

# Position Description

ONE COUNCIL, ONE TEAM. THE RIITEWAY

|                           |     |                                |           |                         |           |
|---------------------------|-----|--------------------------------|-----------|-------------------------|-----------|
| POSITION TITLE            |     | Infrastructure Engineer        |           |                         |           |
| REFERENCE/POSITION NUMBER |     | -                              |           |                         |           |
| DEPARTMENT                |     | Engineering and Works          |           |                         |           |
| ACCOUNTABLE TO            |     | Manager Design and Development |           |                         |           |
| SUPERVISOR                |     | Manager Design and Development |           |                         |           |
| DIRECTLY SUPERVISES       |     | 2                              |           |                         |           |
| INDIRECTLY SUPERVISES     |     | 0                              |           |                         |           |
| VOLUNTEERS SUPERVISED     |     | 0                              |           |                         |           |
| GRADE                     | 15  | STATUS                         | Permanent | TYPE                    | Full time |
| HOURS                     | 35  |                                | LOCATION  | Administration Building |           |
| MOBILE PHONE              | Yes |                                | LAPTOP    | Yes                     |           |
| VEHICLE                   |     | Leaseback vehicle              |           |                         |           |
| LAST UPDATED              |     | 22/11/2021                     |           |                         |           |



## RESPECT

We treat others as we expect to be treated  
- in a fair and professional manner.



## INNOVATION

We champion change in order to provide superior services to our community.



## INTEGRITY

We are open, honest and ethical in our behaviours  
- at all times.



## TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



## EXCELLENCE

We aspire to be the best  
- in everything we do.

## OBJECTIVES

This position leads the Infrastructure Planning Unit of Council, responsible for the effective planning of Council infrastructure asset management strategies, plans and programs to support Council's Community Strategic Plan and Delivery Program.

The position will possess high level technical knowledge and experience while undertaking and coordinating the position's principal duties and responsibilities. The position will use best practice asset management principles to assist with capturing assets, valuing assets, monitoring the condition of assets, reviewing asset management plans, and developing capital works and schedules maintenance programs.

The position will also coordinate Council's statutory reporting requirements for assets while promoting a professional, high-functioning and collaborative culture within the unit.

## SELECTION CRITERIA

### ESSENTIAL

- Degree qualifications in Civil Engineering, Asset Management or related discipline.
- Strong research, data collection and analytical skills and ability to develop asset related plans, programs and policies.
- Comprehensive understanding of integrated planning and reporting requirements and procedures in a local government context.
- Demonstrated considerable experience in infrastructure asset management and ability to prepare, critically analyse and manage budgets.
- Strong project management skills including the establishment and management of contracts with the ability to achieve strict deadlines for multiple projects whilst engaging diverse stakeholders.
- Ability to use and present information effectively to inform strategic decision making to further innovation and continuous improvement.
- Competence with a range of programs including the MS Office suite and contemporary asset management information systems.
- Ability to build and sustain effective relationships with key stakeholders.
- Experience in the oversight and coordination of staff and resources.

### DESIRABLE

- Experience in reviewing and establishing business requirements for asset management information systems/databases.
- Demonstrated ability to implement change and business improvement.
- Post graduate qualification in Business Administration, Finance or similar discipline.

## DUTIES

### Infrastructure / Asset Planning

- Coordinate the review of relevant strategies and plans across functions and activities, ensuring the involvement of relevant staff within and outside the Unit.
- Support the continued development and delivery of the Asset Management Improvement Program.
- Review and update Asset Management Plans for each asset class. Manage the maintenance of the Strategic Asset Management Plan and the Asset Management Improvement Program.
- Oversee the management of the Asset Management System to provide accurate reports on the current status and forecast condition of infrastructure assets as well as development of scheduled maintenance programs and budgets.
- Establish and maintain information resources to support analysis and decision making for integrated infrastructure planning and to meet statutory reporting requirements including asset accounting and asset data collection.
- Coordinate Council's infrastructure asset revaluations and associated condition assessments aligned with Australian Accounting Standards and as required for NSW Office of Local Government.
- Coordinate information gathering and analysis and reporting to enable capitalisation of assets progressively throughout the year.
- Negotiate, procure and manage contracts to support achievement of Branch's objectives.
- Provide infrastructure planning advice to other Council Departments including assisting in the development of Developer Contribution Plans for Infrastructure and reviewing these on an annual basis.
- Ensure that timely and appropriate consultation occurs with all stakeholders.
- Promote the image of council and division as being professional, collaborative and customer focussed.
- Maintain an awareness of industry trends and commit to continued learning and professional development.
- Demonstrate effective leadership through the application of Council's vision, mission, values, goals and principles.
- Provide advice and technical support to assist the development of grant applications, allocation and acquittal process.

