

POSITION DESCRIPTION

INFRASTRUCTURE & WORKS DIRECTORATE

POSITION TITLE:	Director Infrastructure & Works
POSITION NUMBER:	100014
EMPLOYMENT STATUS:	Full-Time, Fixed-Term
DIRECTORATE:	Infrastructure & Works
DEPARTMENTS:	<ul style="list-style-type: none"> • Infrastructure, Engineering & Design; • Property Assets; • Waste Management; and • Works Centre
AGREEMENT:	5 Year Contract
CLASSIFICATION:	Contract position
RESPONSIBLE TO:	General Manager

BROAD OUTLINE OF POSITION

The Director Infrastructure & Works is responsible for the efficient and effective management of the Infrastructure & Works function at Glenorchy City Council. The scope of Directorate responsibilities includes team leadership and people management, asset management of transport, stormwater, property and reserves assets, engineering design, capital works and maintenance delivery, waste management and transport engineering.

Key objectives of the position are:

- Effective leadership of the Directorate team to achieve community and organisational objectives;
- Sustainable management of Council's transport, stormwater, property and reserves assets;
- Efficient and effective development, implementation and performance monitoring of work programs and budgets for capital works and maintenance delivery;
- Successful implementation of Council's Waste Management Strategy;
- Key contribution to Council's Executive Leadership Team in the delivery of the Strategic Plan;
- Responsible for the Directorate's work health and safety management; and
- Coordinate Council's emergency management preparedness and response.

REPORTING/WORKING RELATIONSHIPS

The Director Infrastructure & Works reports to the General Manager.

Other working relationships are:

- principal advisor to elected members on infrastructure and works matters;
- member of the Council's Executive Leadership Team along with the General Manager and other Directors, making a key contribution to the management of the organisation in accordance with the Council's strategic plan.

- Leader of the Infrastructure & Works Directorate, directly supervising the Manager Works, Manager Waste Services, Manager Infrastructure, Engineering & Design and Manager Property Assets
- participant in the Infrastructure Management Group and Tender Review Committee
- liaison with senior management, coordinators, and employees of Council, Mayor and elected members; and
- liaison with external stakeholders, including: ratepayers, community members, general public, State and Federal Government Departments, other local governments, consultants, contractors, peak bodies (Local Government Association of Tasmania, Southern Tasmanian Councils Authority)

CORPORATE PLANS

Glenorchy City Council Strategic Plan 2016-2025	
Objective	Strategy
1.3 Facilitate and/or deliver services to our communities	1.3.1 Directly deliver defined service levels to our communities.
3.1 Create a liveable and desirable city	3.1.1 Revitalise our CBD areas through infrastructure improvements. 3.1.3 Manage the City's transport network and the associated infrastructure to promote sustainability, accessibility, choice, safety and amenity for all modes of transport. 3.1.4 Deliver new and existing services to improve the City's liveability.
4.1 Govern in the best interests of our community	4.1.2 Manage the City's assets soundly for the long term benefit of the community.
4.2 Prioritise resources to achieve our communities' goals	4.2.1 Deploy the Council's resources effectively to deliver value. 4.2.2 Ensure that we have a skilled, capable and safety-focused workforce.

KEY DUTIES**GENERAL RESPONSIBILITIES AS A DIRECTOR**

RESPONSIBILITY	OUTCOME
Leadership	<ul style="list-style-type: none">• Actively promote and create a positive, safe and customer-focused workplace culture in the Directorate aligned to Council's vision, mission and values;• Lead the Directorate management team to ensure that Directorate staff are managed effectively through clear and achievable work programs, clearly-communicated expectations, appropriate recognition, performance management and mentoring;• Lead relevant aspects of, and provide input to, the Council's strategic, corporate planning, and human resources processes;• Ensure delivery of the Directorate-relevant strategies in the Council's Strategic Plan and actions in the Council's Annual Plan;• Ensure that the work program and activities for each service area, are appropriately project managed and carried out on time and within budget;• Ensure a high standard of service delivery to customers and other stakeholders;• Identify clear priorities to maximise Directorate outcomes and manage risks in a resource-constrained environment;• Develop and maintain aligned and efficient management systems and practices across the Directorate, including sound environmental practices and effectively manage change as required;• Lead, advise and contribute, where appropriate, to the development and implementation of Council policies and directions that are relevant to the Directorate;• Ensure that Directorate staff comply with the relevant statutory requirements;• Attend Council meetings, Committee meetings & ELT meetings as required;• Provide accurate reports and advice to Council and the Executive Leadership Team (ELT) on matters relevant to the Directorate's functions.

