



Position Description – Coordinator Civil Asset Planning

Position:	Coordinator Civil Asset Planning
Band:	Band 8
Position Number:	1137
Business Unit:	Infrastructure Assets and Recreation
Directorate:	Community Infrastructure
Name of Occupant	Vacant
Date Approved	3 May 2021
Approved By	Manager Infrastructure Assets & Recreation

Position Objective

To ensure the provision of the necessary strategic planning and investigations to enable the timely provision of the asset renewals of built infrastructure and the timely programming of the future infrastructure needs of the community.

To coordinate the development of strategic plans and policies to ensure the necessary authorising environments to identify clear, consistent, and transparent infrastructure priorities for the future provision and delivery of infrastructure within the Shire.

To ensure the adequate asset protection of Council's infrastructure assets.

Key Responsibility Areas

The following are the key responsibility areas for the position:

1. Provide mature engineering expertise for the solution of complex civil engineering, technical matters and infrastructure planning issues.
2. Provide effective and efficient leadership and management of the Civil Asset Planning team. Establish with each team member a clear annual personal performance and development plan that is linked to the team's objectives.
3. Timely delivery of strategic and operational road, traffic, transport, drainage and stormwater management services.
4. Investigate and propose business process improvements within the business unit to ensure optimal efficiency.

5. Manage requests from Council's Customer Relationship Management (CRM) system (CRM) in a timely and effective manner, in accordance with Council's Customer Service Charter.
6. Effective financial management of the unit to ensure that the Council receives the best outcome possible within the budgetary constraints.
7. Be able to work in a flexible manner to support Manager Infrastructure Assets & Recreation in delivery of strategic objectives of Community Infrastructure Directorate as required from time to time.
8. All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Manager Infrastructure Assets & Recreation
Supervises:	Civil Asset Planning Team
Internal Liaisons:	All staff
External Liaisons:	Government agencies, service authorities, engineering consultants, developer community, local contractors and the public.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

Qualifications and Experience

The qualifications and experience required for the position include:

- Qualified Civil Engineer with an extensive experience in local government engineering.
- Experience and knowledge in roads, traffic, transport and drainage works.
- Post graduate qualifications in Municipal Engineering or Management would be an advantage.
- A valid driver license.

Key Selection Criteria

1. Qualifications and experience as outlined above.
 2. Demonstrated ability to be self-actualising and work with limited supervision.
 3. Demonstrated ability to foster good relationships in all dealings with the public, developers, councillors, managers and staff, through communication both verbal and written.
 4. Highly developed oral and written communication skills including the ability to successfully liaise with a wide range of stakeholders.
 5. Well-developed management skills including leadership, budget management, performance management and team management skills.
 6. Demonstrated experience in developing and implementing strategy.
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Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Ensure that all Civil Asset Planning team tasks are carried out and completed accurately to Council's standard and in accordance with other relevant Statutory Authority requirements.
- Ensure that information, advice , plans and strategies provided to the public is accurate and reflects Council's set priorities and adopted practices.
- Exercise authority in accordance with the goals and policies determined for the Department to achieve the objectives set by the Director Community Infrastructure.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Appropriate to the level of a team leader and as required to make decisions based on sound engineering practices.
- Proactively manage work and staff performance with minimal supervision, producing work of a high standard within a given time frame and to a given budget.
- Work as part of a team promoting good public relations and a corporate team image.
- Communicate and carry out functions in a professional and efficient manner.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Skills in Civil Engineering, infrastructure planning, transportation, roads, drainage and knowledge of relevant Acts and Regulations.
- Ability to utilise sound engineering experience in decision making.

Management Skills

The required management skills include:

- Lead, mentor and motivate team members;
- Manage time, set priorities, plan and organise workload to achieve objectives within a given budget and given timetable.
- Adapt to new engineering practices, the use of new computer applications and work practices quickly and efficiently.
- Be a team player, and upwardly manage issues and concerns.

Interpersonal Skills

- Enthusiasm and drive.
 - Personal flexibility.
 - Commitment to a team approach.
 - Excellent negotiation skills.
 - Ability to delegate responsibility effectively.
 - Effective presentation skills.
 - Strong written and verbal communication skills.
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ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date

