

Role Title: Operations Facilitator

Department: Operations

Team Description

Operations are the umbrella department that coordinate all the onsite infrastructure including DPI, Effergy, Temple, Fri burn, Kitchen, Sanitation, LNT, Town planning and pack down crews.

Role Summary/Purpose:

The operations Facilitator acts as a project manager for the operations department. They support the team leads under their operations umbrella, checking that work is being done to target and assisting as needed. They also review the budgets for each team, make sure receipts are accounted for and act as site manager on-site during the build and attend facilitator meetings once a month to liaise with other teams.

Major team projects:

- Approve CAPEX budgets
- Approve new vendors
- Facilitate teams needs
- integrate new WHS requirements

Working relationships:

- Pair support with the town council
- Teamwork other facilitators
- Leader and support for team leads under ops umbrella

Time Commitment/Dates required:

- **Year Round:** 1 hour a week, plus year-round meetings.
- **On-Site:** 6 weeks
- **Post-event:** 1 hour a week, plus year-round meetings.

Duties/Responsibilities

- Approve contractors
- Approve budgets
- Facilitate teams needs
- Make sure teams are reconciled receipts
- Site manager during build

Key challenges

- Working with and encouraging new team leads
- Pressure to stay within budgets
- Problem-solving

Necessary Qualities, Knowledge and Experience:

- Computer literate
- Ability to lead teams
- Organisation and forward planning

Desirable Qualities, Knowledge and Experience:

- Awesomeness
- Knowledge of google docs and xero accounting system
- Project management experience

How to Join: Register to join the crew via completing the Crew Registration Form found [here](#).

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