

**POSITION TITLE:** Director Infrastructure and Delivery

**DEPARTMENT:** Infrastructure and Delivery

**POSITION HOLDER:**

**REPORTS TO:** Chief Executive Officer

**TERM OF EMPLOYMENT:** Contract

**APPROVED BY:** Chief Executive Officer

**DATE:**

**CLASSIFICATION:** Executive Contract of Employment

**POSITION OBJECTIVE:**

- Provide effective leadership in delivering efficient services in the Infrastructure and Delivery Directorate designed to contribute to the overall planning of Council services, the management of assets, Statutory Planning and Building, the successful design and delivery of projects, the maintenance of facilities and the development and implementation of strategic plans. Whilst adhering to the legislative, statutory, policy and performance obligations of the Directorate.

**KEY RESPONSIBILITIES AND DUTIES:**

- Assist in shaping strategic thinking and the delivery of specific services that reflect the aspirations of Council and the Buloke community as expressed through the Council Plan and other strategic plans and documents.
- Ensure compliance with statutory, regulatory and policy requirements as they relate to the services delivered by the Infrastructure and Delivery Directorate and the plans and strategies developed.
- Actively work with the Buloke community, Council departments, government departments, government agencies, peak business organisations, other municipalities and regional organisations to ensure Council's forward Capital Works plans are consistent with community aspirations, regional planning priorities and Federal and State government funding opportunities.
- Develop and manage budgets relating to services provided by Infrastructure and Delivery.
- Contribute to the governance and management of the Shire as a member of Council's Executive Management Team.
- Lead and drive business improvement and business excellence initiatives within the Infrastructure and Delivery Directorate. Ensure high standards of internal and external communication are established and maintained.
- Manage staff to ensure statutory obligations, funding agreements and policy objectives are met, a high quality of customer service is delivered and service improvements and reviews are undertaken on a regular basis.
- Lead and manage Infrastructure and Delivery Directorate staff by creating an environment which is motivating and provides for high performance and productivity.
- Manage contractors effectively ensuring all contractual commitments are achieved.

- Develop and manage budgets relating to services provided by Infrastructure and Delivery, including the capital works program.
- Ensure all work undertaken by the position is carried out in a healthy and safe manner and that any unsafe aspects of the workplace are immediately rectified in accordance with the occupational health and safety hierarchy of controls and/or reported to the Chief Executive Officer when appropriate.
- Manage the ongoing development and maintenance of systems within Infrastructure and Delivery.

#### **ORGANISATIONAL ENVIRONMENT:**

Reports to:	Chief Executive Officer
Directly Supervises:	Infrastructure and Delivery employees and contractors
Internal Liaisons:	Chief Executive Officer, Councillors, Executive Management team, other business units and employees
External Liaisons:	Residents, ratepayers, community and business leaders, developers, builders, Council contractors, business operators, senior managers in government departments and agencies, local government and statutory authorities, local and other members of Parliament, unions

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Responsible for developing methods, procedures and processes leading to the effective operation of the Infrastructure and Delivery Directorate.
- Perform the functions in accordance with the policies, guidelines and objectives determined for the Directorate.
- Responsible, within identified budgets and corporate objectives, for the provision of services relating to Road Services, Urban Infrastructure, Recreation Planning, Asset Management, Swimming Pool Operations, Environmental Compliance, Capital Works Planning, Project Management, Project Planning and Design, Mechanical Workshop Operations, Building Maintenance, Playground Development and Property Maintenance, including continuous improvement and review of those services.
- Delegated authority as contained in Council's register of delegations, in accordance with the *Local Government Act 2020* and other legislation as detailed in the register.
- Authority to act within Council policy and in accordance with good management practices to meet the Directorate's objectives.
- Commit funds within delegated limits and in accord with budget allocations; Agree to variations to contracts managed within the Directorate within delegated limits. Authority to requisition and order materials, goods and services to fulfil the functions of the position.
- Authority to sign internal and external correspondence in relation to the key responsibilities of the position.
- This position has very broad freedom to act, in line with by Key Performance Indicators, legislation, council policy and plan. Decisions and actions taken may have a substantial and lasting effect on the organisation and on the community. The development, analysis and interpretation of policies primarily relating to services and service units for which the position is responsible and required for the identification of issues likely to be complex and of major corporate significance.
- The position is ultimately responsible for the performance of the division and plays a key role in corporate accountabilities, financial sustainability, and engagement in customer and community experiences for their portfolio of services. The incumbent is expected to apply initiative and innovative thinking to achieve organisational objectives, as well as lead and direct long term strategic direction.

- The incumbent is financially responsible and accountable for:
  - Preparation, monitoring, reporting and delivery of departmental budgets.
  - Purchases are within delegated authority.
  - Decisions and budget objectives considering the overall freedoms to act is governed overarching organisational goals and policies as well as relevant legislation.
- Represent Council and the Chief Executive Officer in meetings and to the media and other organisations on matters relating to the Directorate.

