

Role Description

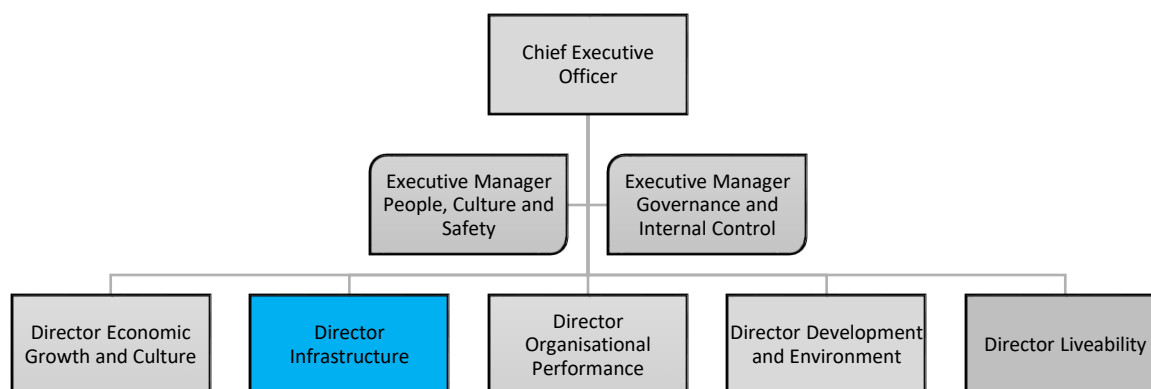
Director Infrastructure

Division	Infrastructure
Location	Dubbo/ Wellington
Classification/Grade/Band	Senior Staff Contract
Reports to	Chief Executive Officer
No. Direct Reports	5
Estimated No. Indirect Reports	200 approx.
Budget (Operating and Capital expenditure)	\$100 million approx.
Date of Approval	June 2019

OUR ORGANISATION

Dubbo Regional Council formed in May 2016 due to the amalgamation of the former Dubbo City and Wellington Councils. The Executive Leadership Structure, as illustrated in the diagram below, developed to support exceptional service delivery for our local community now and into the future. Dubbo Regional Council is currently undergoing significant change through the complex journey of aligning and integrating systems, processes and people to continue building our new organisation.

Taking on a new strategic direction aligned with Councils vision, purpose and values, the opportunity now exists for a talented, versatile and progressive leader to be part of driving the future success of the organisation. Our focus is on delivering high quality services, strengthening our community engagement and customer experience, driving financial sustainability while building our strategic management capabilities. With over 600 staff, delivering a variety of services our focus is on building an organisational culture based on performance and continuous improvement whilst improving our overall employee engagement.



OUR VALUES

CUSTOMER FOCUS: We are passionate about serving our community and creating a great place to live.

INTEGRITY: We act with integrity and professionalism and we are accountable to deliver the results we promise.

ONE TEAM: We work as one team and collaborate with others to deliver more than we can achieve alone.

ABOUT YOUR NEW ROLE

The Director of Infrastructure will continue to lead the transformation of the former Councils to achieve Dubbo Regional Council's new strategic direction. Heading up the newly shaped Infrastructure division, and as a member of the Executive Leadership Team (ELT), your focus will be on delivering high quality services, strengthening our community engagement and building our strategic management capabilities. Your exceptional leadership skills will assist you to collaborate with your fellow directors to build an organisational culture based on performance and continuous improvement. You will drive initiatives to improve our employee's well-being and engagement and create an organisation that delivers on its values - customer focus, integrity and one team.

You will provide high-level advice to Council and the Chief Executive Officer on a range of complex issues within the Infrastructure area. You will be accountable for ensuring the effective delivery of assigned infrastructure and operations and programs under Dubbo Regional Council's Community Strategic Plan, Delivery Plan and Operational Plan, as well as relevant Asset Management Plans. You will also be responsible for leading a multi-disciplinary team of professionals to deliver high quality services and functions to support the whole of the organisation, and for delivering performance and continuous improvement across the service areas.

FUNCTIONAL AREAS	KEY RESPONSIBILITY
Infrastructure Design	<ul style="list-style-type: none">• Infrastructure Design Services• Technical Advisory Services• Civil Infrastructure Strategy• Traffic Management• Development and Subdivision Engineering• Stormwater Drainage/Flood Mitigation
Infrastructure Delivery	<ul style="list-style-type: none">• Civil Infrastructure-construction/Reconstruction• Reinstatements• Civil Infrastructure – Maintenance
Water and Sewerage Services	<ul style="list-style-type: none">• Water Supply• Trade Waste• Sewerage Services

Fleet and Depot Services	<ul style="list-style-type: none"> • Fleet Management • Emergency Management • Depot Management • Special projects
BILT (Building Infrastructure Leadership Team)	<ul style="list-style-type: none"> • Capital works program and delivery.