RESPONSIBILITY	OUTCOME
Strategic Planning	<ul style="list-style-type: none"> • As a member of ELT, work with Council, the General Manager and other ELT members to develop strategies to achieve the community's vision via the Council's Strategic Plan; • As a member of ELT, contribute to the implementation of those strategies; • Contribute at a strategic level to the overall leadership and corporate objectives of the organisation.
Financial Requirements	<ul style="list-style-type: none"> • Actively contribute within ELT to preparation of the Annual Plan, Annual Budget and Long Term Financial Management Plan to ensure the resourcing of corporate priorities; • Ensure that each service within the Directorate's area is delivered within the financial constraints defined in Council budgets or in contract agreements; • Monitor on an ongoing basis the level and classification of revenue, expenditure and cashflow against the relevant Plan or Budget and investigate and report on material variances; • Ensure Directorate compliance with Council's Code for Contracts and Tendering, obtaining quotes, preparing tender documents and raising purchase orders, as required under the Code; • Critically review and monitor pricing, competitiveness and performance of major contracts; • Ensure timely processing of accounts for payment and the satisfaction of appropriate authorisations and funding allocations; • Ensure transactions are coded and appropriate documentation is provided, within the required timeframes.
Innovation	<ul style="list-style-type: none"> • Identify and create opportunities for new ideas and continuous improvement in policy development, operations and service delivery to deliver measurable outcome improvements.
Policies & Procedures	<ul style="list-style-type: none"> • Review and analyse policies and procedures relevant to the Directorate to ensure they are up to date and available to staff; • Support the effective communication and implementation of Council policies and procedures.
Record Keeping	<ul style="list-style-type: none"> • Is responsible and accountable for creating, keeping and maintaining authentic, accurate and reliable records on business decisions, actions and practices undertaken or performed by the Directorate; • Must ensure records are saved within Council's approved recordkeeping systems, in accordance with Council's policy and practices.

RESPONSIBILITY	OUTCOME
Risk Management	<ul style="list-style-type: none"> • Ensure the Directorate's compliance with Council's risk management framework; • Is responsible and accountable for adhering to the requirements of all relevant employment and EEO legislation, the principles of diversity and the Council's policies and procedures; • Ensure compliance with relevant Awards, Enterprise Agreements, delegations and other employment legislation relevant to Council.
Staff Management	<ul style="list-style-type: none"> • Ensuring compliance with all HR requirements; • Ensure team delegation levels are being administered properly; • Ensure preparation and maintenance of appropriate project documentation in line with legislative requirements and with good project management practice; • Recruit, manage, develop and recognise staff and meet the requirements of Council's performance management system; • Manage staff in accordance with Council policies and directives; • Promote the development of Directorate staff.
WH&S	<ul style="list-style-type: none"> • Demonstrate a strong commitment to work, health and safety and effective organisation and public risk management, and take all reasonable care in the performance of the duties to prevent injury to self and others. This responsibility includes the correct use of equipment and the identification and reporting of workplace incidents and hazards; • Develop and enhance workforce awareness of the requirements of complying with WH&S policies and procedures; • Ensure employee compliance with WH&S policies and procedures through positive leadership and integration of WH&S processes, systems and requirements into normal work practices; • Exercise responsibility for the identification, assessment and management of WH&S hazards associated with operational activities; • Behave in a manner that will minimise the risk of injury to yourself and others; • Identify, remove where reasonably practical and report safety, health and environmental hazards in your work area; • Work with Council's WH&S team to ensure due diligence WH&S requirements for outsourced contracts. • Ensure Contractor and subcontractor compliance with Council WHS policies and procedures

