

Position Description

Title: Manager Infrastructure Delivery	Classification:
Department: Operations	Reports to: Director Operations
Tenure: Permanent	FTE: 1

Context

The Manager Infrastructure Delivery operates in an environment subject to continual regulatory and funding change both at State/Federal Government Level. In particular, usage growth and renewal needs, regulatory responses, community development concerns, ageing infrastructure, infrastructure maintenance, infrastructure renewals and build infrastructure are key contributing trends to be addressed over time through the work of Council and the Infrastructure Delivery Team.

Working within the Operations Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Infrastructure Delivery team, including other Managers, Directors and the General Manager, to make sure that Infrastructure delivery opportunities and concerns are raised at the right time for sound decision-making by Council.

This role is part of the Manager group and the incumbent is expected to contribute openly and constructively as part of a member of the leadership team of Council.

Role Purpose:

To lead the Infrastructure Delivery team by creating the conditions for efficient, effective and coherent infrastructure delivery services that result in high-quality and cost-effective infrastructure outcomes for the community.

Key Accountabilities:

1. Deliver the following integrated, coherent, customer-focused services:
 - Delivering infrastructure: constructing, maintaining, and renewing infrastructure in accordance with the Operational Plan and asset management and maintenance plans of road, bridge and recreational assets
 - Maintaining the community's green and hard infrastructure to the service standards required.
 - Provide support and advice to assist long term asset planning and scoping, investigation and design services.
 - Procurement support and contract management.
2. Ensure Kempsey Shire Council consistently provides responsive infrastructure delivery services by:

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- Constantly reviewing and making changes to services against identified and changing needs of the organisation and the community.
 - Designing, implementing and managing policies and processes that support the consistent delivery of high quality, efficient and effective Infrastructure delivery services that are positive and customer-focused.
 - Maintain compliance to state and federal government requirements and other relevant standards.
 - Ensure compliance to external and independent audits. Non-conformance and non-compliance rectified in a timely manner and before any ramifications.
3. Support Kempsey Shire Council as a high-performance organisation by:
- Ensuring that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
 - Implementing and managing individual performance that flows from organisational goals and priorities.
 - Identifying technical and leadership needs and developing solutions to mediate organisational gaps.
 - Contributing to Council's strategic and corporate planning for meeting the community's needs now and into the future.
 - Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
 - A preventative maintenance program is implemented for infrastructure delivery. (5 to 10 year plan).
 - Identify risks and opportunity in all aspects of infrastructure delivery and implement mitigation for risks.
4. Support leaders across Council to appropriately apply Infrastructure Delivery policies, practices and standards by:
- Consistently communicating the value, benefits and opportunities created by the work of the Infrastructure Delivery team.
 - Monitoring, reviewing and implementing improvements to processes and policies based on the needs of internal and external customers as well as legislation.
 - Providing specialist, authoritative and consultative advice on complex infrastructure matters.
 - Liaising with other governmental, statutory, industry and other organisations to facilitate compliance and best practice.
5. Provide leadership and management to the Infrastructure Delivery group through:
- Mentoring, support and development of the coordinators and team leaders within the Group.
 - Monitoring and managing of the teams' performance within the Group.
 - Leading the group to achieve Infrastructure Delivery objectives.
 - Effective budgetary management.
 - Sound and transparent procurement practices.
6. Perform other reasonable duties as directed by the Director, Operations or their delegate

Supervision Received:

This role reports to the Director Operations.

Supervision Exercised:

The following roles report to the Manager Infrastructure Delivery:

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- Coordinator Civic Services
- Works Engineer
- Technical Support Officer Operations
- Technical Support Officer Operations
- Project Manager

Role Authorisation:

Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) *Date*