**Position Title: MAnager technical services**

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| **DIRECTORATE** | **SECTION** | **GRADE** |
| **ENGINEERING & TECHNICAL SERVICES** | TECHNICAL SERVICES | 11-12 |

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| **ORGANISATION RELATIONSHIPS** | |
| **Position title of Supervisor**: | DIRECTOR ENGINEERING & TECHNICAL SERVICES |
| **Positions which report directly to this position:** | Assets & Transport Coordinator, Project Engineer, Development Engineer, GIS Officer & Senior Design Officer |
| **Positions which report indirectly to this position:** | Assets Officers, Technical Officers and Road Safety Officer. |
| **Other Key Working Relationships:** | Operations staff, PA to DETS, Finance staff, Environmental Services Staff, Human Resources Coordinator, Contractors and members of the public. |

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| **PRIMARY PURPOSE OF POSITION** |
| * To provide sound leadership and management on a range of asset management activities within Council’s Technical Services section including asset management plans, capital works program and projects, road safety program, transport network management, budget control, contract management and time, cost and reporting objectives. * To develop and maintain asset management strategies and policies of Council’s infrastructure assets. |

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| **SECTIONAL STRUCTURE** |
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| **KEY ORGANISATIONAL DRIVERS** | |
| **Service Guarantee** | Cabonne Council is committed to providing our community with high quality service which meets their reasonable expectations. Business will be fair and completed in an appropriate timeframe and stakeholders will be treated with honesty and integrity at all times. Council recognises that providing high quality service will help us to serve our community in the best possible way. |
| We can achieve this by;   * Delivering a high level of service to both external and internal stakeholders in line with Council’s Policy on Service. * Fostering a responsive and prioritised approach to service delivery. * Identifying and acting upon opportunities to improve service processes and systems in collaboration with stakeholders. |
| **Asset Management** | Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively. Asset Management is the practice of managing assets to achieve the greatest return (IE productive assets such as plant and equipment), and the process of monitoring and maintaining, with the objective of providing the best possible services and facilities to our community and its stakeholders. |
| We can achieve this by;   * Utilising Council’s assets in an efficient, effective and economical manner. * Ensuring Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. * Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining an asset management awareness in all that we do. |
| **Risk Management** | Cabonne Council is committed to using an Enterprise Risk Management Framework to guide council’s approach to risk management including council’s risk appetite and council’s commitment to our risk strategy. Risk Management is integrated into all business activities and systems and we are guided by the Australia/New Zealand standard AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. |
| We can achieve this by;   * Taking reasonable and practical steps to minimise Council’s exposure to risk including health and safety, contractual, legal, professional and public liability within the scope of your position responsibility and expectation of the position. * Integrating and embedding risk management into all ongoing business activities, processes, procedures, systems and reports in accordance with Council’s Enterprise Risk Management (ERM) system. * Monitoring the external environment to identify potential risks, complacency is a concern just as much as the risk itself. |
| **Business Improvement** | Cabonne Council is committed to fostering a culture of Business Process Improvement (BPI) via optimising our processes to achieve more efficient results. Our guiding principles are about being informed, innovative and actively seeking out new ideas. We aim to be known for our forward thinking, planning & execution approach. We act with a sense of urgency, we learn from our successes and mistakes and we balance opportunity and risk management appropriately to achieve our Community Strategic Plan. |
| We can achieve this by;   * Having an ongoing commitment to organisational effectiveness, by working in the best interest of the Cabonne community at all times, respecting and communicating effectively with colleagues, by acting honestly, demonstrating transparency and having a willingness to share information and work together to achieve the best outcomes. * Understanding the importance of taking care of today and actively preparing for tomorrow. We can do this by embracing innovation, technology and sustainability when delivering the key responsibilities of our positions. * Regularly reviewing our services and facilities to ensure the Council offers value to the community in terms of cost, quality, reliability and timeliness. * Ensuring our decisions are economically, socially and environmentally sustainable. |

