

# Position Description



<b>Position Title:</b>	Manager Assets and Engineering
<b>Position Objective:</b>	<ul style="list-style-type: none"><li>• To lead a multi-skilled team responsible for providing engineering advice <del>and managing engineering projects</del> across the organisation.</li><li>• To implement and lead the organisation's approach to asset management; including the systems; plans and processes used to guide management of the organisation's broad asset base.</li><li>• To lead the organisation's management of fleet and plant.</li><li>• To manage the in-house delivery and maintenance of buildings and structures.</li></ul>
<b>Position Number:</b>	2430
<b>Business Unit:</b>	Assets and Projects
<b>Directorate:</b>	Assets and Environment
<b>Location:</b>	Bruce Road Depot, Kalimna West
<b>Reports to:</b>	General Manager Assets and Environment
<b>Supervises/Manages:</b>	Senior Works Coordinator Road Engineer Drainage Engineer Coordinator Assets Systems Management  All other staff within the Unit.
<b>Employment Status:</b>	Full time, Ongoing
<b>Award Classification:</b>	Senior Executive Officer Contract
<b>Salary Range / Hourly Rate:</b>	To Be Negotiated
<b>Superannuation:</b>	As per Superannuation Guarantee Legislation
<b>Vehicle Provision:</b>	Private Use
<b>Qualification Period:</b>	Six months
<b>Enquiries:</b>	Stuart McConnell, General Manager Assets and Environment (03) 5153 9500
<b>Date:</b>	October 2024
<b>Police check required:</b>	Yes
<b>Pre-employment medical required:</b>	Yes

## Our Council Plan Vision

East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making and creates the conditions in which communities can thrive.

## Values

Creating a great place to work that delivers quality services to our customers and community



### RESPECT

We treat all with courtesy and dignity

#### BEHAVIOURAL STATEMENTS

- Listening with a genuine intent to understand and inform decisions
- Treating each other with empathy, equity and kindness
- Acknowledging different views in decision making



### INTEGRITY

We focus on taking the correct course of action

#### BEHAVIOURAL STATEMENTS

- Acting honestly and ethically
- Being open and transparent
- Building trusted connections



### COLLABORATION

We build and maintain productive relationships

#### BEHAVIOURAL STATEMENTS

- Helping each other deliver our shared outcomes
- Being actively engaged and sharing information
- Being clear about roles and responsibilities



### ACCOUNTABILITY

We are responsible for our actions and outcomes

#### BEHAVIOURAL STATEMENTS

- Being transparent in our decision making
- Accepting responsibility for our actions
- Delivering on our commitments

## We are an Accessible and Inclusive Employer

East Gippsland Shire Council is committed to being a diverse and inclusive organisation that supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander people, people who identify as LGBTIQ+, gender diverse people, religiously, culturally and linguistically diverse people and people of any age.

East Gippsland Shire Council is committed to upholding the Child Safe Standards and has [a-zero-zero](#) tolerance for child abuse and harm. To uphold these standards a valid working with children check is required to be held for applicable positions.

## Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OHS) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OHS legislation and Council's OHS policy.

## Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks and comply with Council's Risk Management policy.

## Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

## To manage the in-house delivery and maintenance of buildings and structures. Key Responsibilities and Duties

Key Area	Responsibilities and Duties
General	Lead the unit in provision of excellent customer service to internal and external (including community) customers particularly in relation to building maintenance, engineering advice and plant and fleet.
Engineering responsibilities	To provide civil engineering advice to capital projects, land development and other major projects – especially road and drainage projects
	To assess third party developments road and drainage plans, and act as an internal referral for planning and development
	To provide civil engineering advice to road supervisors on complex road management matters.
	To work with external agencies and internal teams to develop standards and approaches to managing road and drainage infrastructure in changing climatic conditions.
Asset Management Responsibilities	Oversee the development and use of a sophisticated and efficient Asset Management system, including the collection, storage, and use of asset information.
	Ensure that the Asset Management system is being used effectively throughout the organisation to guide planning and recording asset maintenance and asset replacement/ disposal.
	Ensure that the organisation has well <del>developed</del> developed, and effective asset management plans, policies, strategies and valuation processes.
Plant and Fleet Management Responsibilities	Ensure that Plant and Fleet are managed to meet the organisation's <del>need</del> needs in an effective and cost-efficient manner and in line with the aspirations of the Council Plan.
	Oversee management of both the passenger fleet and the plant used and owned by Council, including the transition to electric vehicles and other low emission plant and fleet.
Building Management	Ensure that Council's building assets meet relevant compliance legislation and are well maintained.
	Support the in-house building crew with the efficient inspection and maintenance of council buildings and planning of major changes to buildings.
	Oversee the in-house building team's delivery of new and renewal projects as part of the Capital Works program.
Strategic Leadership and Initiative	Ensure the delivery of unit's services to the organisation in accordance with applicable legislation, regulations, standards, policies, procedures and guidelines to facilitate the best possible outcomes for Council and the community.

