



## CARRATHOOL SHIRE COUNCIL

### *Position Description – Director Infrastructure Services*

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

**Department/Location:** Works/Hillston

**Remuneration:** Package

**Basis of Employment:** Senior Officer Contract – Permanent Full Time

#### **Position Purpose**

The Director Infrastructure Services is responsible for leading and managing a diverse portfolio directed towards infrastructure development and maintenance, as well as the delivery of a variety of services to the citizens of Carrathool. As part of the executive management team, the Director also has a leadership role in working with the Council, staff and community to plan the future of the Shire.

#### **Our Values**

Council proudly upholds the following values in its daily operations:

**Respect, Service, Integrity, Teamwork, Sustainability**

#### **Organisational Relationships of the Position**

Reports to: General Manager

Internal Liaisons: General Manager  
Director Corporate & Community Services  
Manager Infrastructure Services  
Manager Fleet & Town Services  
Building & Regulatory Services Manager

#### **Key Responsibilities**

1. Community leadership – support the General Manager, Council and management executive team in the provision of strong community leadership
2. Executive management – as a member of the management executive team, provide advice on Division activities, and enthusiastically contribute towards strategic planning and governance programs for the Carrathool Shire
3. Division leadership – provide strong and effective leadership to a diverse team of staff to ensure the achievements of the Division objectives
4. Performance management - monitor and regularly report to the General Manager and the management executive team on the performance of the Division ensure strong project management of all key projects and take steps to improve performance where necessary
5. Implementation of council decisions – ensure the prompt and effective implementation of all decisions of the Council relating to the Infrastructure Services Division
6. Financial management – ensure sound financial management of the division, including budget monitoring

7. Budgeting and business planning – prepare an annual budget and business plan for the Division detailing the key services and projects to be provided, performance indicators and continuous improvement strategies
8. Responsible for developing and implementing goals, services and programs in relation to Infrastructure Services, Project Plans & Capital Works, Maintenance, Plant, Asset Management, and Emergency Services. Carrathool Shire Council has the responsibility for approximately 3,000km's of roads.
9. Teamwork – foster and develop close working relationships with other Divisions of Council to achieve cross-council delivery of key projects
10. Public relations – as an ambassador of Carrathool Shire Council, promote a positive image of the Council in the community
11. Culture – encourage and foster a working environment based on teamwork, shared skills, knowledge and participation

### **Specific Accountabilities**

#### **1. Leadership**

- As a member of the management executive team, exercise strong staff and community leadership
- Contribute to the strategic direction of Council through the development of a community strategic plan
- Create and foster a working environment that encourages staff participation and a shared responsibility to achieve organisational goals
- Motivate and encourage employees to achieve their full potential and provide opportunities for staff to develop their skills and knowledge
- Develop and maintain a well-managed Division encouraging teamwork and pride in the workplace.

#### **2. Project Management**

- Create and maintain a strong project management focus on all infrastructure projects
- Develop and maintain strong working relationships with external providers of design and other contract services
- Ensure effective project plans and control systems are in place to manage infrastructure projects
- Co-ordinate Council's annual capital works program to complete major projects and tasks within the allocated budget and timeframe
- Ensure implementation of projects comply with statutory and Council Requirements within the areas of (but not exclusive to) Local Government Act 1993, Roads Act, Protection of the Environment Operations Act, Water Management Act, Work Health & Safety Act and other applicable Legislation

#### **3. Community and Customer Service**

- Develop strong working relationships with members of the community
- Monitor customer requirements and ensure the quality of services provided meet community expectations
- Ensure timely and correct responses to customer requests

- Personally provide – and ensure staff within the Division provide – prompt, accurate, courteous and helpful customer service to other staff and customers of Council.

#### **4. Employee Development and Support**

- Ensure the development of employees with appropriate skills to meet the needs of each position in the Division and improve Council's reputation as an employer of choice
- Attract, appoint and induct suitably skilled employees to minimise the impact of staff vacancies on services.

#### **5. Management – Employee Relationships**

- Develop strong working relationships with the General Manager, Directors and managers
- Build the relationship between management and employees to demonstrate mutual respect and trust
- Develop and maintain a culture of continuous improvement within the organisation.

#### **6. Organisational Accountabilities**

- Display personal conduct consistent with Council's Code of Conduct and corporate values
- Ensure the achievement of strategic plan objectives
- Meet outcomes of agreed work plans
- Knowledge and understanding of State and Commonwealth Funding Programs such as Roads to Recovery.
- Provide effective financial management of the Division's activities, expenditures and revenue
- Ensure staff within the Division implement Council's risk management and Equal Employment Opportunity Management plans

#### **Performance Measures**

Performance measures for each of the accountability categories will be determined by the General Manager in collaboration with the Director at the completion of the first three-months of employment. These measures will then form part of the Director's formal Annual Performance Plan

#### **Personal Attributes**

1. Demonstrated ability to take a broad perspective on key issues and deal with ambiguity
2. Demonstrated ability to develop innovative solutions to complex problems
3. Strong project management skills
4. Strong staff leadership, communication and people management skills
5. Demonstrated ability to work in a political environment and develop strong relationships with councillors and the public
6. Ability to understand the culture of small rural community.

## **Working Relationships**

### **Internal**

- General Manager
- Management executive team
- Other Directors/Managers
- Staff from Infrastructure Services and other groups

### **External**

- Residents, ratepayers, community groups
- Federal and State MPs
- Representatives of Federal and State Government departments
- Contractors
- Commercial customers
- Employees from other Councils

## **Selection Criteria**

### **Essential: Qualifications, Skills & Experience**

1. Tertiary qualifications in Civil Engineering or a related discipline
2. Outstanding people management skills
3. Demonstrated leadership ability and negotiation skills to participate in high level decision making
4. Experience in managing Infrastructure Projects
5. Proven leadership of a diverse workforce including the ability to stimulate a high level of performance and foster teamwork
6. Demonstrated track record of success in the delivery of major civil infrastructure projects
7. Excellent project management skills
8. Demonstrated ability to communicate effectively in writing and verbally and with people at all levels and to establish and maintain effective interpersonal relationships
9. Ability to provide advice, policy development and decision making support to Council and the General Manager
10. Class C Driver's License.

### **Desirable: Qualifications, Skills & Experience**

1. Post graduate qualifications in a relevant field
2. Local Government experience