

Position Description



Position Title:	Manager Infrastructure and Open Space
Position Objective:	This role is required to manage Council's infrastructure and open space assets, including: • road, footpath and drainage assets, ensuring these assets are well positioned to meet user needs and are positioned for resilience and cost-effective management. • road safety functions and the implementation of a range of road and pedestrian safety initiatives in-house crew responsible for footpath, playgrounds and street and park furniture maintenance. maintenance of open spaces including parks and gardens, reserves and foreshores.
Position Number:	2262
Business Unit:	Infrastructure and Open Space
Directorate:	Assets and Environment
Location:	Bruce Road Depot, Kalimna West
Reports to:	General Manager Assets and Environment
Supervises/Manages:	Civil Infrastructure Coordinator Road Safety Coordinator Civil Infrastructure Administration Officer Open Space Coordinator Open Space Officer
Employment Status:	Full time ongoing
Award Classification:	Senior Executive Officer Contract
Salary Range / Hourly Rate:	To be negotiated
Superannuation:	As per Superannuation Guarantee Legislation
Vehicle Provision:	Private Use
Qualification Period:	Six months
Enquiries:	General Manager Assets and Environment (03) 5153 9500
Date:	March 2026
Police check required:	Yes
Working with children check (employee type) required:	No
Pre-employment medical required:	No

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 LGBTIQA+, 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 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.

Position Objective

This role is required to manage Council's infrastructure and open space assets, including:

- road, footpath and drainage assets, ensuring these assets are well positioned to meet user needs and are positioned for resilience and cost-effective management.
- road safety functions and the implementation of a range of road and pedestrian safety initiatives
- in-house crew responsible for footpath, playgrounds and street and park furniture maintenance.
- maintenance of open spaces including parks and gardens, reserves and foreshores.

The role will oversee the functional area of arborist and tree services (both contracted and in-house delivered) and the maintenance of the Bastion Point boat ramp and the Paynesville canals.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Corporate Responsibilities	Collaborate with the Strategic Leadership Group to establish and implement strategic direction for the organisation.
	Review and develop policies and procedures and practice and process improvements relevant to the role.
	Ensure that the General Manager Assets and Environment is kept informed on significant issues within areas of responsibility.
Management Responsibilities	Provide leadership, direction and support to staff within the unit.
	Effectively manage the business unit including staff management and development; budget management and the development and monitoring of business plans for the delivery of services.
	Manage the business unit budget in accordance with agreed parameters.
	Ensure delivery of Council Plan priorities relevant to the business unit.
	Develop, review and communicate relevant policies and decisions of Council to staff and ensure compliance.
	Implement a range of process improvements to streamline and improve the efficiency of the unit and the broader organisation.
	Ensure that the team are supported with relevant structure, tools, policies to ensure that staff have a clear understanding of their roles and responsibilities.
	Implement measures to ensure compliance with occupational health and safety, risk management, human resources management, project management, procurement and contract management policies including associated legislative requirements for both staff and contractors.
	Undertake regular performance appraisal of direct reports to ensure performance development and ongoing training and personal development to meet operational needs.

	Provide mentoring, training, and guidance to supervisory staff to undertake performance development of their staff.
Technical Responsibilities	Provide strategic advice, direction and guidance on the management and delivery of relevant services to the community; and identify when there is a need to seek external guidance including guidance from registered civil engineers.
	Identify and develop policy and business improvement options for road maintenance and road safety;
	Produce strategic and operational plans for the longer-term management, control and delivery of council's roads; and ensuring these assets are well positioned to meet user needs and statutory requirements and are positioned for resilience and cost-effective management
	Ensure staff are managing road maintenance and contractors in accordance with Council's road management plan and the specifications of relevant contracts and legislation.
	Undertake Road Manager and Public Land Manager responsibilities as delegated
	Oversee the organisation's road safety functions and the implementation of a range of road and pedestrian safety initiatives.
	Manage the in-house crew responsible for footpath, playgrounds and street and park furniture maintenance
	Manage the planning and maintenance of Councils open space.
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.

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 group 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

The 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 judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have economic, political and social consequences.

Specialist Skills and Knowledge

Knowledge and experience in road and transport infrastructure standards and management; road safety improvement and delivery of on-ground services

Strong financial and staff management skills in the area of civil and open space asset management and maintenance.

Sound knowledge of occupational health and safety practices.

Conversant with local government statutory requirements.

Higher level skills in written and verbal communication.

Analytical skills in policy and procedure development.

Understanding of the political, legal and socio-economic context in which the Shire operates.

Understanding of relevant legislation including road standards and the Road Management Act.

Management Skills

Advanced human resource management and organisational development skills.

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

Management skills to deliver Council Plan and other guiding documents actions.

Ability to identify and take advantage of opportunities including partnering and funding opportunities and business growth avenues.,

Contractor management skills and understanding of contractor management processes and requirements.

Interpersonal Skills

Ability to establish and maintain productive relationships with internal and external stakeholders, including contractors, stat agencies, peer managers and members of the broader community.

High level negotiation skills in achieving optimal outcomes for Council.

Ability to build productive relationships within the Strategic Leadership Group and to lead, motivate and develop staff.

Qualifications and Experience

Relevant tertiary qualifications and demonstrated experience relevant to the role. Qualifications in Civil Engineering and the ability to become a Registered Engineer (or working towards these qualifications) would be highly regarded.

Extensive experience in civil infrastructure and open space maintenance; road safety and minor capital works.

Experience at middle management level or higher in government, private sector or a multi-functional organisational environment including management of multi-disciplinary teams and budgets.

Experience in managing contractors

Proven capacity to deliver proactive, coordinated, and sustainable local government management practices in areas of responsibility.

A current, valid Victorian driver's license

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 tertiary qualifications and demonstrated experience relevant to the role. Qualifications in Civil Engineering and the ability to become a Registered Engineer (or working towards these qualifications) would be highly regarded.

Specialist knowledge across road maintenance, road standards and road safety; Knowledge of open space planning and service delivery

Experience in human resource management, including experience in managing multi-disciplinary teams.

Strong leadership and negotiation skills including contractor management.

Proven business improvement and business management skills including budget management and the ability to think and operate at both a strategic and operational level.

Strong communication skills and demonstrated excellence in customer service

A current, valid Victorian Driver's licence.

Approval

APPROVED BY:

Stuart McConnell, General Manager – Assets and Environment

Date: July 2026