

POSITION DESCRIPTION

Position Title:	Manager Infrastructure Delivery	Position Code:	MID
Division:	Infrastructure	Grade:	TRP
Location:	Dubbo	Hours/Week:	35
Reports to:	Director Infrastructure		
No. Direct Reports:	4	No. Indirect Reports	100+

Primary Purpose of Position

The Manager Infrastructure Delivery is responsible for the provision of operational services to the local government area, organisation and other third party entities, in the construction of roads, footpaths, bulk earthworks, concrete structures, stormwater drainage, and the operation of gravel quarries. The position is required to undertake project management and coordination of associated preconstruction activities. The position is also required to review processes and services, and implement efficiencies for the delivery of services to the community.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Asset Management Services to Client Assets	<ul style="list-style-type: none"> • Implement an effective Asset Management programs including planning for assets. • Arrange construction, operation, maintenance and eventual retirement of assets. • Undertake Risk Management as part of fulfilling Asset Management responsibilities • Monitor Condition of Assets under responsibility and oversee or contribute to the maintenance of an accurate Asset Management Data Base • Operate and maintain Assets to maximise useful life and minimise 'whole of life' cost • Replace assets or develop new assets in accordance with Asset Management plan and procedures
Management systems and services	<ul style="list-style-type: none"> • Follow organisational systems and procedures in the delivery of projects and programmes. • Prepare and monitor operational and capital works budgets and expenditure within the scope of the position. • Develop and implement new system elements as required. • Ensure Contract Management processes are followed. • Develop, implement, monitor and review quality control plans and strategic plans for roads, bridges and other infrastructure. • Provide input into Councils plant replacement program.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Networking with clients, staff and appropriate bodies both within DRC and externally is undertaken. • Build and maintain Council's relationship with external industry stakeholders, particularly Transport for NSW. • Provide professional and operational advice to the Infrastructure Delivery team in the areas of roads, bridges and other civil infrastructure.
Project / Programme Management	<ul style="list-style-type: none"> • Manage the project and delivery process to ensure projects are delivered to agreed brief and within agreed timeframes • Liaise with clients so as to understand their project requirements. • Ensure preparation of project estimates and management system documents based on plans, specifications and industry standards. • Prepare and deliver public consultation plans in relation to projects and programmes. • Obtain and respond to client and public feedback regarding projects and programmes. • Emergency response assistance and coordination.
Leadership and Relationships	<ul style="list-style-type: none"> • Represent the Branch ensuring that branch activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation. • Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation. • Provide the communication link from the Director to the members of your branch. • Form positive, collaborative and customer-focused relationships with internal and external stakeholders
Team/People Management	<ul style="list-style-type: none"> • Manage and coordinate the Infrastructure Delivery team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • Manage and coordinate a number of Contractors and consultants (approximately >10), including monitoring performance to ensure objectives are met within agreed timeframes. • In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control. • Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues. • Foster a culture that values its people and encourages and supports customer focus, integrity and one team.
Corporate Reporting, Planning and Monitoring	<ul style="list-style-type: none"> • Develop, coordinate and implement the branches components into the following strategic plans & documents for approval;

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Business Plan • Agreed brief • Branch Budget • Operational Plan • Delivery Program • Provide input into corporate plans, reports, programs, and policies as required and monitor branch performance. • Implement organisational systems within the Branch in accordance with Council's strategic plans and policies.
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Inherent Requirements of the Position

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours. Personal calls are to be reimbursed regularly.
- This position is supplied with a mobile computing device for use on Council business.
- Class C Drivers Licence.
- General Construction Induction card.

Selection Criteria

Essential

1. Bachelor Degree in Civil Engineering or related discipline.
2. Demonstrated knowledge and extensive experience in the project management of civil engineering projects and programs.
3. Ability to develop and maintain strategic relationships with all stakeholders, both internal and external to achieve positive outcomes whilst maintaining good teamwork and interpersonal skills in a changing work environment.
4. Demonstrated commercial acumen and contract management skills with the ability to organise and manage conflicting work priorities.
5. Highly developed leadership and communication skills, further supported by skills in negotiation and conflict resolution.
6. Extensive work history and demonstrated performance at management level within a demanding and diverse organisation.

Desirable

7. Demonstrated experience in a large multi-purpose Local Government organisation, including experience with Transport for NSW contracts.
8. Post graduate qualification in Engineering, MBA or related discipline.

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being: All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable for our actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: