

CLARENCE VALLEY COUNCIL

Position Description

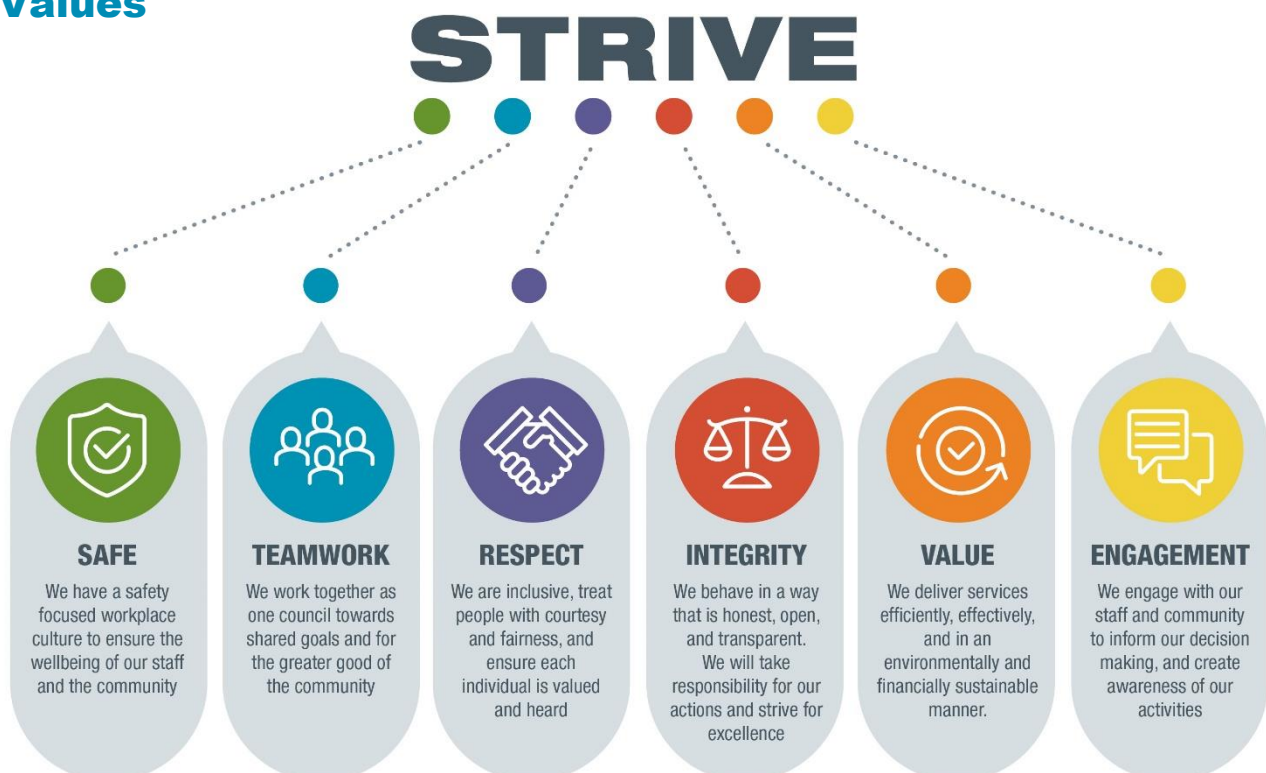
Manager Strategic Infrastructure

Directorate	Works & Civil - Strategic Infrastructure
Location	Grafton
Classification/Grade/Band	Grade 19
Position Code	
Date position description approved	18 June 2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Manager Strategic Infrastructure leads a multi-disciplinary professional team to drive Council's integrated approach to the delivery of critical community assets, by planning forward works programs, preparing comprehensively designed projects and applying robust project management guidance to delivery. The Manager plays a key role in collaborating with colleagues to develop and deliver the Operational Plan.

Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake the custodian role of Council's community assets ensuring that plans for renewal and upgrade meet strategic intentions.
- Oversee the development and currency of asset management plans integrated with Council's long term planning framework and financial plan to guide management and future expenditure on assets that add value to the community infrastructure network.
- Drive the delivery of robust project management principles that balance the competing demands for quality, scope, time and cost to reduce inefficiencies, better manage risks, boost productivity and improve outcomes.
- Facilitate Council's participation in the local Traffic Committee, implementation of Road Safety initiatives and Pedestrian Access and Mobility Plan.
- Provide support to Council's relationship with local emergency services so that information flow is integrated with Council's objectives and priorities and oversee implementation of Council's Resilience Framework to ensure Council and community is better prepared for disasters.
- Plan and manage project preconstruction activities including survey, design, cultural heritage and environmental (Part 5) assessments aligned with the Operational plan.

Key challenges

- Ensuring adequate planning and estimating is completed prior to delivery to inform funding models will require a manager with strong project management skills.
- Creating momentum and enthusiasm for continuous improvement within a multi-disciplinary workforce requires a leader who is energetic and can demonstrate capacity to articulate the goals and involve and motivate staff.
- Delivering organisational efficiencies through quality assurance and process improvement requires a manager who builds relationships with colleagues and peers and balances strategic thinking with an understanding of operational effectiveness.

Key internal relationships

Who	Why
Director Works & Civil and Executive team	Communicate information and provide risk management advice in relation to infrastructure and community asset planning and project delivery activities that may have an impact on the organisation's compliance requirements and reputation.
Managers	To collaborate on preparation of Council's Annual Operational Plan and consistency in policy application across the organisation. Celebrate service successes and achievements as a key member of the senior management team.
Staff	Inspire, motivate, support and lead the team to work collaboratively to achieve Strategic Infrastructure objectives in a timely, efficient and professional manner. Lead discussions and decisions regarding the development and implementation of innovation and best practice for improved service delivery.
Councillors	Provide advice that informs and supports strategic decision making regarding the transport network.

Key external relationships

Who	Why
Government Agencies, Contractors, Traffic Committee and members of the public.	Ensure strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other Government stakeholders and central agencies. Maintain currency of knowledge and awareness of statutory obligations and funding opportunities. Represent the organisation's interest and provide timely response and advice as required.

Key dimensions

Decision making

The position is responsible for all decisions relating to the day to day operations of the section, provision of advice to staff in relation to areas of responsibility, the resourcing of projects within existing budget constraints and providing timely advice to the director and executive team.

Reports to	Director Works & Civil
Direct reports	5 permanent direct reports including Road Safety Officer Senior Design Engineer Coordinator Property Coordinator Project Management Coordinator Emergency Management and Resilience
Indirect reports	Approximately 17






Essential requirements

Tertiary qualifications in civil engineering, traffic management or project management with experience in significant infrastructure projects ore related qualifications and demonstrated senior management experience providing oversight to delivery of infrastructure and/or community asset projects. Current driver's licence.

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 www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. 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	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	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		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> Is flexible and readily adjusts own style and approach to suit the situation Adjusts tactics or priorities in response to changes in the organisational environment Gives frank, honest advice, even in the face of strong, contrary views Accepts criticism of own ideas and responds in a thoughtful and considered way Welcomes challenges and persists in raising and working through difficult issues Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Builds and maintains professional relationships inside and outside the organisation Makes a strong personal impression and influences others with a fair and considered approach Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise Identifies key stakeholders and tests their level of support in advance of negotiations Uses humour appropriately to enhance professional relationships and interactions Pre-empts and minimises conflict by working towards mutually beneficial outcomes

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Is able to draw on wide-ranging interests and experiences when facing new challenges Thinks broadly about the root of problems before focusing in on the problem definition and solutions Is able to discuss issues from different angles and project impacts into the future Considers the broader context when critically analysing information and weighing recommendations Involves diverse perspectives in testing thinking and solutions
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> Ensures that organisational policy on procurement and contract management is implemented Applies knowledge of procurement and contract management risks to decisions Ensures others understand their obligations to manage and mitigate risks in procurement Implements effective governance arrangements to monitor provider, supplier and contractor performance Represents the organisation in resolving disputes with suppliers and contractors

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Workforce Leadership Lead and Manage Change	Advanced	<ul style="list-style-type: none">• Translates change initiatives into practical strategies, including the role of staff in implementing them• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders• Develops appropriate approaches to involve staff and stakeholders at various stages of the project• Implements structured processes to manage structural, system, process and cultural barriers to change• Provides coaching and leadership in times of uncertainty and difficulty for staff