#### **JUDGEMENT AND DECISION MAKING:**

- Ability to conceptualise and analyse a range of complex and sometimes conflicting priorities and make decisions on where best to invest effort and expenditure.
- Ability to assess and advise Council and Executive Management on key strategic compliance, governance and industrial relation matters as well as meeting Council's long term strategic objectives.
- Undertake work within the normal parameters and operating procedures associated with the objectives of Council and Directorate business services.
- Ability to develop new procedures and guidelines to assist in improving the effectiveness and efficiency of services provided, as well as other business process improvement opportunities.
- Use creativity and originality in the completion of work.
- This position involves problem solving of the highest order involving complexity and challenge, effective strategic planning and direction setting, plus the identification and development of strategic, policy or operational options.
- The incumbent must be a strategic thinker and be able to demonstrate sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have broad economic, political, legal and social consequences.

#### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Strong understanding of strategic and immediate goals of Council and its business units.
- Detailed understanding of policies and procedures relating to best practice governance and corporate compliance, particularly as they relate to asset and contract management.
- This position requires an understanding across a broad range of disciplines including, but not limited to:
  - Local Government Act 2020, Best Practice Asset Management practices, Building Maintenance practices, Project Planning and Design, Project Management, Risk Management practices, Contract management, Environmental Management, Heavy Plant Operations and Recreation Planning to achieve positive, economically sound and sustainable decisions for Council and its community.
  - Able to influence, facilitate and use knowledge to assist the development and understanding of a variety of concepts, trends, socio economic, political or legal issues facing the organisation and the community.
  - Sound industry, technical and financial skills to use the tools, technology and computer applications, as well thorough understanding of the statutory and subordinate legislation impacting decision and activities undertaken.
  - Well developed financial skills including budgeting, strategic, analytical, governance and investigative skills to provide resolutions, advice and direction.
  - Able to lead change in a sustainable and effective manner that adds value and benefits while delivering objectives and taking into the consideration the long term goals of the organisation and the wider community.
- Equally important is an understanding of the political, legal and socio-economic context in which Council operates and those impacts and connections to the community and other stakeholders. A sound understanding of relevant legislation is expected in which this directorate operates.

**MANAGEMENT SKILLS:**

- Advanced human resource management and organisational development skills, including a collaborative, developmental and performance management skill set in leading a large and extensive multi-disciplinary team, including highly experienced, qualified and specialist professional staff.
- Senior management skills to achieve organisational goals and objectives effectively and efficiently in a sustainable and cost-effective way, whilst delivering service excellence and taking advantage of opportunities for innovation and continuous improvement, yet able to minimise risk, whilst delivering timely outcomes.

**INTERPERSONAL SKILLS:**

- Demonstrated ability to persuade, convince and negotiate with members of the public, suppliers, contractors and other employees, and, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Demonstrated ability to lead, motivate and develop other employees.
- Demonstrated ability to present to Councillors and state and federal government politicians and officers in establishing and achieving set objectives.
- Demonstrated ability to liaise with counterparts in other organisations to discuss and resolve specialist matters to resolve intra-organisational challenges.
- Professional verbal and writing skills, including preparation of correspondence and regular reports.
- Ability to establish and maintain productive relationships with internal and external stakeholders including community, associated government ministers and departments, agencies and external service providers.
- High level influencing, convincing and negotiation skills in achieving optimal outcomes for Council including those required for government and legal authorities, such as tribunals and official organisations/bodies.
- Ability to enhance and build relationships with the Council and Executive/ Leadership Team, constructively challenging and developing collaboration to create improved outcomes for the community and organisation.
- Lead, motivate, coach, challenge and develop managers and other staff to be their best, establishing a constructive, collaborative team that demonstrates organisational behaviours and values.
- Well-rounded communication skills whether verbal or written to adapt to differing styles required to advocate, influence and convince in a harmonious manner, whilst demonstrating high standards of ethics and integrity.

**QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualifications in relevant field (engineering, environmental planning, community development and planning, business management) along with diverse and extensive experience in a similar or relevant management role.
- Postgraduate or MBA qualifications in management or related field whilst desirable are not essential.
- Proven successful experience in a leadership role, demonstrating sound financial acumen, service delivery excellence involving successful and effective stakeholder engagement, within government and community environment

**ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment/Gender Equality policies).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

#### **CHILD SAFE STANDARDS:**

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

#### **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

#### **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

#### **KEY SELECTION CRITERIA:**

- Relevant tertiary qualifications and/or extensive and diverse experience in a management role of a similar nature with a sound understanding of the portfolio of services.
- Demonstrated record of achievement and in-depth knowledge in governance, project and contract management, statutory and regulatory compliance, policies and standards relating to best practice, compliance, financial services and customer service obligations.
- Management experience within the government sector with a high level of competence in contemporary leadership engagement, business management and employee development.
- Proven positive employee management and development skills with experience in managing a diverse, qualified and multidisciplinary workforce.
- Contribute strategically to corporate direction with the Council Plan, long term financial planning and the organisation's commitments and goals.
- Strong interpersonal skills to enable the building of effective working relationships with executive management, Councillors, staff and stakeholder groups.
- Demonstrated pattern of strong positive and collaborative leadership including being a strong champion of positive, engaging behaviours and organisational values, and innovative strategies.

- Demonstration of ability to work through highly complex matters requiring social, ethical, political and economic skills, acumen and comprehension.
- Current Victorian Driver Licence or other Australian state or territory equivalent.
- Satisfactory National Police Records check.