

Position Description

Director Built Environment & Infrastructure



Yarra Ranges Corporate Values

We are a values based organisation and behave in a way that is consistent with our organisational values:

Our Commitment

We inspire people to create a better future.

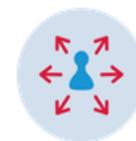
Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Trust



Empowerment



Innovation

We are committed to achieving excellence through improvement by applying the Business Excellence Framework.

1. Position Summary

The Built Environment & Infrastructure Directorate has recently undergone a review, resulting in a number of structural changes. There were multiple drivers for change within the organisation, including shaping a Directorate that programs, plans, designs, builds and maintains current and future assets.

The Directorate structure has four immediate reporting managers covering responsibilities and obligations including the Project Management Office, delivery of capital works and major projects, asset management, recreation, infrastructure, operations and engineering functions.

Commencing this role, the Director will work with the CEO and the Executive leadership team to launch this new approach within the organisation. It is a brilliant opportunity to shape the directorate and reorientate workflow with a focus on strategy and community, first and foremost.

YRC is growing rapidly and in some cases (drainage for example) infrastructure has not kept pace with the municipality's development and growth.

2. Position Purpose

The purpose of this position is to:

- Lead and model behaviours consistent with Council's values.
- Focus your management effort on enabling and supporting your teams to high performance.
- Ensure your team is developing and growing their skillsets and careers.
- Develop great relationships and be a fearless advisor to the CEO and Council.
- Put quality and timeliness at the core of Council's service obligations.
- We do what we say we'll do; we meet the commitments that you make to others.
- Be a positive, creative and supportive ELT colleague.

- Guide, shape and develop a culture where staff flourish.

All positions will be required to undertake roles and activities related to Business Continuity and Emergency Management in preparation for and during times of crisis.

Yarra Ranges Council promotes the safety, wellbeing and inclusion of all children, including Indigenous children, children with a disability and children from culturally and/or linguistically diverse backgrounds. Council is committed to ensuring the protection of children against abuse, in line with the Victorian Child Safe Standards.

3. Key Responsibility Areas

Build High Performance Culture - *Develops an organizational culture that leads to ongoing excellence and effective growth of the business while maintaining the highest integrity.*

- Attract, develop, and retain talented individuals to build a competitively superior organization
- Set high standards and accountability for ongoing excellence and business growth while maintaining the highest integrity
- Provide timely guidance and feedback to ensure ongoing excellence, business growth, and high integrity

Shifting Business Paradigm - *Cultivates commitment to fundamental strategic and cultural change throughout the organization--even if the change is radical--to align with the organization's vision*

- Communicate and model a vision of strategic or cultural change in a way that motivates others to take action toward that vision
- Commit to a long-term strategy to realise the organisation's vision by analysing information, evaluating options, and selecting the best strategy
- Influence others to commit to action that support a new organisational strategy or culture

Build Strategic Partnerships and Relationships - *Builds strategic alliances and partnerships within the organization to collaboratively execute business strategies.*

- Build strategic relationships with other teams or departments to collaboratively execute business strategies
- Persuade strategic partners to take action that will advance shared business interests
- Clearly communicate with internal partners in a way that motivates them to take action to collaboratively execute business strategies

Cultivate a Customer-Focused Culture - *Creates an environment in which products and processes are designed to ensure customer satisfaction; effectively incorporates customer perspectives in all business activities.*

- Make customer relationships and satisfaction the primary focus when designing products and processes
- Delegate responsibility and decision-making authority to ensure customer satisfaction
- Set high standards and accountability for customer satisfaction

Drive Service Innovation - *Catalyzes a culture that consistently generates innovative ideas, and services to create competitive advantage.*

- Encourage the initiation, implementation, and commitment to new ideas and services that will create competitive advantage
- Delegate decision-making authority and task responsibilities to ensure service and idea innovations
- Communicate and model a vision for service innovation in a way that motivates others to take action toward that vision

Shape Organisational Strategy - *Develops a long-range course of action or set of goals to ensure successful realization of the organization's vision.*

- Commit to a long-term strategy to realize the organization's vision by analyzing information, evaluating options, and selecting the best strategy
- Utilize financial data to diagnose business strengths and weaknesses and identify the implications for potential strategies
- Leverage business knowledge and experience to quickly evaluate the merit of potential organizational strategies
- Communicate and model the organization's vision and values in a way that motivates others to take action to realize the vision
- Communicate and model a vision of strategic or cultural change in a way that motivates others to take action toward that vision
- Commit to a long-term strategy to realise the organisation's vision by analysing information, evaluating options, and selecting the best strategy
- Influence others to commit to action that support a new organisational strategy or culture

4. Position Specific Specialisations

- A strong contributor to the Executive Leadership Team and the organisation which supports strategic thinking, collaboration, sharing of knowledge and a high level of commitment to Council and community
- A coaching, empowering and growth mindset that continues to invest in a people and culture strategy to ensure we develop our main asset, 'Our People'
- An ability to be strategic, adaptable and outcome focused in problem solving.
- An agile way of thinking that promotes, role models and delivers positive change management leadership
- An ability to measure performance, progress and to measure and realise benefits
- An understanding of the relationships and structures in a government setting including political acumen
- An ability to forge strong relationships with key agencies and stakeholders that support excellent outcomes for community

- Support implementation and adherence to Council policies and procedures and all regulatory and legislative requirements

5. Position Specific Qualifications/Memberships

Tertiary qualifications and demonstrable senior leadership experience relevant to managing a large, complex and multi-faceted organisation, with a preference for a background in a relevant technical area that supports performance in this role. Additional post graduate qualifications or specialisation may be an advantage.

6. Selection Criteria

The selection criteria for this position consists of the below core and position specific competencies (behaviours):

7.1 Core Organisational Competencies

Cultivating Networks

Initiating and maintaining strategic relationships with stakeholders inside and outside the organisation (e.g., customers, peers, cross-functional partners, external vendors, and alliance partners) to advance business goals.

Customer Focus

Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organisation's needs.

Leading Change

Identifying and driving organisational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organisational culture, systems, or products/services.

Selling the Vision

Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.

Political Savvy

Actively maintaining a broad awareness of the internal and external environment by accurately perceiving organizational, political, and social dynamics; proactively navigating the stakeholder environment to avoid unwanted or unproductive reactions and consequences.

7.2 Position Specific Competencies

Building Organisational Talent

Establishing systems and processes to attract, develop, engage, and retain talented individuals; creating a work environment where people can realise their full potential, thus allowing the organisation to meet current and future business challenges.

Business Savvy

Demonstrates a keen understanding of basic business operations and the organizational levers (systems, processes, departments, functions) that drive profitable growth; draws from personal experience to quickly evaluate business plans and processes to identify data or recommendations that need further investigation.

Coaching and Developing Others

Providing feedback, instruction, and development guidance to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.

Courage

Proactively confronting difficult issues; making valiant choices and taking bold action in the face of opposition or fear.

Empowerment/Delegation

Sharing authority and responsibilities with others to move decision making and accountability downward through the organization, enable individuals to stretch their capabilities, and accomplish the business unit's strategic priorities.

Establishing Strategic Direction

Establishing and committing to a long-term business direction based on an analysis of systemic information and consideration of resources, market drivers, and organizational values.

Influence

Creating and executing influence strategies that persuade key stakeholders to take action that will advance shared interests and business goals.

Passion for Results

Driving high standards for individual, team, and organizational accomplishment; tenaciously working to meet or exceed challenging goals; deriving satisfaction from goal achievement and continuous improvement.

7. Conditions of Employment

Conditions of employment are in accordance with Senior Officer Contract of Employment and Corporate Code of Conduct.

Applicants will require the following:

- Police Check - renewal required every 3 or 5 years
- Psychometric Assessment