

Post -Operations Manager Job Description

Our expanding company is seeking to hire an operations manager to join our leadership team

Job Overview

- Reporting to the Country Manager, you will oversee providing inspired leadership for the operation of one of our organisation's lines of business.
- The role primarily involves oversight of operations including the management of field activities and field-based projects, maintenance and asset integrity, risk assessments, logistics, staff, operations support, Health Safety Environment and Security (HSES), contract management, cost & schedule control and communications.
- The role includes administrative support such as Governance support (including action follow up), development and implementation of operational, standards, systems, and procedures, maintaining databases, and communications support.
- You will also be assisting our Human Resources department with recruiting, when necessary, and help promote a company culture that encourages safety and performance.
- Successful candidates will have a bachelor's degree in either engineering or science (or a related field) with previous experience in a management or leadership position.
- A good understanding of project level cost and schedule control is required.

Operations Manager Responsibilities:

- Provide leadership for the organisation.
- Management of field operations.
- Planning and implementation of field-based projects.
- Management of all maintenance activities and asset integrity management
- Management of operational support including staff rotations, supplies, accommodation and logistics support for field projects and operations.
- Conduct risk assessments for new projects and manage risk register for field projects and operations. Development and implementation of risk mitigation strategies.
- Responsible for the management of Health Safety Environment and Security (HSES) in Country.
- Contract management of suppliers and contractors supporting field operations and projects.
- Cost & schedule control and estimating of operations and projects.
- Responsible for maintaining communications with field and head office.
- Support in deal making and business structuring, including liaison with legal and business support entities.
- Facilitates the engagement of support resources as required by the operations.
- Engages with and contracts service providers and oversees their performance.
- Reporting on progress against operational Key Performance Indicators.
- Stakeholder engagement and marketing in support of business objectives
- Make important planning decisions and input into policy and strategic planning.
- Develop, implement, and review operational policies, standards, and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages safe and high performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the Country Manager to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.
- Ensure data and knowledge management systems are established and maintained and that data is secured and retained.

Operations Manager Requirements:

- Bachelor's degree in engineering or a science related field.
- Minimum of 10 years' experience in operations management and leadership.
- Understanding of general finance, budgeting cost control and cost estimating.
- Ability to build consensus and relationships among managers, partners, and employees.
- Excellent communication skills.
- Ability to maintain confidentiality and use discretion in relaying information.
- Excellent time management and organisational skills including the ability to meet strict deadlines.
- High-level IT skills, including experience in the use of Teams and Zoom, the MS Office suite including SharePoint, Excel, and PowerPoint.

Please send applications to
Email: modisana.botsile@botalaenergy.com.au

Closing Date: 07/03/2023