	Provide strategic advice, direction and guidance on the management and delivery of functions provided by the Unit and in particular, identify ways to maximise collaborative approaches to ensure legislative and policy requirements are understood and complied with across the organisation.
	Build relationships with a wide range of local and statewide organisations and represent and advocate for East Gippsland Shire at local, regional and Statewide forums and networks.
	Ensure strategic plans relevant to the specific areas of operation are developed, updated and implemented.
	Take a leadership role in the development of organisation policies and strategies to enable Council's legislative and governance requirements to be met.
	Monitor changing needs in the organisation and local government sector and identify new and innovative ways for the Unit to meet those needs.
Corporate Responsibilities	Participate in the Strategic Leadership Group to establish and contribute to the strategic direction for the organisation.
	Review and develop policies and procedures to support the appropriate operation of the organisation and key work areas.
	Ensure that the Chief Executive Officer and General Manager Assets and Environment are kept informed on significant issues within identified areas of responsibility.
Human and Financial Management	Prepare detailed budgets and maintain budgetary control for all areas of responsibility.
	<del>Oversee the preparation, monitoring and reporting of Council's Capital Works Budget.</del>
	Effectively manage the resources of Council in the areas of responsibility and continually examine operational procedures and practices to minimise costs and maximise revenue as effectively and efficiently as practicable.
	Provide leadership, direction and support to staff including the establishment of effective and efficient structures and processes so that staff members have a clear understanding of their roles and responsibilities.
	Implement measures to ensure compliance with Occupational Health and Safety, Risk Management and Human Resource Management policies including associated legislative requirements.
Business Unit Planning	Produce strategic and operational plans for the management, control and delivery of programs and services within the nominated areas of responsibility.
	Champion an integrated approach to service and program delivery across functions and maximise opportunities to collaborate with other Units across the organisation.

	Strategically align functions of the Unit to outcomes sought by Council as specified in the Council plan and other endorsed strategic documents.
Communication and Engagement	Effectively communicate with staff, management, the community and Councillors.
	Facilitate and maintain effective professional relationships with Councillors, staff, community groups, regional special interest groups, Government Departments/agencies and customers.
Staff Development	Empower staff to contribute to the ongoing success and improvement of the Unit and organisation.
	Motivate staff to ensure that they are engaged in the workplace and understand the importance of the role that they have in generating good outcomes for the organisation and the community.
	Where required, initiate counselling or support to all levels of staff, and implement disciplinary action to all levels of staff as required in consultation with Human Resources and with the approval of the General Manager.
	Undertake regular performance appraisal of direct reports so that performance development, ongoing training and personal development are identified to meet operational needs.
Occupational Health and Safety	Responsible for adhering to relevant Occupational Health and Safety legislation and complying with Council's Occupational Health and Safety policy and procedures.
	Understand and adhere to your responsibilities and accountabilities for Occupational Health and Safety within East Gippsland Shire Council as per the OHS Responsibility Procedure.
General	Demonstrate the values of Respect, Collaboration, Integrity, Accountability.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.
	Undertake regular performance appraisal of direct reports so that performance development, ongoing training and personal development are identified to meet operational needs.

## Accountability and Extent of Authority

This position has broad freedom to act, restricted only by goals, legislation, Council policy and any directives from the General Manager Assets and Environment. Decisions and actions taken may have a substantial and lasting effect on the organisation and on the community.

The position is responsible for the performance of the Unit and plays a key role in the organisation. The incumbent is expected to apply initiative and innovative thinking to achieve organisational objectives.

## Judgement and Decision Making

This position involves high level problem solving, effective strategic planning, and the identification and development of policy options.

The incumbent must be a strategic thinker in addition to demonstrating sound judgment in a diverse range of difficult situations. Effective judgment is critical in making decisions that may have community, political and financial consequences.

