

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:	Program Development & Governance Manager	Industrial Instrument:	Contract
Position Number:	6509	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 Water Services' Capital Program development, program governance and to support better decision making to assist with the successful delivery of the Program by ensuring that full engineering scopes for projects are developed prior to placing in the program to achieve Council's performance targets and strategic objectives.		

Council Values

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



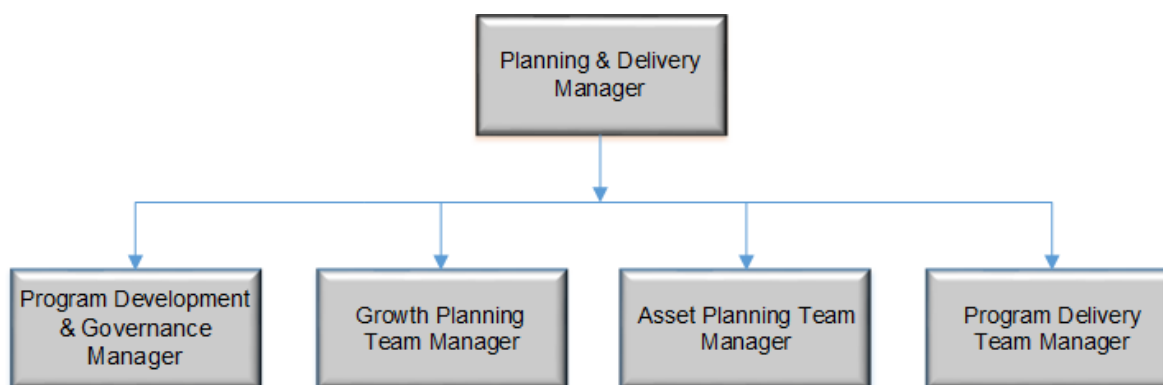
Key Responsibilities

1. Lead and manage the development of Water Services' 10 year capital program composed of a portfolio of water, sewerage and recycled water infrastructure projects in line with its long term financial sustainability and asset management objectives.
2. Lead and assess Program Prudency & Efficiency considerations, ensuring conceptual project development "pre-work" completed by Planning Teams and external consultants as per an approved Planning & Delivery Framework prior to inclusion in the 3 year Capital Investment Plan (CIP).
3. Responsible for annual capital program budget build and ongoing reporting to Project Governance Group and its successful handover to Program Delivery with fully scoped engineering project proposals.
4. Foster program governance capability by implementing a prudent & efficient Planning & Delivery

Framework including performance management frameworks, systems and processes.

5. Lead the development, review and implementation of Water Services' Planning & Delivery Framework and associated structural changes needed to its program management tool "Monday.com".
6. Lead the development and implementation of a business strategy that ensures delivery of water and sewerage infrastructure that is outcome focused and aligns with customer and council expectations.
7. 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:

1. Experience in infrastructure planning, design, program management and delivery.
2. Demonstrated leadership skills and experience in managing a portfolio of infrastructure programs.
3. Experience in the development of long-term capital works programs and manage the development of project proposals (engineering scopes) for the near-term projects.
4. Proven project management and organisational skills including ability to manage staff and consultants ensuring that planning investigations are completed prior to inclusion in the annual program.
5. High level of skill in articulating the program intent and translate into effective delivery strategies and operational plans, in a fast-paced environment.
6. Substantial knowledge and understanding of the principles, strategies, and frameworks of project and program management.
7. Highly developed skills to drive and influence outcomes through a systematic and consultative approach.
8. Highly developed skills in written and oral communication including high level of communication and stakeholder management skills.
9. Possession of a current Class 'C' Drivers Licence.

