



Position Description

Position Title	Manager Infrastructure & Works
Position Incumbent	Vacant
Position Number	
Business Unit	Infrastructure & Works
Location	Oatlands
Date	January 2024

CLASSIFICATION

Award	Council's Enterprise Agreement
Stream / Level	Depending on Skills, Knowledge & Experience

POSITION OBJECTIVES

- Provide leadership in all aspects of the Infrastructure & Works business unit, including the critical functions of planning, resource allocation, business, administration and financial systems and reporting, organisational culture, strategic workforce development, industrial relations, risk management, marketing, stakeholder and community engagement;
- Advise and contribute effectively to the leadership team to enable the Council's strategic vision and direction to be achieved through the provision of effective leadership, guidance and support on all Infrastructure & Works matters; and.
- As a member of the leadership team, collaboratively lead the organisation and deliver the strategic plans and projects as determined by the Council.

KEY RESPONSIBILITIES

- Manage the general operations of Council's Infrastructure & Works business unit relating to the delivery of high quality infrastructure services including Roads, Bridges, Drainage, Internal Water Reticulation, Internal Wastewater, Open Space, Recreation Grounds & Facilities, Quarry Operations, Building Services, Oatlands Aquatic Centre, Depots and Fleet;
- Manage the general operations of Council's Infrastructure & Works business unit within Council's:
 - Financial framework, operational policies and budgets;
 - Human resource management policies, procedures and practices; and
 - Information management frameworks.

Manager Infrastructure & Works

- Effectively manage and monitor Council's waste transfer stations in accordance with Council's waste management strategy;
- Effectively supervise the management and monitoring of Council's fleet management as well as mechanical equipment used in the day to day operations of the Infrastructure & Works business unit;
- Manage the effective collection of engineering Asset information for input to Council's Asset Management System;
- Perform the role of the delegated Road Manager for the Southern Midlands LGA for roads controlled by Southern Midlands Council, under the *Heavy Vehicle National Law (Tasmania) Act 2013*;
- Undertake the investigation of Customer Service requests received by the business unit, through site meetings, problem identification and problem solving (through timely rectification or recommendation of budget allocations where required) in accordance with Council's Customer Service Charter;
- Work in partnership with the Deputy General Manager in the design, tendering, contract management and construction of major civil engineering projects;
- Undertake minor civil engineering design projects with CAD, including project set out in the field;
- Oversee the development of infrastructure specifications to meet the prescribed level of service of that infrastructure;
- The development of infrastructure policy through liaison with key stakeholders and focus on affordable best practice;
- Ensure the health, safety & welfare of the general public as well as the business unit's workforce (including contractors & visitors to site) in the discharge of Council functions, through effective WHS and risk management practices;
- May be required to participate in an on-call roster and
- Other duties as directed.

ORGANISATIONAL RELATIONSHIPS

Reports to:	General Manager
Supervises:	Senior Works Coordinator (North) and the Works Coordinator (South), Coordinator Building Services, Coordinator Oatlands Aquatic Centre, Trainee (if applicable), and Volunteers (if applicable)
Internal Liaisons:	Council Managers, Councillors and other staff
External Liaisons:	Individual residents, community groups, other local government bodies, State & Federal Governments.

Manager Infrastructure & Works

MANAGEMENT & INTERPERSONAL SKILLS

Management Skills

- Excellent management skills with substantial experience in leading staff in a complex and rapidly change environment;
- Highly developed analytic thinking as demonstrated through systems, strategic and business planning skills;
- High level ability to analyse complex issues to formulate, review, develop and implement policies and processes which reflect industry best practice;
- Demonstrated ability to develop, initiate and deliver complex projects on time and within budget;
- High level ability to lead, inspire, motivate and manage people;
- Proven ability to negotiate and define organisational and team structures, roles and responsibilities;
- Ability to lead continuous improvement within Council's strategic and policy context;
- Capacity to ensure that team processes and performance reporting are implemented effectively;
- An understanding of the function of the position within its organisational context including organisational values, principles, relevant procedures and policies relating to the goals of the organisation; and
- High level of integrity as demonstrated by a commitment to the provisions relating to 'public interest disclosure'; inspiring trust by treating all employees fairly, and modelling the behaviours expected of others.

Interpersonal Skills

- Excellent verbal and written communication skills with a demonstrated ability to provide informed expert advice and prepare high level reports;
- Ability to coach and empower others;
- Ability to work as part of a highly functioning leadership team;
- Excellent negotiation, influencing and persuasion skills with maturity, discretion, integrity and judgement as required in a complex administrative and political environment;
- Proven ability to discuss and positively resolve problems and conflicts;
- Demonstrated ability to build positive relationships and collaborative partnerships with external stakeholders;
- Demonstrated ability to use creativity, initiative and sound judgment in the development and implementation of programs and activities;
- An understanding of and an empathy with the needs, issues and concerns of people;
- Ability to facilitate and encourage individuals & groups to reach their potential;
- Ability to gain co-operation from the Community, Council and government departments; and
- Ability to gain co-operation from Community, Council and government departments.

