



ROLE DESCRIPTION

Coordinator Roads & Drainage

Directorate	Community Service Delivery
Unit	Roads and Drainage
Reporting to	Manager Infrastructure Services
Position Number	100800
Band	3/3
Date of Review	November 22

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to coordinate all roads and drainage operational works, including maintenance and construction activities, ensuring quality outcomes as per the Community Strategic Plan and operational plans.

Key Accountabilities

- Manage, supervise and direct all roads and drainage operational work areas, including both maintenance and construction activities, and prepare an annual schedule of works showing priorities, resources and timelines.
- Ensuring works are scheduled to maximise use of resources and enable works to be completed on time, within budget, and comply with legislative, environmental and quality management requirements.
- Facilitate, coordinate and ensure the accurate, comprehensive and timely completion of the capital works program, budget and works program for the section
- Champion a safety culture within the team to ensure a safe work place for our people by monitoring compliance with policies, procedures, legislation, specifications and any other documentation required for the successful delivery of projects
- Assist in seeking out opportunities for private works and acting on these if it's in the best interests of Council
- Resolve complaints and queries on request and investigate public liability claims related to the maintenance of Council's assets
- Lead and mentor roads and drainage staff to ensure Council's values and behaviours are upheld and manage performance of direct and indirect reports.

Key Challenges

- Managing the appropriate allocation of resources in a cost-saving environment
- Managing and analysing complex and sensitive issues
- Understanding team dynamics and individual personalities and adapting leadership accordingly
- Anticipating community expectations and communicating progress

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Role Requirements

Essential

- Degree qualifications in Civil Engineering or professional qualification AND a minimum of four years' experience in a similar role
- Eligibility for membership to Institute of Engineers Australia
- General Construction Induction (WHS White Card)
- Class C Driver Licence

Desirable knowledge and experience

- Working knowledge of a wide variety of civil engineering sub disciplines, plant operation, suitability to tasks etc.
- Project Management or Contractor Management
- Registration on the National Engineering Register

Key Relationships

Who	Why
Internal	
Manager Infrastructure Services	<ul style="list-style-type: none"> ✓ Receive advice and report on progress towards business objectives and discuss future directions ✓ Provide expert advice and contribute to decision making ✓ Identify emerging issues/risks and their implications and propose solutions
Council Leadership Team	<ul style="list-style-type: none"> ✓ Consult in strategic planning and development of master plans that include Roads and Drainage
Roads and Drainage Team	<ul style="list-style-type: none"> ✓ Prepare and communicate team objectives ✓ Conduct Annual Reviews ✓ Direct, coach and mentor Overseers
Council Staff	<ul style="list-style-type: none"> ✓ Lead discussions and decisions regarding key projects and deliverables ✓ Provide expert advice on a range of project related issues and strategies ✓ Optimise engagement to achieve defined outcomes ✓ Manage expectations and resolve issues
Assets and Planning	<ul style="list-style-type: none"> ✓ Understand what the forward works program is ✓ Contribute knowledge of network so priorities can be set ✓ Provide Works as Executed (WAE) that meets requirements
Survey and Design	<ul style="list-style-type: none"> ✓ Contribute to design solutions ✓ Participate in project work through design reviews ✓ Program future design works for Projects
External	

Contractors/Vendors	<ul style="list-style-type: none"> ✓ Communicate needs, manage expectations and resolve issues ✓ Ensure audit and compliance controls are implemented, managed and reported on regularly
Government Agencies	<ul style="list-style-type: none"> ✓ Compliance with regulations and statutory guidelines ✓ Ensure audit and compliance controls are implemented, managed and reported as required
Community	<ul style="list-style-type: none"> ✓ Delivering services to expectation ✓ Managing expectations and resolve issues

Role Dimensions

Decision Making

Problems are solved by using research, analysis, and evaluation of information which is often not readily available. Judgement is important as there is often no right or wrong solution.

Decision making is guided by Council's strategic plans, statutory guidelines and relevant legislation.

Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

Direct Reports

10-15 direct reports

20-30 indirect reports

Financial Delegation

\$20,000

Leaseback Motor Vehicle

This role has an option of a private use leaseback motor vehicle with a fortnightly post-tax contribution that includes; fuel, maintenance and registration

Technology

Mobile Phone, Laptop, Dual Monitors, Headset

Emergency Warden Responsibilities

None

Immunisation Requirements






Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices
Resources Assets and Tools	Advanced	<ul style="list-style-type: none"> Considers council and community assets in the design/delivery of services Facilitates and monitors appropriate deployment of assets and tools in line with community priorities Implements and monitors compliance with asset management and maintenance plans and policies
Workforce Leadership Optimise Workforce Contribution	Adept	<ul style="list-style-type: none"> Develops team / project plans that take into consideration individual capabilities, strengths and preferences Identifies opportunities for stretch assignments to help grow the capabilities and experience of staff Plans and monitors team resource allocation in line with organisational priorities Makes informed contributions to workforce planning and resource allocation processes Makes good recruitment decisions based on the capabilities, knowledge and experience required in the role

Acknowledgement

Coordinator Roads and Drainage

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Infrastructure Services

Employee Name: _____ Date: ____/____/____

Signature: _____