### Capital Works Program Development

- Develop and implement processes, supporting tools and consultative forums to plan, develop, monitor and evaluate the capital works proposals and programs.
- Coordinate the collation of the rolling Capital Works Program, funding allocations and priorities for annual and five/ten-year forward programs for inclusion in the organisation's Community Strategic Plan and Delivery Program.
- Develop and evaluate, in consultation with Finance and Business Unit managers, annual, 5-year and 10 year capital budget allocations based on all applicable revenue streams.
- Provide timely advice to Council regarding infrastructure proposals and needs to enable detailed planning and financial forecasting as part of developing and updating the Capital Works Program.
- Develop and employ an 'evaluation model' for analysis of projects and programs, for prioritisation, (including whole of life analysis, cost/ benefit and corporate evaluation), and inclusion in the Capital Works Program. Drive uniformity of program maturity across Council divisions.
- Maintain an awareness of corporate financial issues related to expenditure and trends for the annual and longer term Capital Works Programs.

## CORPORATE RESPONSIBILITIES

### RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others □  
Identify and minimise exposure to risk for self and others

### INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

### INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

### TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

### EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

## **WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

### **Work Health and Safety (WHS)**

- 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 Council's property to the responsible Manager

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to the responsible Manager 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 the responsible Manager

### **Equal Employment Opportunity (EEO)**

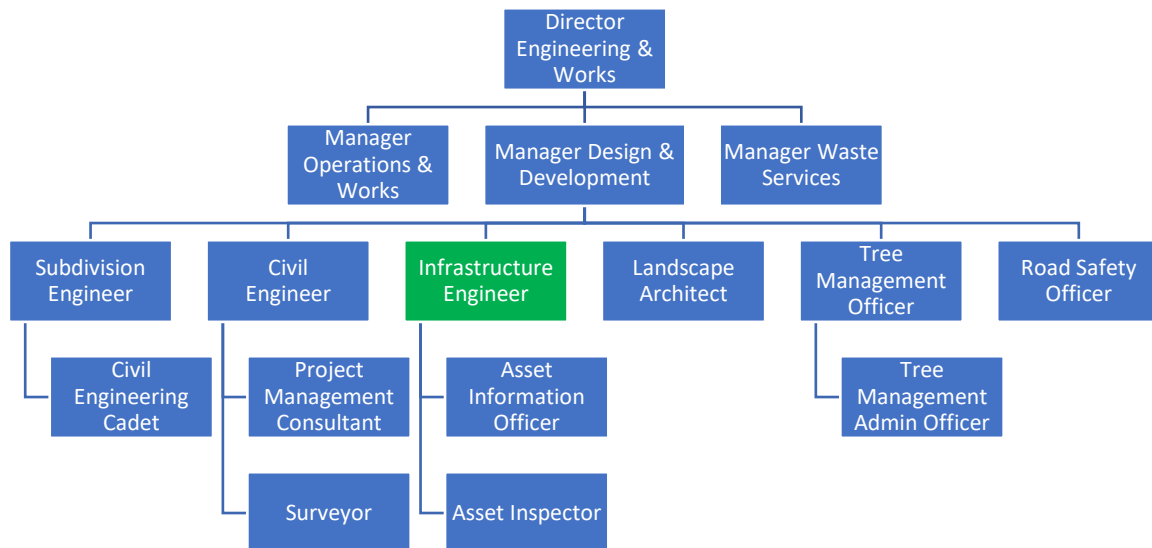
- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

| DELEGATIONS   |  |
|---|--|
| <b>FINANCIAL DELEGATION:</b>                            | \$10,000   |
| <b>RESPONSIBILITY DELEGATION:</b>                       | Act in accordance with instrument of delegation  |
| <b>NO OF CONTRACTS MANAGED:</b>                         | One to five concurrently   |
| <b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>               | \$100,000  |
| <b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b> | \$100,000  |
| <b>BUDGET DEVELOPMENT:</b>                              | Lead contributor to allocation of Council's Capital Works budgets to prioritised programs.<br>Contribute to review of asset-related maintenance budgets. |

| CONDITIONS OF EMPLOYMENT     |  |     |
|------------------------------|--|-----|
| AWARD/AGREEMENT              | Local Government (State) Award   |     |
| PROTOCOLS:                   | Employees are to comply with Council's Code of Conduct and Council protocols at all times.                   |     |
| PRE-EMPLOYMENT REQUIREMENTS: | <input type="checkbox"/> Physical and mental capability to perform the inherent requirements of the position |     |
|                              | <input type="checkbox"/> Proof of ability to legally work in Australia                                       |     |
|                              | <input type="checkbox"/> Pre-employment screening to Australian Standards in Employment Screening.           |     |
|                              | <input type="checkbox"/> Criminal record check   | Yes |
|                              | <input type="checkbox"/> Pre-employment medical  | No  |
|                              | <input type="checkbox"/> Working with children check   | No  |

## REPORTING RELATIONSHIPS

### Kiama Municipal Council Engineering & Works Design & Development Branch



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:** Drop down for date