

Position Details			
Position title	Director Assets and Operations	Position number	PD487
Group	N/A	Previous position numbers	N/A
Section	N/A	Reports to	General Manager
Area	N/A	Evaluated / approved by	L. Barnes
Team	N/A	Version number	February 2018
Position level code	2 Director		
Position statement	Provide leadership and strategic direction relating to: engineering strategy design and planning; built assets implementation and maintenance; recreation facilities and amenities, water and sewer operations and maintenance; and waste and recycling services.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Strategic Planning	<ul style="list-style-type: none"> Identify strategic opportunities. Develop input for the Community Strategic Plan (CSP), Delivery Plan and Operational Plan. Oversee the implementation of CSP, Delivery Plan and Operational Plan into the Assets and Operations business. Liaise with industry groups and stakeholders. Provide progress and status reports to key stakeholders. 	<ul style="list-style-type: none"> Inputs and reviews are provided within required timeframes. Councillors agree that deliverables meet the required outcomes in the plans. Stakeholders are consulted and are involved in strategic planning and decision making.
Business oversight	<ul style="list-style-type: none"> Provide strategic direction to the Project Development Section, Strategy and Asset Services Section, Works Section, Recreation and Amenities, Water and Sewer Section, and the Waste and Recycling Section. Oversee resource allocation. Report on performance. 	<ul style="list-style-type: none"> Deliverables described in the Community Strategic Plan (CSP), Delivery Plan and Operational Plan are achieved. The Directorate is managed within the allocated budget.
Asset Management	<ul style="list-style-type: none"> Develop and implement a strategic asset management plan (AMP) for the Directorate. 	<ul style="list-style-type: none"> The AMP is both efficient and effective in achieving outcomes for the Directorate.
Customer Relations	<ul style="list-style-type: none"> Oversee the management of customer relations with regards the Assets and Operations Directorate. Provide direction to operational matters which are escalated for response. Participate in community consultation/engagement activities. 	<ul style="list-style-type: none"> Customers are dealt with in a professional and courteous manner. Internal systems and processes are in place and utilised for dealing for customer issues, problems and complaints.

General Position Requirements	
Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You develop, support and implement organisational strategies with a high level of integrity and commitment. You have input to and direct your people according to the Operational Plan. You manage your financial and people resources in order to be able to deliver on your business objectives.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> You undertake long-term strategic financial planning. You monitor your revenue and expenditure budgets regularly and manage to ensure budget remains on-track. You provide budget estimates based upon the agreed business plan deliverables within the required timeframe. You comply with the organisational procedures for procuring services and supplies, including tendering processes.

Our Values Commitment: PLaCE	
We are committed to and believe	
People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently

Behavioural Competencies	
Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You publicly role model the PLaCE values and actively encourage your people to do same. You promote and ensure employees have a work-life balance. You promote and ensure safe work practices are used by employees/contractors/volunteers. You insist upon fairness in the workplace regardless of people holding differing ideas, perspectives and having different backgrounds.
Learning is important	<ul style="list-style-type: none"> You promote the importance of continuous learning, and ensure all employees have a current learning/career plan in place. You review your own performance and ask for feedback to learn and improve. You promote and drive continuous improvement by asking "How could we do this better?" and introduce new and better ways of working.

Behavioural Competencies	
Value Description	Expected Behaviours
Can do	<ul style="list-style-type: none"> You actively promote and support organisational change initiatives. You work with stakeholders in tailoring services to meet or exceed their expectations. You encourage the celebration of success and achievement by the team and by individuals. You set expectations for performance, managing poor performance and inappropriate workplace behaviour.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You support and communicate corporate messages and information to the team, including insisting upon 'above the line' behaviour. You are happy to share control, power or resources to benefit all stakeholders, fostering positive relationship with other teams. You facilitate stakeholder involvement and consult with representative groups when formulating strategies. You inspire a 'one-team' culture.

Knowledge, Skills and Qualifications	
Skills and experience	
<ul style="list-style-type: none"> Work in a manner consistent with BVSC organisational values and associated behaviours. Extensive experience in managing and leading large and multiple teams of people ranging from professional staff through to para-professional and trades staff. (Ten years indicative experience.) Demonstrated experience in high-level strategic planning. Demonstrated experience in negotiating and delivering major infrastructure projects. Extensive experience in successfully working with internal and external stakeholders, including elected officials or members of boards to deliver outcomes similar to those in this role. Additional skills, knowledge and qualifications that may be applicable to this position, such as experience in a local government environment, higher qualifications in management or leadership, post graduate qualifications in engineering or a field related to the position 	
Qualifications and licences	
<ul style="list-style-type: none"> Degree-level qualification in an engineering discipline relevant to the position. Chartered Engineer Professional status. Current NSW Class C Drivers licence. 	

Conditions of Employment			
Status	Contract full-time		Hours per weeks 35
Award classification	Band: N/A	Level: N/A	Award Non-Award
BVSC grade	5 Year Contract (SES)		
Pattern of work	8.30am to 5.00pm, Monday to Friday with one hour unpaid lunch break		
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: The nature of this senior leadership position will require out-of-regular-hours work including on some weekends. This has been taken into consideration in the total remuneration package for this position.		

Delegations	
Staff	Number of direct report positions: 7 Staff span of control: 198

Delegations	
Budgetary	\$100M
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase card limit: \$5,000
Statutory	As per BVSC Register of Delegations
Security	Access to all BVSC facilities and sites 24 hours/day, 7 days/week.

Benefits	
Motor vehicle	(As part of Total Remuneration Package)
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.
Workwear	<input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment: