



# POSITION DESCRIPTION

## DIRECTOR INFRASTRUCTURE

[Council Name] — Local Government, Victoria

|                 |                                     |                |                                     |
|-----------------|-------------------------------------|----------------|-------------------------------------|
| Position Title  | Director Infrastructure             | Directorate    | Infrastructure & Assets             |
| Reports To      | Chief Executive Officer             | Classification | Senior Officer / Executive Contract |
| Employment Type | [Fixed-Term Contract, e.g. 5 years] | Direct Reports | [Number] positions                  |
| Approved By     | Chief Executive Officer             | Date           | [Date]                              |

### POSITION OBJECTIVE

- Provide strategic and operational leadership across Council's infrastructure, engineering, and asset-related functions, ensuring the safe, efficient, and sustainable delivery of civil infrastructure, capital works, and community assets.
- Act as a key member of the Executive Leadership Team, contributing to organisational strategy, the Council Plan, and the achievement of Council's broader corporate objectives.
- Build a high-performing, values-driven culture within the Infrastructure Directorate that supports staff development, innovation, and continuous improvement.
- Serve as a trusted advisor to the Chief Executive Officer and Council on infrastructure strategy, asset management, risk, and service delivery.

### KEY RESPONSIBILITY AREAS

#### Strategic & Executive Leadership

- Actively contribute as a member of the Executive Leadership Team (ELT) to organisational strategy, governance, and decision-making.
- Provide advice and reporting to the CEO, ELT, and Council on matters affecting the strategic direction of the Infrastructure Directorate.
- Contribute to the development, implementation, and review of the Council Plan and associated strategic and asset management plans.
- Model behaviours consistent with Council's organisational values and promote a positive, collaborative ELT culture.

#### Infrastructure Planning, Delivery & Asset Management

- Lead the planning, design, construction, and maintenance of Council's civil and built infrastructure to meet current and future community needs.
- Oversee the delivery of the Capital Works program, including project scoping, feasibility, procurement, and delivery of major and minor projects.
- Ensure the development and implementation of robust Asset Management Plans that maximise the long-term value and condition of Council's infrastructure and community asset portfolio.

- Oversee engineering, operations, and works functions, including roads, drainage, buildings, parks and open space, fleet, and depot operations as applicable.
- Ensure infrastructure services keep pace with growth, renewal needs, and community expectations across the municipality.

### Financial & Risk Management

- Develop, manage, and monitor Directorate budgets, ensuring services are delivered efficiently and within approved financial parameters.
- Apply sound corporate financial management practices, including forecasting, reporting, and long-term financial and asset planning.
- Foster a positive risk-aware culture, ensuring risks within the Directorate are identified, managed, and reported in line with Council's risk management framework.
- Ensure Business Continuity Plans are established, maintained, and reviewed for critical Directorate functions.

### Stakeholder & Community Relations

- Build and maintain effective relationships with Councillors, community members, government agencies, contractors, and industry bodies.
- Represent Council at regional forums, industry networks, and in dealings with State and Federal Government departments on infrastructure matters.
- Lead community consultation on infrastructure projects, service delivery, and policy development, ensuring community perspectives inform decision-making.
- Respond to media, ratepayer, and community enquiries in a timely, professional, and constructive manner.

### People Leadership & Culture

- Provide clear leadership, direction, and support to direct reports and the broader Directorate team.
- Build organisational talent through coaching, mentoring, and professional development, supporting succession planning for key roles.
- Undertake performance reviews and manage staff performance, development, and wellbeing in accordance with Council policy.
- Champion a safe, inclusive, and high-performing team culture across the Directorate.

### Governance, Compliance & Safety

- Ensure the Directorate complies with all relevant legislation, regulations, policies, and procedures, including the Local Government Act and procurement requirements.
- Comply with and promote Council's Occupational Health & Safety policies, procedures, and legislative obligations across the Directorate.
- Commit to Council's Child Safe Standards, ensuring adherence to relevant legislation and reporting obligations relating to child safety.
- Undertake other duties as reasonably directed, consistent with the responsibilities and grading of this position.

## ORGANISATIONAL RELATIONSHIPS

|                          |                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reports To</b>        | Chief Executive Officer                                                                                                                                             |
| <b>Direct Reports</b>    | [e.g. Manager Assets, Manager Engineering & Projects, Manager Operations, Manager Capital Works]                                                                    |
| <b>Internal Liaisons</b> | Chief Executive Officer, Councillors, Executive Leadership Team, other Directorates and business units                                                              |
| <b>External Liaisons</b> | Ratepayers and community members, contractors and consultants, State and Federal Government departments and agencies, neighbouring councils, industry bodies, media |

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## ACCOUNTABILITY & EXTENT OF AUTHORITY

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- Holds full authority to manage the Infrastructure Directorate in accordance with Council policy, delegations, and the direction of the CEO.
- Accountable for the effective, efficient, and compliant delivery of all functions within the Directorate's areas of responsibility.
- Authorised to commit funds within delegated financial limits and in accordance with approved budgets.
- May be required to act in the role of Chief Executive Officer in their absence, if and when requested.
- Decisions may have significant financial, operational, and reputational impact on Council and the community, requiring sound judgement and strategic thinking.

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## JUDGEMENT & DECISION MAKING

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- This role involves complex problem-solving, balancing competing priorities, and interpreting legislative, policy, and community requirements.
- The incumbent is expected to exercise a high degree of initiative, innovation, and independent judgement within the framework of Council policy and the Local Government Act.
- Decisions frequently carry political, financial, legal, and social implications, requiring careful analysis and stakeholder consideration.

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## KEY SELECTION CRITERIA

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### Qualifications & Experience

- Tertiary qualifications in Engineering, Construction, Asset Management, or a related discipline (essential).
- Postgraduate qualifications in Management, Business, or a related field (desirable).
- Substantial senior management experience leading a large, multi-disciplinary infrastructure, engineering, or operations function.
- Demonstrated experience within Local Government or a comparable complex, community-focused environment (highly regarded).

### Skills & Attributes

- Proven strategic leadership capability with a track record of delivering complex infrastructure programs and capital works.
- Strong financial acumen, including budget development, monitoring, and corporate-level financial management.
- Superior stakeholder management, negotiation, and communication skills, including the ability to influence Councillors, executives, and the community.
- Sound understanding of asset management principles, risk management, and governance frameworks relevant to Local Government.
- A coaching and empowering leadership style that builds capability and a high-performance culture.

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## CONDITIONS OF EMPLOYMENT

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- This position is offered on a [Senior Officer / Executive Contract] in accordance with Council's applicable Enterprise Agreement and policies.
- The total remuneration package includes base salary, superannuation, and [private use of a vehicle / other benefits as applicable].
- Employment is subject to a satisfactory National Police Check and provision of evidence of qualifications.

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*This is a generic Position Description template prepared by GEM Executive for adaptation to a specific council client. Sections in [brackets] should be tailored to reflect the employing council's structure, directorate naming conventions, remuneration, and contract terms.*

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