

# Operations Manager

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<b>College/Division</b>	College of Sciences and Engineering
<b>School/Section</b>	Tasmanian Institute of Agriculture (TIA)
<b>Location</b>	Hobart
<b>Classification</b>	HEO 7
<b>Reporting line</b>	Business Manager

## Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

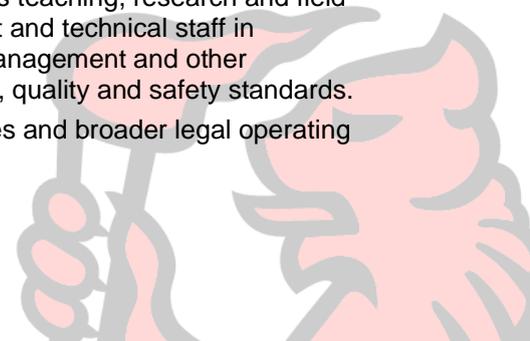
We are seeking to appoint an Operations Manager in the [Tasmanian Institute of Agriculture](#) which is part of [College of Sciences and Engineering](#).

This position is critical to the ongoing success of TIA. The incumbent will be responsible for leading the Institute's Technical Services Team state-wide to ensure that research and teaching infrastructure and programmes are delivered efficiently, safely and professionally. The incumbent will manage the Institute's extensive field, laboratory, static infrastructure and equipment and lead the Institute's risk management/mitigation programmes to ensure compliance with University, State and National legislation and policy.

**We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

## What You'll Do

- Provide leadership, guidance and direction for TIA's Technical Officers and Facility Managers to ensure effective delivery of high quality teaching and research programs. Develop and implement policies to enhance the operational effectiveness, capacity and integration of the technical team state-wide.
- Develop, implement and oversee policies and procedures geared toward safety and operational risk mitigation across TIA within the context of broader legislative and policy requirements. Lead critical incident investigations and advise the Business Manager on implementing mechanisms to mitigate against risks.
- Manage TIA's WHS information management systems. Develop and monitor TIA's WHS operating budget.
- Provide WHS and technical services advice to the TIA Director and TIA managers in relation to the implementation of research projects and teaching programs across TIA.
- Manage the operational effectiveness of TIA's teaching and research infrastructure. Support the Business Manager to develop and monitor TIAs infrastructure budgets.
- Interpret strategic directives to facilitate translation into practice across teaching, research and field operations through effective management of infrastructure, equipment and technical staff in consideration of legislative restraints. Provide recommendations to management and other stakeholders, and monitor system effectiveness in regards to hygiene, quality and safety standards.
- Maintain awareness of compliance with University and institute policies and broader legal operating



compliance including WHS, biosafety, chemical and research considerations.

- Across all areas of responsibility, identify and pursue opportunities for continuous improvement in policies, processes and resource management.
- Develop and maintain collaborative relationships with peers, especially those with similar roles within the College and University wide with an aim to review and harmonise processes to create efficiencies and remove duplication.
- Undertake other duties as assigned by the supervisor.

### What We're Looking For

- Tertiary degree in a related discipline or an equivalent combination of skills, training and experience.
- Demonstrated knowledge of research, teaching and operational procedures throughout both tertiary and agricultural sectors.
- Ability to manage teams, have strong inter-personal skills to communicate clearly across cultural boundaries, resolve conflict and collaborate effectively to deliver outcomes.
- Demonstrated high level organisational and decision-making skills including the ability to analyse and solve complex technical and non-technical problems and the ability to adapt rapidly to changing priorities and tasks.
- Demonstrated experience in the development and implementation of safety and risk management and mitigation procedures.
- Proven ability to interpret legislation, standards, processes and procedures and provide advice.
- Broad understanding of building design, scientific research equipment and agricultural machinery.
- Proficiency and experience using a range of computer software applications, including word processing, spreadsheet, and other applications and systems.

### Other position requirements

- Current 'C' class driver's licence or manual vehicle licence
- Regular intrastate travel
- Laboratory and workshop activities and handling hazardous substances
- Willingness to undertake a medical assessment based on meeting the inherent position requirements

### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

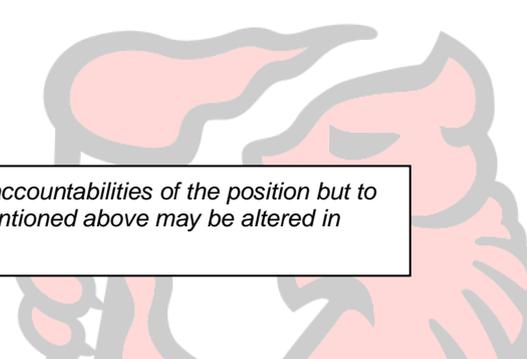
Check out more here:

<https://www.utas.edu.au/jobs>



<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*



*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*