RESPONSIBILITIES SPECIFIC TO THE INFRASTRUCTURE & WORKS DIRECTORATE

RESPONSIBILITY	OUTCOME
Infrastructure, Engineering & Design	<ul style="list-style-type: none"> • Ensure all transport and stormwater infrastructure asset information is effectively collected and managed including ten year capital works plans that meet the objectives of Council’s Strategic Plan; • Ensure the effective design and costing of capital projects in accordance with the applicable standards; • Ensure effective management of the planning and design functions for transport assets, stormwater, landslip, street lighting and the Derwent Park Stormwater Reuse Scheme.
Property Assets	<ul style="list-style-type: none"> • Ensure the development and implementation of property and sports and recreation-related strategies, including Master Plans for key land areas using effective engagement with users to achieve broad stakeholder acceptance and support; • Ensure effective property asset management planning and practice including development of a Property Asset Management Plan, database refinement, maintenance of registers, safety audits and strategic acquisition and disposal of Council land; • Ensure development of property asset maintenance and capital works programs through a 10 year Capital Plan for Property Assets, including a detailed 3 year capital plan and a Property Maintenance Plan; • Ensure Council works effectively with a broad range of stakeholders including community, community organisations, other governments to maximise the benefit of Council’s Property Assets including identification of clear service levels and co-ordinated land management; • Ensure from a “client” perspective that property related projects are appropriately managed, including consultancies and contractors to deliver required infrastructure and services so that projects are delivered on time, within budget and at the required level of quality; • Ensure effective oversight of the inspection, operation and management of major Council facilities.

RESPONSIBILITY	OUTCOME
Waste Management	<ul style="list-style-type: none"> • Ensure the currency of Council’s Waste Management strategy; • Ensure promotion of waste minimisation and recycling programs; • Ensure the effective contract management of kerbside waste collection services including the collection contracts; • Ensure the effective and compliant management of the Jackson Street Waste Management Centre/landfill including the contracts associated with tip shop/salvaging and gas extraction and other activities; • Ensure the management and maintenance of Council’s public litter bin program.
Works	<ul style="list-style-type: none"> • Ensure the Operations & Maintenance program is managed to deliver high quality maintenance services for Council’s assets including Council properties and amenity services; • Ensure detailed, proactive maintenance programs for transport, stormwater, properties, facilities, parks and reserves; and related infrastructure that serve Council and community needs; • Ensure Fleet and Plant utilisation is maximised and maintenance and servicing meets Council’s requirements; • Ensure timely implementation and completion of capital works projects, within allocated budgets; • Ensure effective support for the Works Centre and improvements in systems and processes to increase productivity and meet customer service levels.

SKILL, KNOWLEDGE, EXPERIENCE & CAPABILITY PROFILE

PERSONAL¹

1. Highly developed problem solving skills and the capacity to act flexibly in dealing with complex and multi-stakeholder issues.
2. Proven high level decision making ability.
3. Proven ability to implement decisions within the agreed timeframes.
4. Proven ability to think strategically.

¹ Essential unless otherwise indicated

LEADERSHIP²

1. Proven leadership ability and skills applicable to leading a large team.
2. Proven ability to develop strategy within a high functioning executive team, manage work plans and achieve agreed outcomes.
3. Proven ability to conduct open, genuine and fair performance management of staff, both positive as well as counselling under-performance when required.
4. Highly developed people management skills including communication, negotiation, performance management, conflict resolution and interpersonal skills.
5. Ability to lead, motivate and co-ordinate a multi-disciplinary team.
6. Ability to co-ordinate the provision of high quality customer service.

