

Position Description

POSITION	Infrastructure Recovery Coordinator (AGRN1012) <i>(Maximum Term Appointment to 24 December 2027)</i>	
REPORTS TO	Manager Infrastructure Recovery	
DIRECTORATE	Infrastructure Services	
BRANCH	Infrastructure Recovery	
CLASSIFICATION	Grade 12	
STAFF	Infrastructure Recovery Project Officers (AGRN1012)	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

To deliver a high level of program, project, and contract management for the Infrastructure Recovery Program of EPAR works under Natural Disaster funding arrangements for the Infrastructure Services Directorate of Council.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Establish productive working relationships with government departments, authorities, and individuals external to the organisation whose activities have significance for Council's operations in Infrastructure Recovery.

Operations Management

- Manage the technical and professional staff in the Infrastructure Recovery Team that provide services for project management and delivery of individual Essential Public Asset Restoration (EPAR) projects under Disaster Recovery Funding Arrangements (DRFA).
- Develop and manage the program and methodology for the effective and efficient delivery of EPARs.
- Collaborate with other relevant departments as required for the planning, scheduling, and delivery of Council's Infrastructure Recovery EPAR works program.
- Undertake community consultation as required.
- Proactively manage changes in project scope, budget, agreed delivery timeframes and identify potential issues and devise contingency plans.
- Undertake progress inspections and reporting of EPAR works projects to monitor efficiency, compliance, and delivery targets.
- Ensure all works are carried out in accordance with legislative, industrial, and Council policy requirements and standards, including DRFA requirements and guidelines, environmental standards and the POEO Act.
- Prepare tender, quotation, and contract documents, including specifications and performance criteria, for the supply of services, works and materials.
- In accordance with procurement plans and guidelines, complete tender assessments, and report recommendations for approval.
- Provide technical advice and directions for construction of EPAR projects to ensure high quality projects are delivered.
- Provide a high level of customer service in the areas of roads and drainage infrastructure recovery works and ensure systems are in place to address public complaints in a timely and effective manner.
- Ensure all relevant legislation is complied with, public risk is minimised, and due diligence is exercised using a risk management approach to deliver the IR program and associated EPAR projects.

- Remain up to date with legislative changes and DRFA requirements having an impact on the key responsibilities of the position.
- Provide timely, accurate, professional, technical assistance and reporting to Council, staff and the community on roads, drainage and landslip EPAR projects.
- Monitor and review performance of consultants in accordance with contracted terms of engagement to manage Council risk and ensure EPAR project effective and value for money delivery.
- Assist with After Hours (AH) operations and emergency call outs in relation to EPAR works as required.
- Manage construction surveillance activities to ensure compliance with DRFA reporting and cost management requirements as required.

Financial Management

- Ensure compliance with delegations of the position are maintained.
- Ensure the program of EPAR projects is delivered within a regime of financial management that facilitates progress payments and is compliant with all funding requirements.
- Ensure that the program of EPAR projects is delivered within budgetary and time constraints.
- Develop and manage individual EPAR project estimates and budgets to inform the annual IR programme budgets.
- Review financial targets for EPAR projects and forecast costs and commitments.
- Provide monthly reporting on the delivery of the IR program, including budget implications and actual delivery against the approved program.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Ensure effective and equitable leadership and supervision of staff.
- Apply human resources policies and procedures.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.
- Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.
- Lead and motivate staff towards developing a cohesive and competitive team.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures, and practices.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, and requirements are always followed.
- Report all risks, hazards, incidents, and injuries immediately to Manager.
- Ensure compliance with and provide feedback on developed Work Health and Safety systems for all relevant activities.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training associated with Australian Government Reference Number – NSW Severe Weather and Flooding: 22 Feb 2022 onwards (AGRN 1012).

Qualifications

- Degree in Civil Engineering or related engineering.
- Class C Drivers licence.
- Construction Induction Card – White Card.

Experience & Knowledge

- Experience in design and delivery of road, drainage, bridge and associated infrastructure works.
- Demonstrated experience in the development and delivery of programs involving multiple projects.
- Knowledge and application of management, delivery and reporting of infrastructure recovery projects to comply with DRFA guidelines and requirements.
- Knowledge and application of contract and project management principles and practices as they relate to project investigation and construction activities.
- Demonstrated experience in the application of a system of rigorous document control and quality management.
- Demonstrated understanding and application of Workplace Health & Safety, Environmental Protection and Quality Assurance in a construction environment.
- Experience in community information, liaison, and consultation.

- Demonstrated high level written communication skills to prepare and produce reports, documentation and correspondence including proficiency using MS Word, Excel, and Project software programs.

Civil Liabilities

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above. The Civil Liability Allowance will be applied to the role when the incumbent is signing off on Council's assets. The Civil Liability Allowance involves:

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

Competencies

Demonstrated ability to:

- Lead staff, consultants and contractors in collaborative program delivery and contribute positively to a team environment.
- Effectively engage and supervise direct reports.
- Ability to provide technical advice on the technologies associated with the EPAR works.
- Prepare estimates for a wide range of projects and construction activities.
- Maintain a rigorous system of document control.
- Produce high quality written documentation.
- Negotiate and resolving conflict.
- Apply competent budget, financial and time management skills.

- Demonstrated computer literacy commensurate with high level program management, financial reporting, contract administration, estimating, and stakeholder requirements.
- Provide excellent community information, liaison, and consultation.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Manage risks of assets to minimise impacts to the community.

Selection Criteria

Essential Criteria

- Degree in Civil Engineering and demonstrated experience in large scale civil engineering works.
- Demonstrated experience in program management, contract administration and site supervision for road and drainage works and road related infrastructure including planning, budgeting, cost management, forecasting and reporting.
- Demonstrated program delivery in a challenging environment that is in accordance with Work Health and Safety requirements, environmental legislation and the Local Government Act, Regulations & procedures.
- Demonstrated stakeholder management, communication and conflict resolution skills that support successful program delivery.
- Excellent team organisation skills and the ability to lead the planning, prioritisation and delivery of multiple projects while consistently meeting agreed timeframes.
- Demonstrated computer literacy commensurate with high level program management, document control, financial reporting, contract administration, estimating, and stakeholder requirements.
- Current driver's licence Class C and Construction Induction Card – White Card.

Preferred Criteria

- Experience with application of GC21 and MW21 contracts.
- Experience with program and project delivery in the context of disaster recovery and the associated governance regime.
- Experience with land slip remediation and the associated technologies.
- Experience with Asset Management systems such as the AssetEdge suite of software (Recover and Reflect).
- Aptitude for Management responsibilities and interest for internal progression and acting opportunities as available

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Manager Infrastructure Recovery

SIGNATURE: