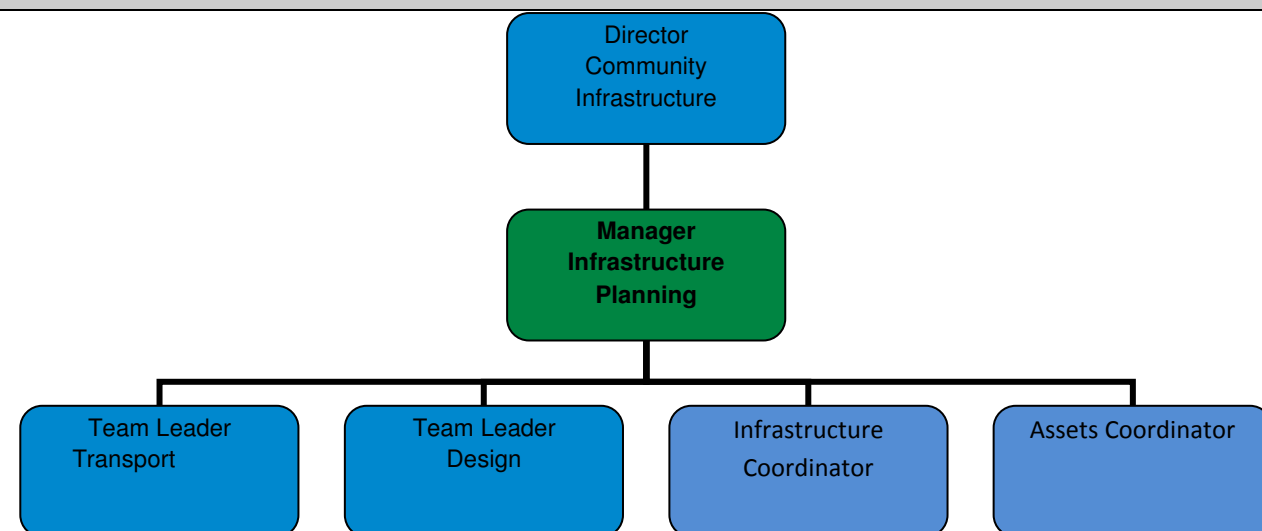


Position Description

Position Title	Manager Infrastructure Planning
Position Number	34013.1
Division	Community Infrastructure
Branch	Infrastructure Planning
Special Requirements	Drivers licence Ability to work flexible hours, including attending meetings outside normal working hours
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Healthy Urban and Natural Environments. Effective and Sustainable Transport.
Local Service/s	Appearance of Public Areas Local Traffic Management Transport Options

Reporting Structure



Position Purpose

- To provide ongoing leadership, management and coordination of the Infrastructure Planning Branch.
- To deliver the key objectives of Council's Strategic Plan
- To support the Director, General Manager and Council.

Key Result Areas

- **Leadership**
- **Organisational Development/Business Improvement Plan**
- **Branch Activities**
- **Council Relationships**
- **Corporate Core Values**
- **Customer Service**

Key Duties & Responsibilities

Leadership

- Advise and assist Director and Executive Leadership Group in relation to achieving Council's Strategic and Management Plan directions.
- Achieve day to day performance goals by supporting, encouraging and expanding team work and the capabilities of team members.
- Support ongoing learning of self and others in the Infrastructure Planning Branch.
- Act as a change agent and enable people to respond to change.
- Display Council's Core Value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours.

Organisational Development/Business Improvement Plan

- Ensure that the guiding principles of the Council's Organisational Development/ Business Improvement Plan are fostered, the focus on customers is strengthened and the priority actions are delivered.
- Actively participate in strengthening cross organisational business processes, work to improve service delivery and facilitate partnerships and coloration across Council.

Branch Activities

- Ensure the effective delivery of services relating to the branch responsibilities of Infrastructure Planning, Engineering design and Traffic and Transport.
- Lead, coordinate and manage strategic projects and multi-disciplinary project teams to achieve the required outcomes and comply with legislation, awards and Council's policies.
- Actively participate in devising, reviewing, communicating and delivering Council's strategic vision.
- Provide technical leadership and advice to Council staff and external consultants engaged in meeting strategic outcomes, and provide direct support to Council's activities.
- Integrate project activities and outputs with the activities of branches and units within Council to ensure coordinated solutions to community issues and needs.
- Assume direct responsibility to ensure Council's Design Plans are prepared, implemented and reviewed to the required standard and in line with Council's legislative requirements
- Develop a program, work specifications and performance management arrangements relevant to the Branch.
- Ensure staff and resources are managed responsibly and effectively and good working relationships are maintained.
- Provide sound engineering support to internal and external clients
- Prepare and monitor budgets, resource allocation, procurement and capital expenditure across all Design programs to ensure timely delivery of works within budget and to increase productivity and team output.
- Ensure appropriate planning of Design projects are achieved and implement strategies to promote and maintain environmentally sustainable initiatives.
- Ensure Council's Traffic & Transport section satisfies legislative requirements in the delivery and response to traffic and planning issues.
- Develop and implement proactive Community Road Safety initiatives
- Ensure accurate Flood Plain Management advise is provided to internal and external clients
- Implement Council policies, resolutions and decisions.
- Oversee benchmarking and/or market testing to ensure quality value for money of Infrastructure Planning Branch activities.
- Prepare and review complex and detailed reports, technical reports, proposals and submissions
- Other relevant duties which may be required by the Director from time to time

Council Relationships

- Establish and maintain effective working relationships with members of the Senior Management Team
- Participate in cross-organisational teams to deliver strategic outcomes

- Communicate and liaise with key external stakeholders, including State Government organisations, peak groups, special interest groups, industry associations, commercial organisations, media and elected representatives.
- Ensure Council's contacts with the Community, Government and Business Bodies are effectively maintained.
- Represent Council in negotiations with stakeholders to achieve strategic outcomes.
- Represent Council at seminars and official occasions and liaise with other providers and public agencies to obtain and disseminate information as required.
- Foster and maintain co-operative working relationships with elected Councillors

Customer Service

- Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

Essential and Desirable Criteria

Essential

- Tertiary qualifications in Civil Engineering or a related field and extensive experience in areas of responsibility.
- Proven ability to understand and assess complex technical issues, and write clear, concise reports that provide recommendations based on assessment
- Demonstrated experience in developing and managing annual budgets, proven high level project planning skills, ability to maintain and control expenditure within a budget and deliver projects on time.
- Solid understanding of asset management and best practice principles and techniques
- Demonstrated excellent written and verbal communication skills, negotiation and conflict resolution skills, and demonstrated experience in dealing with community members
- Demonstrated people management skills with the ability to lead, manage and motivate multidisciplinary teams with a commitment to high standards of performance
- Extensive experience in planning and work review, process improvement and quality with a strong focus on strategic outcomes.
- Proficiency with Microsoft Office applications and Asset Management systems.
- Advanced analytical, creative thinking and problem solving skills with the ability to negotiate and broker outcomes with a wide range of internal and external stakeholders
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.
- Evidence of commitment to ongoing professional development.

Desirable

- Post graduate qualifications in management.
- Previous experience and/or knowledge of the Local Government environment.

WHS Responsibility

Act in accordance with WHS legislation and Council workplace health and safety policies at all times

Prepared By

Director Community Infrastructure

Date Prepared

May 2014

Please note that this position may be subject to further refinement as a result of the implementation of Council's Business Improvement Plan