

NATIONAL CAPITAL AUTHORITY

JOB DESCRIPTION: Manager, Lake and Dam

Job Summary

Position Title	Manager, Lake and Dam
Position number:	323
Classification:	Executive Level 1
Section:	Lake and Dam
Branch	Operations
Immediate supervisor:	Director, Lake and Dam
Security clearance required:	Baseline

Duties

Under broad direction:

1. Coordinate and manage the National Capital Authority's (NCA)'s maintenance, operations and works programs for Lake Burley Griffin and Scrivener Dam including the procurement, management, and review of contracts consistent with government statutory requirements and management plans.
2. Undertake the roles and responsibilities prescribed in the Dam Safety Management Plan for this position.
3. Supervise and manage the NCA's Lake and Dam team to achieve high quality outcomes within budget and time constraints.
4. Manage competing priorities and report on project quality, cost, timing, and outcomes.
5. Assist in the development of short and long-term strategic work plans and preparation of budgets, briefs, and reports to support estate management works.
6. Liaise, interact, and coordinate work with other government agencies, internal and external stakeholders.
7. Provide strategic input and technical advice based on industry/professional knowledge and experience.
8. Participate as an effective member of the Operations Branch and provide reasonable support with the NCA functions and reporting responsibilities as required.

Job Skills and Qualifications

- Qualifications in a related field such as engineering, land, water, or dam management are mandatory. Alternately, extensive industry experience which demonstrates competence in one of these.
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

Substantial experience working in an asset or estate management environment would be an advantage.

Selection Criteria

1. Ability to effectively operate asset management programs and systems, ensuring better practice and process improvements.
2. Understanding of government processes and statutory obligations, particularly in procurement and contract management.
3. Project management skills with highly developed analytical and conceptual skills.
4. Ability to manage a small team.
5. Communication (both written and oral) and relationship management skills.