

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Growth Planning Team Manager	Industrial Instrument:	Contract
Position Number:	6268	Classification Level:	Contract
Employment Location:	East Depot	Position Status:	Full-time
Department:	Infrastructure	Document Last Reviewed:	20/01/2023
Branch:	Water Services	Job Dictionary:	N/A
Accountable To:	Planning & Delivery Manager		
Aim of Position:	The focus of this position is to lead the strategic infrastructure planning and programs for water and sewerage infrastructure. Key roles include leading the development and implementation of infrastructure strategies, master and detailed infrastructure planning, provision of water and sewerage engineering advice on developments, lead and foster innovative water planning expertise using customer focussed methodology, contribute to the development of a 10-year capital program and engineering scoping and project development of 1-3 year growth programs.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



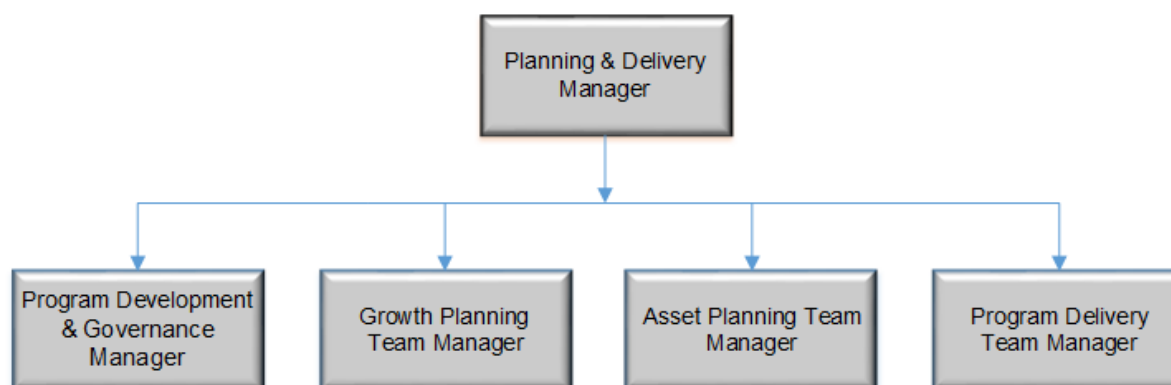
Key Responsibilities

1. Lead the development and implementation of strategies from water, sewerage and recycled water perspectives considering a portfolio of innovative infrastructure and non-infrastructure solutions to meet growth objectives outlined in Council's Planning Scheme.
2. Lead the development and implementation of water and sewerage master plans, detailed plans, feasibility studies and optioneering, and system optimisation plans to achieve optimum asset performance.
3. Coordinate with Water Services' Panel of Providers and external consultants for allocation of tasks for growth planning projects and development work packages for the 1-3 year capital programs.
4. Manage water and sewerage master planning program in a timely manner to feed into Council's Local Government Infrastructure Plan (LGIP).

5. Oversee network modelling program for water and sewerage systems.
6. Research, investigate, analyse and write reports on a wide range of water and infrastructure planning matters.
7. Coordinate development referral process and provide internal advice to Council's Development Services Group in relation to water and sewerage infrastructure matters.
8. Coordinate resources required for multi-disciplinary projects using sound project management practices.
9. Lead Growth Planning Team by supervising and mentoring a team of professionals within the Planning & Delivery group.

It is expected that the incumbent undertakes other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.

The organisational structure of Planning & Delivery is shown below.



Position Requirements - Qualifications and Experience:

Mandatory:

- Formal tertiary degree qualifications in Civil, Environmental or related engineering fields.
- Experience in development and implementation of infrastructure strategies, planning and design.
- Experience in the preparation of engineering scopes, and detailed project proposals for the programmed 1-3 years growth infrastructure projects.
- Experience in strategic land use & infrastructure planning and engineering assessments of subdivision development proposals.
- Strong leadership and high level of interpersonal and verbal communication skills to lead a team.
- Well developed report writing skills for a variety of audiences including Council.

Desirable:

- A working knowledge of WSAA (Water and Sewer Codes), Water Supply (Safety and Reliability) Act 2008, the Department of Energy and Water Supply – Water and Sewer Design Guidelines and other relevant regulations, standards and codes relating to the water supply and sewerage, including Local Government.

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building Relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies.
Customer Focus (mandatory)	Understands customer perspectives and works across boundaries: <ol style="list-style-type: none"> 1. Encourages a strong customer focus and builds understanding of customer perspectives within their team 2. Works effectively with other parts of the organization, Council and the broader community to achieve results.
Safety and Professionalism (mandatory)	Champions and models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies business management skill: <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-Organisational Thinking	Understands how their team's work aligns to Council's objectives: <ol style="list-style-type: none"> 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work
Leading People	Inspires individual and team commitment to achieve results: <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing People with a One Team Focus	Builds team capability: <ol style="list-style-type: none"> 1. Takes responsibility for team development

	<ol style="list-style-type: none"> 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving People's Performance	Manages team performance: <ol style="list-style-type: none"> 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and works collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision Making	Displays rigour in advice: <ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supported by a clear rationale 2. Looks beyond the obvious and persists with analysis and solutions 3. Makes timely decisions
Making Improvements	Drives continuous improvement: <ol style="list-style-type: none"> 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing Change	Champions and implements change: <ol style="list-style-type: none"> 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ol style="list-style-type: none"> 1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ol style="list-style-type: none"> 1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.

3. Information Services and Technology	<ol style="list-style-type: none"> 1. Protect and manage Council's information assets in accordance with legislative, policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	<ol style="list-style-type: none"> 1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ol style="list-style-type: none"> 1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ol style="list-style-type: none"> 1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record-keeping	<ol style="list-style-type: none"> 1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.