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| **KEY PERSONAL SKILLS AND COMPETENCIES** | |
| As a strategically driven organisation, Council demonstrates its values and organisational drivers through demonstrated workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. | |
| **(Personal) behaviour competencies** | * Is honest and respectful towards others and works as part of a team. * Displays appropriate behaviour in the workplace in line with Council’s Code of Conduct. * Takes ownership and responsibility for their key responsibilities and accepts direction. * Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved. * Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise. * Demonstrates flexibility and resilience to cope with change. |
| **Managing others competencies** | * Leads by example and encourages their team to strive to exceed expectations. * Displays humbleness via putting 'We' before 'I', showing trust and gives empowerment to their team, listens, shares and promotes openness in team communication. * Displays the ability to define expectations, assess performance & hold direct reports accountable. * Demonstrates ability to effectively delegate to direct reports, encourage ownership & regularly follows up and gives feedback. * Demonstrates the willingness & ability to coach and develop direct reports. |
| **Qualifications/**  **Licences** | * Professional engineering qualifications acceptable for corporate membership of Engineers Australia. * Construction Induction Certification (White Card). * Class C driver’s licence. |
| **Skills and Experience** | * Extensive experience in asset management, including asset management systems, and design. * Extensive experience in project management and the delivery and supervision of major projects. * Demonstrated ability to proactively lead and motivate staff in a range of disciplines. * Demonstrated knowledge of, and ability to, interpret and apply relevant legislation, standards and guidelines. * Experience in the investigation of, and reporting on, a wide variety of engineering and asset management related complaints and issues. * Professional verbal and written communication skills with experience in policy and report writing. |

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| **KEY RESPONSIBILITIES** |

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| **Activities** | **Description of activities and responsibilities** |
| **IP&R Focus Area- Future Direction 1: Connect Cabonne to each other and the world** | |
| Asset Management | * Develop and maintain effective asset management strategies and policies suitable for the long term and short term management of Council’s “infrastructure assets” (including, but not limited to, roads, bridges, footpaths, buildings, trees, sporting grounds, parks and gardens, water and sewer and stormwater infrastructure). * Oversee the preparation, review, management and control of asset management plans and contracts to enable operations teams to provide proper maintenance, restoration and upgrading of Council’s infrastructure assets. * Revise and implement engineering standards, conditions and specifications to ensure the provision of new infrastructure and improvements to existing infrastructure assets are consistent with best practice and appropriate to the aims of Council’s Asset Management Plans. * Oversee the quality, accuracy and completeness of Council’s Asset Management Register and condition assessments. * Oversee the preparation of designs and pre-design cost estimates for projects and activities and review and monitor the progress of activities to ensure sound project and budget control. * Prepare Council’s annual capital works programs in accordance with asset management. requirements incorporating Council’s long term financial plan and annual budget considerations. * Provide effective leadership and expertise in the development and implementation of improvement programs and plans, systems and processes related to asset management, project management and design. * Effectively Oversee the delivery of agreed service standards with regard to asset management, project management and design. * Project manage the delivery of capital works and strategic projects undertaken by external service providers and engage and manage consultants (including designers) necessary to achieve annual budget programs within the required timeframes. * Manage Council’s transport network and represent Council on the Traffic Committee. * Oversee Council’s road safety program. * Liaise with government departments, authorities and instrumentalities with regard to Council meeting its obligations and providing input to various policy and regulatory documents. * Represent Council on relevant committees, forums and at related public meetings. * Act in the position of Director Engineering & Technical Services in the absence of the Director as requested. |
| Reporting, Compliance & Administration | * Contribute relevant input to Council reports and documents including collecting and reporting on indicators outlined in Council’s Community Strategic Planning documents and prepare reports to Council to enable effective decision making. * Liaise with government departments, authorities and instrumentalities with regard to Council meeting its obligations and represent Council on relevant committees, forums and at related public meetings. * Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council’s records system. |

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| **SIGNED BY EMPLOYEE:**  **(Acknowledging they have read and understood):** |  |
| **SUPERVISOR/MANAGER:** |  |
| **DIRECTOR:** |  |
| **DATE SIGNED:** |  |