



## Position Vacant

# Director of Infrastructure

### The Position

Reporting directly to the Chief Executive Officer, and as an integral part of Council's Executive Leadership Team (ELT), the Director of Infrastructure leads the Infrastructure Department in the provision of key programs to the community:

- Delivery of Shire Services and operational programs
- Resource Coordination
- Medium- and Long-term planning of Council works programs
- Delivery of Infrastructure Projects

This position operates under limited direction and exercises a high degree of autonomy to make decisions. This position has authority to adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council and the community are protected against reasonable loss.

### Selection Criteria

1. Ability to provide consistent delivery and continual improvement of service delivery in the 3 key areas:
  - Infrastructure Projects and Planning
  - Resource Coordination
  - Shire Services;
2. Ability to provide a clear direction and vision to all Infrastructure workers and ensures they remain on track to meet their performance targets;
3. Demonstrated works with Council and the CEO to develop and implement a clear plan for the activities of the department in line with the Council Vision and Corporate Plan;
4. Ability to provide a high level of communication and customer service to the community and all workers at Council; and
5. Ability to provide leadership to the department in WHS matters and ensure all workers have the training and resources they need to work in a safe and healthy manner.

### Experience & Qualifications

#### Work Health and Safety Leadership

- Sound working knowledge of work health and safety practices and the ability to provide leadership and accountability in managing WHS within their department;
- Demonstrated ability to adhere to Council's Corporate Values: Employee Health and safety, Customer Satisfaction, Respect, Teamwork and Accountability; and
- Experience in organisational risk management.

#### Service Delivery

- Strong analysis and interpretation skills; and
- Demonstrated knowledge of and experience in developing and implementing strategic asset management through frameworks, governance and asset accounting concepts.

#### Leadership

- Strong leadership and strategic planning capabilities including the ability to align tasks to Council's overall strategic plan;
- Strong organisational skills with the ability to set performance targets and supervise and motivate

staff to achieve targets;

- Track record of success in initiating and managing change and delivering outcomes in a diverse service environment;
- The ability to mentor and develop leaders within an organisation.

#### Strategic Direction and Management

- Demonstrated history of process improvement and effective change management;
- Demonstrated effective leadership and management experience with a business improvement focus, preferably within a Local Government environment;
- Sound working knowledge of legislation relating to Local Government; and
- Demonstrated experience in developing and implementing policies and guidelines in a large and complex organisation.

#### Communication and Customer Service

- Advanced written and verbal communication skills with the ability to effectively communicate, negotiate and build positive working relationships with all stakeholders.

#### Benefits

- A competitive remuneration package is offered, depending on experience and qualifications.
- Fulltime permanent position
- 5 weeks annual leave with 17.5% loading
- Uniforms provided.

A position description is available below. Applications closes when the position is filled.

To apply please email your resume, cover letter outlining your experiences of the selection criteria and application form to [hr@paroo.qld.gov.au](mailto:hr@paroo.qld.gov.au) For further information please contact the HR Officer on 07 4655 8400.

**Please note we can only consider your application if you are eligible to work in Australia.**





## Paroo Shire Council Position Description

**Title:** Director of Infrastructure  
**Award:** Contract  
**Department:** Infrastructure  
**Location:** Cunnamulla

### Position Objectives

Reporting directly to the Chief Executive Officer, and as an integral part of Council's Executive Leadership Team (ELT), the Director of Infrastructure leads the Infrastructure Department in the provision of key programs to the community:

- Delivery of Shire Services and operational programs
- Resource Coordination
- Medium- and Long-term planning of Council works programs
- Delivery of Infrastructure Projects

This position operates under limited direction and exercises a high degree of autonomy to make decisions. This position has authority to adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council and the community are protected against reasonable loss.

### Reporting Arrangements and Delegations

- This role is part of the Executive Leadership Team, reporting directly to the CEO.
- The Infrastructure department of Council reports to the Director through the respective team leaders, as shown in the organisation chart

### Key Selection Criteria

1. Ability to provide consistent delivery and continual improvement of service delivery in the 3 key areas:
  - Infrastructure Projects and Planning
  - Resource Coordination
  - Shire Services;
2. Ability to provide a clear direction and vision to all Infrastructure workers and ensures they remain on track to meet their performance targets;
3. Demonstrated works with Council and the CEO to develop and implement a clear plan for the activities of the department in line with the Council Vision and Corporate Plan;
4. Ability to provide a high level of communication and customer service to the community and all workers at Council; and
5. Ability to provide leadership to the department in WHS matters and ensure all workers have the training and resources they need to work in a safe and healthy manner.

