

Position description

Manager Projects and Engineering

Division:	Infrastructure and Engineering Services
Department:	Projects and Engineering
Reports to:	Executive Manager Transport and Engineering
Number of direct reports:	3
Location:	Taree
Grade:	15
Employment status:	Permanent Full time
Date approved:	

Our Mission

"We deliver benefits for our community in a way that adds value and builds trust".

Our Organisational Vision

"Our vision is to be a high performing organisation where we are always striving to be better. One where we work collaboratively and are trusted."

Better Every Day

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

Reporting to the Executive Manager Transport and Engineering, the Manager Projects and Engineering will lead the Projects and Engineering Department. The Manager is responsible for providing leadership, direction and management to the Projects and Engineering team to ensure the achievement of outcomes in line with organisational strategies, objectives, vision and values. The Manager is a member of the Management Team.

The Manager is a member of the Transport Leadership Team and Organisational Leadership/Management Team.

The Projects & Engineering team is responsible for:

- Project delivery utilising either external contracts or internal day labour resources or a coordinated combination of both.
- Project, program and portfolio management including monitoring, performance reporting and the application of the project management framework with gateway reporting.
- Design management internally or externally
- Engineering standards and specifications
- Development assessment, approval and construction supervision
- Administration of the Roads Act approvals and bond process

Key Accountabilities & Duties

- Strategic management of the Department including people management and financial management.
- Provide leadership, support and direction to the Department including coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Manage the engineering aspects of developments and subdivisions.
- Manage projects, contracts and capital works delivery for Council.
- Manage the civil design and survey functions of Council.
- Administer the RMCC on behalf of Council.
- Undertake an auditing function of Civil Works on behalf of the Manager Transport Assets
- Utilise project management principles to manage and deliver competing objectives in a complex and politically contentious environment.
- Develop, deliver and continuously improve strategies, policies, systems and processes to ensure their effectiveness.
- Provide high level advice and reporting to Council, the General Manager and Management Executive Team to facilitate informed decision-making and achievement of Council's strategic objectives.
- Represent Council on committees and when dealing with other government bodies and the community.
- Participate in corporate projects as directed by the relevant Director or General Manager.
- Constructively contribute as a member of the Management Team.
- Initiate, support and champion change and assist the Department to accept and engage with organisational change.
- Contribute to the delivery of organisational outcomes and ensure delivery of the Projects & Engineering Department Operational Plan.
- Ensure the Department provides a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.

- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Essential Requirements






1. Tertiary qualifications in Engineering or a discipline related to the role, with post graduate qualification being highly desirable
2. Demonstrated experience at a management or senior engineering/supervisory level. Roads Authority or local government experience will be highly regarded.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role.
4. Demonstrated commitment to delivering high quality customer service outcomes, including through the development and implementation of effective stakeholder engagement strategies.
5. Highly developed interpersonal and communication skills with the ability to positively influence outcomes.
6. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound and merit-based decisions,
7. Ability to meet deadlines and work under pressure to meet business planning, program and statutory requirements.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence

Position Capabilities

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.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

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	Adept
	Deliver Results	Highly Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	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

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Name:

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