

## POSITION DETAILS

<b>Position Title:</b>	Manager Engineering & Project Delivery	<b>Position Grade</b>	16
<b>Group/Portfolio:</b>	City Infrastructure/Business & Operations	<b>Position Status / Hours per Week:</b>	Full Time / 35

## PRIMARY PURPOSE OF THE POSITION

Within the Engineering & Project Delivery Department and across its relevant accountabilities your primary purpose is to: -

1. Align your department's operations and projects to your business plan in support of Council's Community Strategic Plan.
2. Champion our City of Ryde Business model so that it is realised by your department through the application of both cultural management practices and business management disciplines.
3. Model a culture that aligns with the organisation's values and mission.
4. Demonstrate technical expertise in the following areas of:
  - Leading the Engineering & Project Delivery Department in the provision of efficient, responsive, consistent and customer focused services across its accountabilities.
  - Overseeing the development and continuous improvement of the Engineering & Project Delivery Department's policies, systems, procedures, practices, and deliverables.
  - Exercise the functions of Council as delegated by the Chief Executive Officer and to support appropriate delegations throughout the Engineering & Project Delivery Department.
  - Directing the department in the planning, design, development, management and integration of Council's infrastructure and public domain in the provision of asset advisory services.
  - Monitoring and reviewing Service Level Agreements with the Operations and City Fabric Departments for the provision of services to future proof, upgrade, service and maintain Council's infrastructure and public domain assets to ensure they are sustainably managed to the Community Strategic Plan outcomes.
  - Roads Act Approval of matters under S138 instrument or equivalent, as required
  - Coordinate and manage the collation of infrastructure and public domain asset data in relation to Council's Condition Review Program in conjunction with City Fabric.
  - Coordinating and managing effective processes and initiatives to identify, assess, document and mitigate critical program and project risks, issues and constraints, including development of contingency plans and strategies.
  - Liaise with the Executive Managers and General Manager Business & Operations on project development strategies and issues.
  - Contribute to the development of Council's four year delivery plan & business planning process.
  - Report performance against Four Year Delivery Plans, Annual Operating Plans and quarterly reviews that deliver Council's strategic outcomes including reviewing and managing budget responsibilities.
  - Monitor and review risks, resource and financial issues associated with project delivery and developing appropriate strategies for their resolution.
  - Monitor and review the on-going implementation of projects, and where necessary drive appropriate remedial action to ensure timeframes are met

- Developing and motivating staff to build a positive environment that fosters productivity, efficiency, client service and continuous improvement regarding service delivery
- Developing and maintaining productive relationships with internal and external stakeholders
- Other duties as directed in accordance with incumbent's skill, competence and training.

## SELECTION CRITERIA

### Essential Qualifications

- Civil Engineering Degree
- Certification as a Registered Professional Engineer
- Class C Driver's Licence

### Essential Leadership/Management Skills

- Proven ability to lead, manage, motivate and develop a multi-disciplinary team
- Ability to build relationships both internally and externally, and utilise effective influencing, consultation, communication and negotiation skills to achieve business and organisational outcomes

### Essential Technical Skills

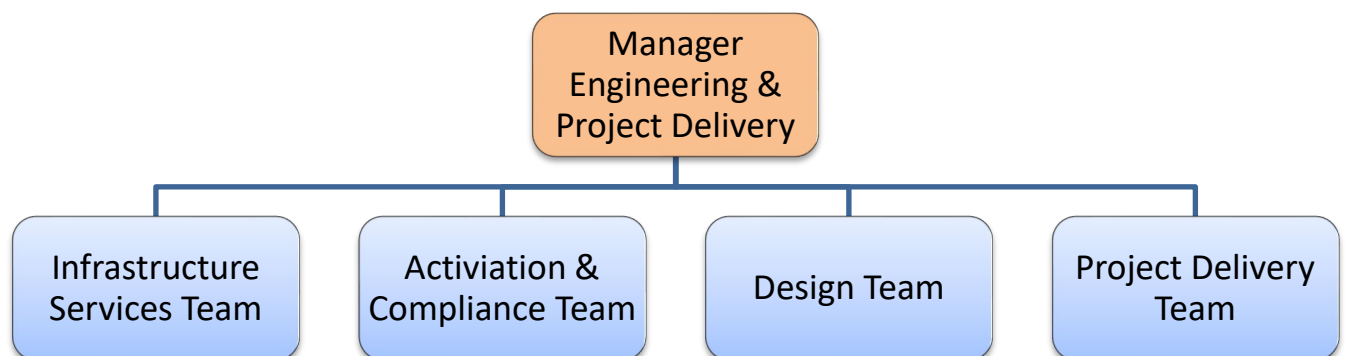
- Thorough knowledge of legislation, regulations, design standards and codes of practice related to the construction and maintenance of infrastructure and the management of public domain assets including the roads act
- Demonstrated project management, contract management, financial management, strategic analysis, planning and advisory skills
- Strong organisational skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets
- Highly developed written communication skills
- Demonstrated conceptual and analytical skills and judgement, including the ability to interpret and apply legislation, policy and guidelines

### Desirable





- Project Management or Business Administration qualifications
- Bilingual language skills

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

## ORGANISATIONAL CHART



## City of Ryde Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Lead Self	Advanced
	Display Resilience & Adaptability	Advanced
	Act with Integrity	Advanced
	Accountability & Safety	Advanced
 Relationships	Communicate & Engage	Advanced
	Customer & Community Focus	Advanced
	Work Collaboratively	Advanced
	Influence & Negotiate	Advanced
 Results	Plan & Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create & Innovate	Highly Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets & Tools	Adept
	Technology & Information	Adept
	Procurement & Contracts	Adept
 Workforce Leadership	Manage & Develop People	Advanced
	Inspire Direction & Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;

- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

#### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

### **OUR VALUES**

All employees at City of Ryde are to observe our values which are:

#### **Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

#### **Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

#### **Accountability**

We are honest, transparent and act in the best interest of Council and the community.

#### **Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

#### **Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

### **DELEGATIONS**

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager is attached.

### **DESIGNATED POSITION**

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	