### Skills and Experience

#### Work Health and Safety Leadership

- Sound working knowledge of work health and safety practices and the ability to provide leadership and accountability in managing WHS within their department;



- Demonstrated ability to adhere to Council's Corporate Values: Employee Health and safety, Customer Satisfaction, Respect, Teamwork and Accountability; and
- Experience in organisational risk management.

#### **Service Delivery**

- Strong analysis and interpretation skills; and
- Demonstrated knowledge of and experience in developing and implementing strategic asset management through frameworks, governance and asset accounting concepts.

#### **Leadership**

- Strong leadership and strategic planning capabilities including the ability to align tasks to Council's overall strategic plan;
- Strong organisational skills with the ability to set performance targets and supervise and motivate staff to achieve targets;
- Track record of success in initiating and managing change and delivering outcomes in a diverse service environment;
- The ability to mentor and develop leaders within an organisation.

#### **Strategic Direction and Management**

- Demonstrated history of process improvement and effective change management;
- Demonstrated effective leadership and management experience with a business improvement focus, preferably within a Local Government environment;
- Sound working knowledge of legislation relating to Local Government; and
- Demonstrated experience in developing and implementing policies and guidelines in a large and complex organisation.

#### **Communication and Customer Service**

- Advanced written and verbal communication skills with the ability to effectively communicate, negotiate and build positive working relationships with all stakeholders.

#### **Qualifications**

##### **Essential**

- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.
- Tertiary qualifications in Engineering or Project Management and/or extensive experience in a similar position; and
- Construction Safety Induction Card (White Card)

#### **Key Responsibilities and Duties**

##### **Service Delivery**

- Program all Council works including maintenance, in accordance with Council's Corporate and Operational Plans and adopted budgets;
- Ensure all essential Council services are provided and maintained to the highest possible standard;
- Coordinate the resources and support services needed to ensure the efficient operation of the department, including Fleet, Waste and Quarry management;
- Ensure all major projects are managed in line with best practice and are delivered on time and on budget; and
- Ensures all funded programs are compliant with funding agreements and meet compliance requirements.

##### **Leadership**



- Provide strategic leadership guidance and support to the Infrastructure team to ensure Council has an effective workforce that complies with legislative requirements and promotes business excellence;
- Participate as a member of the Executive Management Team, and promote cooperation, coordination and the sharing of information between departments in pursuit of Paroo Shire Council's corporate objectives; and
- Mentor and provide training and support to upskill and develop administration skills across Council. This includes developing the capability of leaders within the department.

#### **Strategic Direction and Management**

- Identify strategic goals and priorities for Infrastructure and submit recommendations to the CEO for Council approval;
- Develop, in conjunction with the CEO and the Executive Leadership Team, annual Infrastructure Capital and Operating Budgets for approval and implementation; and
- Identify and prepare proposals on future infrastructure projects.

#### **Communication and Customer Service**

- Work Collaboratively with, and provide advice and support to, the CEO and other members of the Leadership Team;
- Provide clear and transparent reports to Council, the CEO and other members of the ELT;
- Provide information and advice on infrastructure matters to all members of the organisation; and
- Models responsive internal customer service behaviour in their dealings with all members of the organisation and the community

#### **Work Health & Safety**

- Sound knowledge of Work Health & Safety practices and the ability to provide leadership and accountability in managing WHS within their department;
- Experience in organisational Risk Management;
- Models best practice WHS behaviour and has a commitment to Workplace Health & Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee; and
- Ensure compliance with, and demonstrates a commitment to Workplace Health & safety, Council's Code of Conduct and other policies and demonstrates appropriate behaviour for a public sector employee.

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#### **ADDITIONAL POSITION REQUIREMENTS**

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

#### **Ethical Behaviour**

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

#### **Customer Service**

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.



## Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

## OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial six-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

## PHYSICAL REQUIREMENTS

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

## POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name..... Date.....

Employee Signature.....

CEO Name CASSANDRA WHITE

Date 1/11/2023

CEO Signature

