

ETHERIDGE SHIRE COUNCIL

MANAGEMENT ROLE STATEMENT



ROLE TITLE: Director of Engineering Services

DEPARTMENT: Engineering Services

REPORTS TO: Chief Executive Officer

LOCATION: Etheridge Shire Works Depot
Mary Street Georgetown

DATE PREPARED: February, 2019

PREPARED BY: David Munro Chief Executive Officer

This Statement represents an accurate description of the role of the Director of Engineering Services

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

Responsible for the strategic direction and operational management of Council's works and infrastructure assets and for providing the Etheridge Shire with high quality construction and maintenance programs, including roadwork's, bridges, water and waste infrastructure.

To contribute to the efficient and effective financial management and performance of the local government organisation and to maintain and foster a team spirit amongst those in the working environment

ENVIRONMENT

Etheridge Shire Council, ***'The Golden Heart of the Gulf'*** is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

Council has a current workforce of around 60, an annual operating budget in 2018/2019 of \$24.087M and capital works budget in 2018/2019 of \$24.394M. Council maintains a combined regional asset base of over \$189M whilst providing community services across the areas of planning and development, community and cultural services, water, waste management, roads and infrastructure, the environment, economic development, childcare, student hostel and health management.

The CEO and two (2) Directors form the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Director of Engineering Services over the next three to five years include:

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire Council Engineering Service Department.
- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Director Engineering Services

The incumbent will be responsible for, but not limited to:

- To participate as a member of the Executive Management Team, and promote cooperation, coordination and the sharing of information between departments in pursuit of Etheridge Shire Council's corporate objectives.
- To develop, in conjunction with the Senior Management Team, annual Engineering Services Capital and Operating Budgets for approval and implementation.
 - To program all Council works including maintenance, in accordance with Council's Community, Corporate and Operational Plan and adopted budgets.
- To identify strategic goals and priorities for Engineering Services and submit recommendations to the Chief Executive Officer for Council approval.
- To prepare action plans for the implementation of approved construction and maintenance programs.
- To constantly review performance against budget and take remedial action for any variances identified.
- To encourage Supervisors to take greater responsibility for the performance of their units.
- To ensure the effective integration of Engineering Services strategy, structure and staffing arrangements to give affect to Engineering Services Corporate Goals.
- To meet with the Chief Executive Officer regularly for advising on Engineering Services performance and progress.
- To provide the Chief Executive Officer with comprehensive, informed reports as required, on Engineering Services performance overall, and special projects in particular.
 - To manage the implementation of Quality Assurance, safety and environmental management systems within the organisation specifically relating to Engineering Services.
 - To prepare specifications tenders and undertake contract administration for works undertaken by contract.
 - To prepare and/or supervise asset management programs for all infrastructure assets.
 - To prepare or arrange for investigations, survey and design of road works, water supply and other works, including preparation of working drawings and estimates for construction and maintenance jobs.
 - To liaise with Councillors, other staff members, departmental officers and the public with respect to engineering matters and in accordance with relevant legislation and adopted policies and procedures.
- To plan, organise, direct and control the strategic direction for management & operations of Engineering Services.

- To organise regular meetings of Engineering Services supervisors
- To regularly review Works programs.
- To provide leadership and technical advice to ensure the completion of projects on time and within budget.
- To participate in the recruitment and selection of new employees, against agreed position description and person specification in accordance with Council's employment policy and corporate structure.
- To ensure that the performance of all Engineering Services staff is appraised periodically against mutually agreed goals, at least annually.
- To ensure the Engineering Services staff comply in every respect with EEO, W H & S legislation and any other legislative requirements.
- To participate in the resolution of employee grievances at grass roots level so that they do not escalate into a major industrial relations dispute.
 - To keep the Chief Executive Officer advised of any potential industrial relations issues, which may have an impact on Etheridge Shire Council generally, or Engineering Services in particular.
- To keep the Etheridge Shire Council apprised of any technological developments, which could benefit the Council and/or Engineering Services.
 - To actively participate as a member of the Far North Queensland Regional Roads Group Technical Committee, and to ensure that all information and submissions on behalf of Etheridge Shire are provided to the Regional Roads Group in a comprehensive, accurate and timely manner.
 - To annually review RMPC unit rates and to prepare RPC project plans and costing for DTMR.
 - To annually review and report on the TMP, SAMP, CSS, DMP and SLLMP for water supply services.
 - Other duties as directed by the Chief Executive Officer.

KEY PERFORMANCE INDICATORS

Managing Council Relationships

Responsibility: Provide advice, policy development and decision making support to Council and on a day-to-day basis to the Chief Executive Officer

Criteria: *Timely, quality advice, no significant oversights.*

Responsibility: Ensure implementation of Council resolutions, policies and decisions.

Criteria: *Timely, effective action, progress monitored and variances reported.*

Responsibility: Maintain councillor engagement.

Criteria: *Anticipation of councillor issues/proactive upward information flows. Advance engagement strategies.*

Organisation and Operations Management

Responsibility: Provide leadership and co-ordinate departmental operations and performance.