ESSENTIAL REQUIREMENTS

1. An appropriate degree qualification in Civil Engineering or Program/Project Management, or related discipline.
2. Demonstrated senior management experience, including specialisation in one or more of the following areas: infrastructure/public asset construction and management, water and sewerage, transport and fleet management.
3. Significant experience in public works operational issues, project management and comprehensive understanding of the government sector
4. Extensive senior leadership experience in a complex service environment, including a proven record in delivering outcomes to meet business, financial and stakeholder objectives.
5. Proven experience in engaging the community to deliver customer focused outcomes.
6. Experience in managing a multi-disciplinary team at a senior level and working collaboratively with a diverse range of internal and external stakeholders.
7. Demonstrated ability to ensure the best use of resources (people, finance and assets) to achieve outcomes for the community.
8. Demonstrated success in leading significant organisational and cultural change initiatives.
9. Proven experience in working collaboratively to deliver on an organisations strategic direction with a focus on performance and continuous improvement and improving employee engagement.
10. Proven ability in leading teams to achieve organisational goals/objectives within a value based framework.
11. Demonstrated ability to meet the Focus capability requirement of this position as defined in the capability statement.

Desirable requirements

1. Post graduate qualifications in a relevant discipline.

KEY ACCOUNTABILITIES

Leadership and Relationships

- Provide strong leadership to lead and manage change.
- Foster a culture that values its people, and encourages and supports customer focus, integrity and one team.
- Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation.
- Form positive, collaborative and customer-focused relationships with internal and external stakeholders.
- Lead the organisation through the complex journey of aligning and integrating systems, processes and people to build a new organisation after the amalgamation of the former Dubbo and Wellington Councils.
- Drive the organisations vision and key fundamental objectives to focus on improvement of financial sustainability, customer experience, building strategic capability and improving on organisational culture and employee engagement.

Operational and Technical Responsibilities

- Develop, implement and communicate the priorities, strategies and actions of the Division, in accordance with relevant plans and Council's Integrated Strategic Planning regime.
- Lead and manage the delivery of services in line with the approved annual budget and operational plan.
- Prepare and maintain Strategic Plans for Council's civil infrastructure, transport management, and water and sewerage with a long-term planning focus.
- Oversee the management of Council's water supply, sewerage and drainage infrastructure, including its design, construction, reconstruction, operation, expansion, maintenance and plans of management, in accordance with NSW Government requirements and accepted industry best practice.
- In collaboration with the Corporate Asset Management function, undertake Total Asset Management for Divisional Assets.
- Ensure Strategic Planning for asset management of Councils Fleet to determine Service Levels, ensure effective service delivery and provide the most efficient Life Cycle Cost for the required asset benefit.
- Provide emergency management to the organisation and the Community.

KEY CHALLENGES

- Act as the primary contact between Chief Executive Officer/Councilor's and other Divisions of Council and to provide executive level support and advice to the Council in developing policies and plans and in the implementation of Council resolutions.
- Engaging the community to ensure services delivered are relevant, timely, cost effective, operationally efficient and consistent with the Community Strategic Plan.
- Lead the organisation through the complex journey of aligning and integrating systems, processes and people to build a new organisation after the amalgamation of the former Dubbo and Wellington Councils.
- Accountable for developing policies, strategies and associated planning documentation across all of the Directorate's functions to facilitate a coordinated approach to long term strategic planning and sustainability for the Dubbo Regional Council.
- Act as an Officer under the Workplace Health and Safety Act (2011) ensuring that due diligence and compliance is always adhered to.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Chief Executive Officer	The Director is responsive to the Chief Executive Officers requests, has an effective working relationship with the Chief Executive Officer providing timely and reliable advice with complete and accurate reporting.
Council	Strategic directions are followed and the Director's Division is delivering high quality operational outcomes for the community in line with the specific expectations of the Chief Executive Officers and Council.
Employees	The Director will be required to role model expected leadership behaviour to support employees through the course of implementing a new strategic direction and its desired organisational culture.

WHO	WHY
External	
Government Agencies	The Director has professional and effective dealings with those government agencies necessary for the work of the Council.
External Stakeholders	The Director may need to build effective relationships with the elected and executive staff of other Councils within the region, relevant regional and community organisations and business and industry groups

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 <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. 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	Highly Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Create and Innovate	Highly Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Highly Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Highly Advanced
	Optimise Workforce Contribution	Highly Advanced
	Lead and Manage Change	Highly 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

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-empted and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution
Results Deliver Results	Highly Advanced	<ul style="list-style-type: none"> • Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of sustainable outcomes
Resources Finance	Highly Advanced	<ul style="list-style-type: none"> • Sets organisational strategies and plans with reference to key financial indicators • Ensures that strategic decisions are made with appropriate advice from finance professionals • Identifies the most appropriate financing and funding strategies to meet operational and capital needs • Inspires a culture which respects the obligation to manage public monies and other resources responsibly • Establishes effective governance to ensure the ethical and honest use of financial resources • Actively pursues financial risk minimisation strategies, plans and outcomes

LOCAL GOVERNMENT CAPABILITY FRAMEWORK

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Inspire Direction and Purpose	Highly Advanced	<ul style="list-style-type: none"> • Articulates a shared vision of the organisation's future, described in measurable terms • Champions the organisational vision and strategy, and communicates the way forward • Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation • Communicates the context and parameters surrounding organisational strategies • Celebrates success and high performance and supports regular workplace activities to build a positive culture
Workforce Leadership Lead and Manage Change	Highly Advanced	<ul style="list-style-type: none"> • Communicates a compelling case for change and articulates vision, objectives and benefits for different audiences • Analyses the change context to develop the right change approach for the organisation, community and region • Ensures regular communication throughout the change effort to build awareness, understanding, support and commitment • Ensures organisational structures, systems, processes and leadership are aligned to support and embed changes • Anticipates, plans for and addresses cultural barriers to change