CLARENCE VALLEY COUNCIL

Position Description

Manager Civil Services

Directorate	Works and Civil Directorate
Location	Grafton
Classification/Grade/Band	Grade 18
Position Code	
Date position description approved	24 August 2020

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values

STRIVE

SAFE
We have a safety focused workplace culture to ensure the wellbeing of our staff and the community

TEAMWORK
We work together as one council towards shared goals and for the greater good of the community

RESPECT
We are inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard

INTEGRITY
We behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence

VALUE
We deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

ENGAGEMENT
We engage with our staff and community to inform our decision making, and create awareness of our activities

Primary purpose of the position

The Manager of Civil Services leads and manages a multi-disciplinary team focused on providing effective and efficient maintenance and construction of transport infrastructure and ancillary works. The position provides high level advice to the Executive and Council to ensure transport assets are maintained and delivered in a way that meets community need, and risks associated with a large and sometimes remote network are managed.

Key accountabilities

Within the area of responsibility, this role is required to:

- Lead and drive the Section ensuring works delivered are timely, cost effective and add value to the community.
- Ensure transport infrastructure maintenance responsibilities are planned, scheduled and delivered to the agreed service level.
- Drive the application of project management principles within the Civil Service Section, in particular to support and enable timely delivery of Council's capital works program.
- Improve the planning and resourcing of future works programs to ensure delivery of strategic transport asset management requirements.
- Provide quality assurance over financial management of civil services projects and oversight to contractual and compliance reporting requirements for external agents.
- Support emergency response in times of natural disaster and deliver post emergency civil works activities that aide timely community recovery.
- Coach and mentor the team to identify improvement opportunities, drive delivery of change initiatives, and create and promote a culture of innovation and continuous improvement of the civil service deliverables.

Key challenges

- Competing community aspirations over a diverse and geographically expansive local government area with a large asset base requires attention to equitable service levels that meet identified community needs.
- A multi-disciplinary workforce located across a large geographical area and ensuring the capacity to engage and motivate staff to ensure an organisational culture that is inclusive regardless of remote location.

Key internal relationships

Who	Why
Director Works and Civil & Executive Team	• To seek support for innovative Section activities, obtain strategic direction and guidance on sensitive matters, and provide advice to ensure adequate risk management is applied to protect the organisation.
Managers and Staff	• To engage and seek specialist feedback on activities coordinated by the Section
Councillors	• Provide advice to inform decisions that contribute to achieving Council objectives.

Key external relationships

Who	Why
Government Agencies	• Establish and maintain collaborative relationships for the delivery of co-funded and partnership projects. • Engage this group to understand needs and provide specialist advice and information and recommendations on policy, process and legislation within area of responsibility.
Members of the public, ratepayers, residents and community groups	• Provide timely response to activities of the Civil Services Section

Key dimensions

Decision making

The position is accountable for all decisions relating to the day to day operations of the Section, provision of advice to staff in relation to areas of responsibility, the resourcing of projects within existing budget constraints and providing timely advice to the Director and Executive team.

Reports to	Director Works and Civil
Direct reports	6 direct reports: - Bridges Engineer - Works Program Coordinator - Senior Projects Engineer - Senior Design Engineer - Senior Maintenance Engineer - Support Officer (Operational)
Indirect reports	121 indirect reports

Essential requirements

- Tertiary qualifications in Civil Engineering and a demonstrated ability to lead, motivate and engage others to deliver a large transport construction and maintenance program.
- Class C Drivers licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

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

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Resources Assets and Tools	Advanced	• Considers council and community assets in the design/delivery of services • Facilitates and monitors appropriate deployment of assets and tools in line with community priorities • Implements and monitors compliance with asset management and maintenance plans and policies
Workforce Leadership Manage and Develop People	Advanced	• Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous learning • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Workforce Leadership Optimise Workforce Contribution	Advanced	• Ensures resource management plans effectively distribute people resources in line with priorities • Develops workforce management plans that link to current and future organisational priorities and objectives • Uses talent management processes to guide learning and development investment and to allocate critical roles • Recruits capable people with varied backgrounds, styles and strengths