Criteria: *Performance planning and reporting system effectiveness, variance identification, communication effectiveness.*

Responsibility: Ensure output is monitored and services provided in an efficient cost-effective manner.

Criteria: *Operational efficiency, service and output standards attained.*

Responsibility: Assist the Chief Executive Officer to develop, maintain and review Council's corporate plan.

Criteria: *Corporate plan developed to Council's satisfaction.*

Responsibility: Assist the Chief Executive Officer develop and maintain organisational structures to achieve Council's objectives.

Criteria: *Organisational structure to achieve efficiency and effectiveness.*

Responsibility: Provide organisational change leadership and support.

Criteria: *Input level and effectiveness; actual achievement against planned.*

Responsibility: Ensure development and maintenance of appropriate systems, procedures and performance standards.

Criteria: *Level of operational system development and documentation.*

Financial Management

Responsibility: Advise Chief Executive Officer of financial implications of policy determinations.

Criteria: *Timely quality advice, no significant oversights.*

Human Resources Management

Responsibility: Manage people in the organisation

Criteria: *Retention, attraction and effectiveness of staff*

Responsibility: Promote teamwork and develop and maintain positive work relations and appropriate organisational culture.

Criteria: *Behavioural alignment with preferred culture and values of Council*

Responsibility: Provide development opportunities for Council staff and specifically direct reports

Criteria: *Successful implementation of staff development plans*

Public Relations Management

Responsibility: Communicate and promote *Council's* policies to the community it serves.

Criteria: *Feedback from Council's community engagement survey complies with Council's community engagement objective.*

Responsibility: Ensure services, communications and dealings of staff with the public and external bodies are of a high standard.

Criteria: *Customer satisfaction/complaints.*

Any other duties within the employees capability, skill and competence as directed by the Chief Executive.

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and address the Key Selection Criteria and provide a Resume with at least three referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

- Appointment to the position of Director of Engineering Services will be *engaged under a Common Law Contract* with an attractive remuneration package to the successful applicant.

POSITION REQUIREMENTS & QUALIFICATIONS

To perform this job successfully, an individual must have suitable qualifications in the field of Civil Engineering and be able to demonstrate a background in Engineering Services and Management. The position requires a good general knowledge of the regulations pertaining to NDRRA, RMPC, Water Act, Local Government Act & Regulations.

Skills

- High level of interpersonal communication skills
- Competent key board and PC use, including but not limited to MS Word, Excel, Access, GIS and CAD experience will be highly regarded.
- High level of research and reporting skills
- High level of analytical, logistical and time management skills
- High level of supervisory and management skills
- High level of industrial relations, dispute management and problem solving skills

Knowledge

- Good knowledge of State and Commonwealth legislation affecting Local Government
- Extensive knowledge of Civil engineering matters including road maintenance and construction and the maintenance of water supply and waste management systems
- Comprehensive knowledge of Council policies and procedures, local laws and awards
- Good working knowledge of Sustainable Planning Act and related legislation
- Working knowledge of Third Party Quality Assurance, Environmental and Safety accreditation systems
- Comprehensive knowledge of asset management systems

Essential Experience/Qualifications

- Demonstrated ability to communicate at all levels
- Demonstrated leadership, motivational and supervisory skills
- At least five years experience at a senior level in civil engineering/road maintenance & construction related fields
- Qualified Civil Engineer, RPEQ status will be highly regarded
- Significant experience in RMPC and RPC contract administration

Preferred/Desirable Experience/Qualifications

- . Extensive experience in a local government environment.
- . Qualifications in Civil Engineering
- . Membership of Engineers Australia and IPWEAQ

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

PROBATION PERIOD

A probation period of three (3) months applies to this position. This may be extended for a further period of no more than three (3) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

A four bedroom unfurnished house will be made available for this position in Georgetown with the housing benefit being factored into the employment contract.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871



DIRECTOR OF ENGINEERING SERVICES SELECTION CRITERIA



1. Development, Motivation and Support for Employees

Demonstrated ability to motivate, encourage and direct the efforts of others towards the completion of plans and achievement of determined objectives, in an environment which provides ongoing personal development opportunities for individuals.

2. Organisation and Operations Management

Proven management skills and a demonstrated record of achievement, related to the management of infrastructure projects, human, financial, and strategic resources in an executive position.

3. Relationships Development

Ability to develop and maintain sound, ethical and effective personal relationships, both within (Mayor, Councillors and staff) and external (government departments and agencies, community groups, residents) to the organisation through communication, teamwork, trust and respect for individuals.

4. Governance and Council Requirements

Sound knowledge and understanding of the Legislative framework within which Council operates and the capacity to quickly identify and respond to those requirements. Understanding of the principles applied to Asset Management and implementing Asset Management plans.

5. Change Management knowledge and understanding

Sound knowledge of and the ability to apply principles underlying organisational change, with an emphasis on equity, effectiveness, participation, responsiveness and accountability.

6. Policy Development

Demonstrated capacity and knowledge of the analysis, development and implementation of strategic policy initiatives