Desirable:

1. Post-graduate qualifications in project management, business management or in relevant disciplines.

Organisational Capabilities – Managers (Leading Leaders):

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)	Engage managers and senior leaders to build positive relationships: <ol style="list-style-type: none"> 1. Delivers influential presentations to senior stakeholders that hold competing views and priorities 2. Negotiates firmly, tactfully, and persuasively in contentious situations to resolve differences and achieve outcomes 3. Offers support in times of high pressure and engages in activities to enhance morale 4. Integrates the deep understanding of one's discipline with the ability to communicate with people across a broad range of disciplines
Customer focus (mandatory)	Delivers by working across boundaries: <ol style="list-style-type: none"> 1. Sees and acts on opportunities for synergy and integration across their organisation and sector 2. Works effectively with other parts of the organisation and sector to deliver results
Safety and professionalism (mandatory)	Champions and models and leads safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Ensures safety issues, problems and corrective actions are managed and monitored appropriately within area

	<ol style="list-style-type: none"> Models ethical behaviour and consistently applies those ethical standards to self and others Is consistent in word and action Is viewed as trustworthy, honourable and truthful, and respectful of the view of others Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	Applies business acumen: <ol style="list-style-type: none"> Exercises sound business acumen in corporate governance areas, such as financial, contract and project management Understands the origin and reasoning being key policies, practices and procedures
Cross-organisational thinking	Demonstrates broad perspective: <ol style="list-style-type: none"> Conveys the vision for their area in a compelling way Takes the broadest possible view of an issue or problem Is future-oriented in analysis, thought and action
Leading people	Inspires individual and team commitment in the pursuit of results: <ol style="list-style-type: none"> Motivates individuals and creates a culture where people want to 'go the extra mile' Focuses strongly on the achievement of results, and places the same expectations on others Gives people the balance of autonomy and support they need to achieve outcomes Builds a cohesive and supportive team environment
Developing people with a one team focus	Builds group capability: <ol style="list-style-type: none"> Selects the best people from inside and outside the sector Understands and can articulate the strengths and limitations of their direct reports and staff Develops the knowledge, skills and abilities of their direct reports, and other staff within their group Encourages opportunities for learning and stretch assignments to build capability
Driving people's performance	Manages group performance: <ol style="list-style-type: none"> Implements systems and processes to ensure ongoing delivery Organises various resources (people, funding, material, support) to achieve results Measures and monitors the performance of their area
Managing stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> Builds and maintains productive relationships with internal and external stakeholders Communicates in a way that is appropriate for the situation, and that promotes trust, respect and integrity Models open communication. Actively and attentively listens to others Understands different and competing views, and synthesizes stakeholder information to inform approach

	5. Manages conflict and negotiates outcomes without compromising relationships 6. Manages challenging stakeholders with diplomacy and tact
Decision making	Displays courage in the provision of advice: <ol style="list-style-type: none"> 1. Provides advice and makes decisions that are rigorously considered and supported by a clear rationale 2. Uses analysis, experience and judgement to make informed decisions 3. Takes personal responsibility and does not hold back on issues that need to be addressed 4. Willing to be the only champion for an idea or position
Making improvements	Champions innovative ideas and solutions: <ol style="list-style-type: none"> 1. Open to and experiments with innovative approaches 2. Analyses both success and failure to identify opportunities for improvement 3. Inspires and harnesses the creativity of others 4. Demonstrates good judgement about the creative ideas and suggestions of others that will work
Progressing change	Champions and leads change: <ol style="list-style-type: none"> 1. Adopts a planned and comprehensive approach to implementing organisational change 2. Understands and influences organisational culture 3. Influences others

Organisational Accountabilities:

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

Accountability	Action
1. People Management	<ol style="list-style-type: none"> 1. Oversee and manage the performance management process, including completing performance appraisals and managing unsatisfactory performance, for direct reports to drive and recognise high performance. 2. Manage the recruitment and selection process within area of responsibility. 3. Actively coach and develop direct reports, continuously assess training needs and monitoring completion of agreed training.
2. 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.
3. 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.
4. 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.
5. 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.

6. Customer Service	1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
7. Financial Accountability and Governance	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.
8. Corporate record-keeping	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.