TECHNICAL³

1. Proven capability, knowledge and application of budgeting and financial management practices and reporting.
2. Demonstrated understanding of all key aspects of this Directorate including civil maintenance and construction and infrastructure aspects within a local government context.
3. Sound understanding of contemporary engineering and infrastructure design standards.
4. Sound knowledge of relevant Local Government statutes, regulations and processes.
5. Excellent knowledge and implementation of WH&S requirements.
6. Sound knowledge of governance and procurement practices.
7. Sound strategic knowledge of asset management and its relationship to service planning.
8. Contemporary knowledge of waste management services and practices.

EXPERIENCE⁴

1. Minimum of 3 years' experience in a similar senior management position with local government or as a senior executive in the commercial or public sectors.
2. Demonstrated experience in strategic infrastructure planning.
3. Demonstrated experience in change management, particularly in relation to local government works and operations.
4. Demonstrated excellent people management skills.
5. Demonstrated experience in planning and asset management.
6. Demonstrated experience in waste management and planning.
7. Demonstrated experience in managing the workplace safety of a large department.

² *Essential unless otherwise indicated*

³ *Essential unless otherwise indicated*

⁴ *Essential unless otherwise indicated*

QUALIFICATIONS AND TRAINING

Essential

1. Bachelor's degree in engineering, preferably in civil engineering.
2. Membership or eligibility for membership, of Engineers Australia.

Desirable

1. Post-graduate studies in a relevant field such as engineering or management.
2. Graduate of the Australian Institute of Company Directors.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

ACCOUNTABILITY:

- Accountable to the General Manager for all activities of the Infrastructure and Works Directorate.

EXTENT OF AUTHORITY:

- This senior position has a broad range of authorities relative to the position to achieve the position objectives.
- Guidance is provided in the form of broad policy direction or statutory requirements established through the vision and direction of Council. The position holder will normally resolve issues with minimal review by the General Manager.

JUDGEMENT AND DECISION MAKING:

- Judgements and decisions made have long-term implications for the Directorate and the Council, and, when made as part of ELT, across the organisation. These decisions and judgements can also potentially impact the broader community.
- The position provides extensive scope for the application of judgement and making of decisions within existing organisational strategies or within authorised strategic change.
- The position uses judgement to determine what issues should be referred to other senior staff, the General Manager and the elected Council.

TEAM WORK:

- Be willing and able to work in a team environment, giving support to Directorate and ELT members as necessary.
- Co-ordination, delegation and organisational skills are required.
- The position is responsible for team building and development and for the achievement of team goals and objectives.
- Act as a role model and coach other team members.

TECHNOLOGY & EQUIPMENT USED

- Standard office equipment; computers, mobile devices, photocopiers, electronic projection equipment etc.
- Various software applications including Microsoft Office, Outlook, Microsoft Word, Technology One (Finance One and Property & Rating) and ECM.

OTHER SPECIAL REQUIREMENTS

- A current driver's licence.
- The position holder is required to complete Council's Disability Awareness, White Ribbon and Cultural Awareness training.

Date Position Description Reviewed: November 2017

The A/General Manager: Approves the position description



A/General Manager Signature

29 November 2017

Date

I have read and agree to abide by the requirements of this position description.

Signed: Date:

Print Name:

SELECTION CRITERIA

Essential:

1. Bachelor's degree in engineering, preferably in civil engineering and membership, or eligibility for membership, of Engineers Australia.
2. Minimum of 3 years' experience in a similar senior management position with local government or the private or public sectors leading a large complex department or directorate.
3. Demonstrated experience in engineering, asset management, waste management, works centre operations and safety management.
4. Demonstrated experience in infrastructure capital works and maintenance program development, budgeting, delivery and monitoring.
5. Demonstrated ability to lead a multi-disciplinary team to deliver strategic outcomes.
6. Demonstrated experience in successful change management, particularly in relation to local government works and operations.
7. Demonstrated highly developed people management skills including communication, negotiation, performance management, conflict resolution and interpersonal skills.
8. Sound understanding of contemporary engineering and infrastructure design standards.
9. Sound knowledge of relevant Local Government statutes, regulations and processes.