## Specialist Skills and Knowledge

Excellent understanding of civil engineering as it applies to road and associated infrastructure design and management.

Excellent understanding of asset management and its role within a Local Government environment.

Demonstrated experience the management of building assets.

Understanding of the procurement and management of plant and fleet.

Sound understanding of procurement and contractual practices.

Understanding of Local Government statutory requirements.

Higher level skills in written and verbal communication.

Analytical skills in policy and procedure development.

## Management Skills

Advanced human resource management and organisation development skills.

Performance management and performance development skills in leading a multi-disciplinary team.

Management skills to achieve organisation goals and objectives, to minimise risk and to create and take advantage of opportunities.

## Interpersonal Skills

Ability to establish and maintain productive relationships and partnerships with internal and external stakeholders including contractors, funding providers, associated government and non-government agencies, Council's Assets, Procurement and Finance units.

Ability to enhance relationships within the Strategic Leadership Group and to lead, motivate and develop Coordinators and other staff.

High level negotiation skills to achieve optimal outcomes for Council.

## Qualifications and Experience

A current, valid Victorian driver's licence.

Minimum 5 years' experience in either Civil Engineering or Asset Management.

Experience at middle management level or higher in local government, private sector or a multi-functional organisational environment.

Experience in human resource management.

Experience in managing multi-disciplinary teams.

Proven capacity to deliver innovative, coordinated and sustainable outcomes in areas of responsibility.

Tertiary qualifications in Project Management, Asset management or Civil Engineering. Ability to be registered as a Civil Engineer is highly desirable.

## Behavioural Competencies

You create, lead and model a positive, solution-focused culture\*

You ensure a culture of action and exceptional customer service\*

You treat all people with courtesy and respect\*

You manage poor staff performance and behaviour

You demonstrate positive performance development of your staff

You have highly developed interpersonal skills

You consistently demonstrate and model our values

You are competent in managing human resources

You demonstrate strategic and critical thinking/planning and continuous improvement across operations and projects

You demonstrate an understanding and knowledge of business unit/operational planning processes

You consistently demonstrate and model our organisational values and behaviours\*

*\* Further information on achieving these behaviours can be found in our Staff Code of Conduct*

## Key Selection Criteria

Relevant formal qualifications (Civil Engineering or Asset Management degree preferred).

Extensive experience in asset management – ideally in a local government context.

Experience in at least one of the following:

- civil engineering projects; and /or
- building management; and / or
- plant and fleet management.

Track record in achieving results at management level.

Leadership, negotiation and human resource management skills.

Proven problem-solving abilities, financial management, strategic thinking and sound judgment.

Health and safety and risk management knowledge.

A current Victorian Driver's Licence.

## Approval

APPROVED BY:

Stuart McConnell, General Manager Assets and Environment

Date: October 2024

## Application Process

All applicants are requested to upload the following documents in their application:

1. A **current resume** which includes your personal details, education, qualifications, work experience and the contact details of two (2) work-related referees
2. A **covering letter** which states the title of the position you are applying for (including the relevant position number) and why you are interested in the position.
3. A document listing detailed responses for each **key selection criteria** listed in the Position Description Key Selection Criteria section.

The panel will use all the information provided in your application and attachments provided, although **will concentrate on the key selection criteria responses** for an analysis of your qualifications, skills, abilities, experience and knowledge.

Applicants should apply via the Careers page on the East Gippsland Shire Council website:

[www.eastgippsland.vic.gov.au/careers](http://www.eastgippsland.vic.gov.au/careers)

## Information to Applicants

Applicants for this position must be legally entitled to work in Australia. Applicants invited for interview will be required to provide evidence of this entitlement at the time of interview. Acceptable evidence includes an Australian or New Zealand passport, birth certificate, or foreign passport with relevant visa.

### Please Note:

- **Documents will only be accepted in Microsoft Word, PDF or Adobe Acrobat format.**
- **Council is not responsible for documents that are corrupt and cannot be downloaded for processing.**
- **Late applications will not be considered.**

### Privacy Statement

"Personal and Health Information" collected by the Shire is used for recruitment and if the applicant is successful will be used for Human Resources. The personal and Health Information will be used solely by the Shire for this purpose and or directly related purposes. The Shire may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to the Shire for access to and/or amendment of the information after finalisation of the appeals process. The Shire may destroy information relating to unsuccessful applicants 12 months after this time. Requests for access and or correction should be made to the Shire's Privacy Officer"