

Position Description

CORPORATE INFORMATION

Position Title	Manager Strategic Planning - Water Business Unit		
Directorate	Office of the CEO	Branch/Section/Unit	Water Business Unit
Position Number	1397	Level	8
Award	Local Government Officers Award - 1998		
Line Manager	Executive Manager – Water Business Unit		
Direct Reports	Manager – Treatment and Compliance (position currently vacant and under review) Student Engineers		
Indirect Reports	Various internal Project Managers and external contractors as required		

SCOPE OF POSITION

Position Summary

The Manager Strategic Planning - Water Business Unit, plays a pivotal role in preparing the Water Business Unit's Strategic Planning, Asset Management and Capital Works Program. The role is responsible to the Executive Manager for the efficient and effective management of the Strategic Planning Branch.

The Manager Strategic Planning - Water Business Unit is responsible to the Executive Manager – Water Business Unit for the efficient and effective management of the Strategic Planning Branch, in particular:

- Long-term strategic infrastructure planning (20 year+) and strategic asset management.
- Optimising asset life-cycle costs, including identification of asset standardisation, condition assessment and maintenance requirements by developing a risk based maintenance framework.
- Development of capital investment framework and governance processes.
- Development assessment and approvals for water and sewerage infrastructure, new connections, donated assets and build-over assets.
- Preparing feasibility studies / business cases for growth, renewal, compliance and improvement projects
- Annual capital program budget development.
- Grants / funding applications

Position Description

The Branch is responsible for effective and efficient long-term planning to ensure the water business unit provides sustainable and cost effective solutions to infrastructure management to ensure we meet our commitment to our customers and meet our compliance objectives.

Expected Deliverables/Key Performance Indicator

Leadership

- Proven ability to effectively lead a team of people, promote the Water Business Unit and strategic planning function while fostering a positive, dynamic organisational culture which is committed to Council's vision and values.
- Manage the performance of staff members and contractors to ensure a strong customer service focus is maintained with prompt response to customer requests or complaints.

Strategy

- Development of strategies to achieve the Water Business Unit vision, goals and key priorities, in particular development of master planning and strategic asset management policies and procedures which focusses on delivery of committed customer service levels and outcomes.
- Build effective relationships and partnerships across key stakeholder groups including regional and industry bodies to ensure whole of asset life cycle costs can reduce the cost to serve our customers.

Innovation

- Foster a climate for continuous improvement for policies and processes and identify new fit-for-purpose emerging technologies or practices that can reduce the whole of asset life cycle cost.

Performance

- Plan to optimise the life cycle of assets which provide a sustainable and reliable level of service to our customers, regulators and the community.
- Develop and implement robust planning and governance processes to ensure regulatory compliance can be achieved and customer service level is met.
- Achievement of annually agreed capital and business project KPIs.
- Deliver on all corporate requirements for information management, workplace health and safety, financial and resource management, corporate and operational planning, quality and environmental management, governance and ethical conduct.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

Position Description

- Bachelor Degree qualifications in Engineering.
- Demonstrated experience at Local Government management level or management experience in a similar role with proven ability to lead, motivate and manage staff and a sound knowledge of contemporary human resource practices.
- Proven ability to work independently, exercise initiative and meet deadlines.
- Sound knowledge of strategic and asset management principles, legislation and relevant Australian Standards.
- Demonstrated experience in effectively developing and maintaining strategic relationships and effectively communicating with internal and external stakeholders, including all levels of local and state government, industry regulators, community, customers, elected representatives and contractors.
- Demonstrated experience of the successful development and delivery of master planning and asset management planning and project feasibility assessments and scoping in the water industry.

Desirable Knowledge/Skills/Qualifications Criteria

- Registered Professional Engineer Queensland or Chartered Engineer
- Post graduate management or asset management qualifications
- Experience in strategic management, planning, asset management, network modelling and project management and program management tools and systems such as, ISO 55 000, PMBOK / Lean methodologies, Microsoft Project / Primavera, Authority / Technology One, Assetic / Maximo / SAP, GIS, network modelling software.
- Knowledge of the role of Local Government and the Australian water industry.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- May be required to respond to after-hours emergency works or incident management.
- Regular local and state travel.
- Occasional interstate travel.

ORGANISATIONAL INFORMATION

Position Description

Safety

Behaviours

Lead the Business Unit to ensure all staff have an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Communicate, require and role model positive behaviours consistent with creating an environment of customer service, employee engagement, leadership at all levels, innovation and trust.

Foster and maintain a positive personal attitude towards WHS by all staff.

Responsibility

That Safe Work Practices are developed and implemented in all parts of the Business Unit to achieve agreed targets.

Apply Council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement – WHSPOL004.
- Environment Strategy – PRPD070
- Work Health and Safety Responsibility and Accountability Statement - WHSPOL008.
- The WHS KPIs for the Business Unit are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position – WHSPOL010

Code of Conduct

As per the Staff Code of Conduct – OCPOL002, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy – CGPOL002.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Position Description

Accountable– We take responsibility for our actions. We will be accessible and fair.

Consistent–Our actions will reflect council’s guidelines and practices at all times.

Appreciative– We value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative– We will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful– We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved By

Name		Position	
Signature		Date	

Accepted By

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.