opportunities for continuous improvement

<p>Service Delivery Excellence (ASO6) 2 tactical 3 operational</p>	<ul style="list-style-type: none"> Identifies trends, potential problems and opportunities and incorporates into plans Effectively manages and coordinates resources for optimal outcomes. Uses capability and expertise of the workgroup to achieve outcomes Identifies and delivers high quality internal and external customer service. Contributes to a culture of financial responsibility, accountability and awareness
<p>Relationship Management (ASO6) 2 tactical 3 operational</p>	<ul style="list-style-type: none"> Develops effective working relationships and internal and external networks Identifies opportunities to negotiate for improved outcomes Consults and seeks the views of relevant stakeholders Shares information and knowledge as appropriate Negotiates as necessary to achieve outcomes
<p>Professional approach and drive (ASO6) 2 tactical 3 operational</p>	<ul style="list-style-type: none"> Builds a culture of respect and high ethical standards Willing to put own views forward and challenges opposing views in a respectful manner Maintains professionalism and confidentiality when dealing with sensitive issues Is aware of risks and makes decisions accordingly Remains positive and recovers quickly from setbacks

Acknowledged by occupant

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(Print name) (Signature)

Acknowledged by line manager

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(Print name) (Signature & title)