Manager Infrastructure & Works

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Responsible and accountable to the General Manager for the effective and efficient management of the Infrastructure & Works business unit and for achieving organisational and individual goals as detailed in the Strategic Plan, Annual Plans, Individual Work Plans, Budget and any Special Project Plans arising from time to time;
- Responsible and accountable for collaborative strategic leadership as a member of the leadership team and for modelling exemplary workplace behaviours;
- Accountable for creating and capturing accurate and complete records of the business activities related to this position; and
- Authority to manage the Infrastructure & Works business unit and carry out executive duties in accordance with Council policies, relevant delegations, and in compliance with statutory requirements.

JUDGEMENT & DECISION MAKING

- Ability to positively represent Southern Midlands Council to government, business and other organisations;
- Ability to identify matters requiring the attention of the General Manager and the Council as necessary;
- Ability to identify opportunities for improvement of the organisation and the community through new policies, procedures and processes and to actively promote these within the leadership team; and
- With the leadership team be responsible for the development of complex organisation-wide policy options to ensure the efficient and effective operation of the total organisation.

QUALIFICATIONS & EXPERIENCE

- Strategic thinker with high level problem solving, research, analytical skills and experience, including ability to present findings in a clear & concise manner;
- Demonstrated project management skills, particularly in planning, coordination and meeting assigned deadlines;
- Excellent interpersonal skills, with particular emphasis in the areas of customer service, consultation, negotiation, conflict management and assertiveness;
- Ability to develop enhanced working relationships, encouraging cooperation and support across the organisation;
- Well-developed written communication skills, including the ability to prepare persuasive written reports and presentations for senior management/Council consideration;
- High degree of drive, initiative, motivation & outcome orientation, with the capacity to deal with multiple and often conflicting priorities;
- Reliable, proactive and consistent approach to developing and maintaining a culture of accountability and continuous improvement supported by continuous improvement systems & processes;

Manager Infrastructure & Works

- Ability to work both independently and as part of a multidisciplinary team;
- Accredited qualifications, or working towards them, in Civil Engineering discipline, or the equivalent knowledge and skills gained through extensive practical experience;
- A comprehensive understanding of Risk Management/WHS principals and processes;
- A comprehensive understanding and commitment to establishing/maintaining priorities in respect of the safety of children and young people where child abuse and harm will not be tolerated.
- Current working with vulnerable people registration
- Current drivers licence; and
- Current police check.

SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

Essential

- E1. Tertiary qualifications at degree level in Civil Engineering or an equivalent relevant infrastructure discipline, or the equivalent knowledge and skills gained through extensive practical experience;
- E2. Extensive experience in managing civil engineering operations, similar to those identified in this document (typically for a period of between three – five years), including knowledge and experience in:
 - ☐ construction equipment and their applications
 - ☐ inviting and processing tenders or expressions of interest
 - ☐ contract administration and supervision
 - ☐ developing effective maintenance management policies and strategies
- E3. Comprehensive understanding of infrastructure service delivery of a Community focused organisation;
- E4. Practical understanding and capability in asset management, including assessment, ICT management and reporting;
- E5. Demonstrated experience in the delivery of business unit objectives including goal setting, budgetary control, stakeholder consultation and reporting on performance;
- E6. Highly developed interpersonal skills, both written & oral and the ability to communicate with a wide range of stakeholders;
- E7. Ability to resolve complex issues through investigation, negotiation and the application of sound judgement;
- E8. Demonstrated effective negotiation and conflict resolution skills; and
- E9. An understanding and affinity of rural communities and the issues faced by these Communities.

Desirable

- D1. Experiencing in overseeing the management of a regional Aquatic Centre;
- D2. Previous experience in Local Government;
- D3. Civil Engineering CAD capability; and

Manager Infrastructure & Works

- D4. Graduate/post graduate qualifications in project management, business management or other relevant infrastructure discipline or demonstration of ongoing professional development.

JOB ENVIRONMENT

Hours of employment	8.30 a.m. to 5.20 (working 9 day fortnight).
Flexible working hours	Yes with approval from General Manager.
Leave entitlements	In accordance with SMC Enterprise Agreement.

WORKING ENVIRONMENT

Workplace Health and Safety

Southern Midlands Council is committed to high standards of performance in respect to workplace health and safety. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

The position is located in a smoke free office. Smoking is not permitted in the workplace or Council vehicles.

Code of Conduct

Refer to Council's Policy Manual

POSITION DESCRIPTION APPROVAL

Approved by: General Manager

Date: January 2024