

Melton City Council

Program Leader Property Infrastructure Services

PD: 00330

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Program Leader Property Infrastructure Services
Directorate	Planning & Development
Service Unit/ Department	Operations / Property Services team
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Property Services Coordinator
Supervises	Project Officer/s
Internal liaisons	<ul style="list-style-type: none">• Capital projects• City Design & Strategy• Engineering Services• Environment & Waste• Community Care• Families and Early Years• Community Planning• Libraries and Arts• Youth & Recreation• Managers• Executive• Councillors
External liaisons	<ul style="list-style-type: none">• Community Groups• Facility Tenants• Other Local Government Authorities• State and Federal Government Agencies and Departments• Consultants• Trade Service Contractors and Suppliers• Statutory Authorities• Industry and sector bodies

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

5. Child Safe Environment

Melton City Council is committed to ensuring a Child Safe environment.

4. Position objectives

- Facilitate and supervise the successful delivery of minor capital works projects for Councils built form (Buildings) infrastructure assets.
- Provide specialist advice to Council's service units and other stakeholders on matters relating to built form infrastructure design, regulatory compliance, component and material selection to maximise performance.

5. Key responsibility areas

- Lead the creation, implementation and maintenance of a collaborative model for accessing and assuring construction quality. Provide and facilitate advice, process, tools, direction and approval to ensure Community access to high quality built infrastructure.
- Conduct review and analysis of local and industry wide trends, to contribute to a body of knowledge of best practice design and material palettes relating to quality standards for construction and component performance.
- Create and maintain templates for the preparation of project briefs, specifications, contract documents, tender and quotation requests and completion reports including budget analysis as required for minor capital works.
- Implement processes with supporting procedures and tools to review and improve the build quality of Council's Built form infrastructure.
- Supervise, assist and support Project officers in the successful delivery of Minor capital projects.

- Provide data and assist in the preparation of council reports, briefings, and prepare management and progress reports for Senior Officers.
- Contribute to, and assist with the development of 5 and 10 year Building Component renewal planning.
- Participate in the after-hours rotating roster for the provision of high level support to Council's After Hours Duty Officer.

6. Accountability and extent of authority

- Adhere to policies, objectives and budgets. Regularly review and report the program's activity to ensure achievement of goals and objectives.
- Actions and decisions are taken with the knowledge that they may have a significant effect on the outputs of the program or public perception of the wider organisation.
- Financial performance and adherence to expenditure targets for the program is managed and monitored routinely and escalated on a 'by exception' basis to the Service Coordinator.
- Ensure specialist advice or regulatory compliance direction is provided commensurate with organisational goals, policies, relevant statute and legislation. Decisions are taken in the knowledge that they may have substantial effect on individuals or groups of individuals.
- Provide input into the development of policy and strategic documents relevant to the incumbent's field of expertise or as directed by the Coordinator. The quality of this work is governed with the knowledge that it can have a significant effect on the final documents developed.

7. Judgement and decision making

- Structured problem solving techniques are undertaken to provide specialised solutions or identify opportunities for improvement, apply 'root cause' analysis to a range of first hand observations, reports and available data.
- Solutions and improvements are generally determined and implemented from theory or precedent and application of established techniques to known or new situations, unless circumstances dictate the recognition that alternative techniques will be required, noting that guidance from within the organisation will not always be available.
- Provide support and assistance to the Coordinator in the resolution of issues generally pertaining to the management of staff and service delivery.

8. Specialist skills and knowledge

- Proficiency in application of theory and scientific approaches for the search of solutions to new problems and opportunities.
- Capture and analyse data, reports and research to identify salient issues and trends, with particular understanding and experience with Council service delivery from built form infrastructure.
- Understanding of Council's long term goals, aspirations and values and how the program activity can support the Service and wider organisation.
- Appreciation of the legal, social-economic and political context in which Council operates and consequential pressures on the program.
- Knowledge and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

- Provide specialist advice to Council's service units and other stakeholders on matters relating to project management, document coordination, building construction and quality standards, building component selection and expected materials performance.

9. Management skills

- Planning, prioritising and resource allocation skills for one's own work and supervised staff are required to achieve program specific and other organisation objectives, effectively, efficiently and within available resource, time constraints and conflicting pressures.
- Substantial experience with project planning, implementation and management of construction tasks at those sites that continue to deliver critical Council services to the Community.
- Facilitation of staff recruitment including a sound understanding of Human Resource policy and procedures including recruitment, training, staff development, OH&S, EEO, workplace terms and conditions.
- Understanding and ability to implement and manage the performance development of the program staff, including contributing to developing requirements and planning for long term staffing strategies of the Service.
- Consideration of Occupational Health and Safety, Equal Opportunity, Anti-Discrimination and other relevant legislation, when reviewing performance of the program.

10. Interpersonal skills

- Adapt oral and written communication styles to persuade, convince and negotiate the building of relationships and garner cooperation from facility managers, tenants, community, employees, authorities and other external organisations.
- Effectively communicate technical and other complex issues to all levels of facility users, the community, other service units, Executive and Council.
- Excellent written and oral communication skills, to enable preparation of reports, draft policy documentation, operational procedures, presentation of ideas and external correspondence.
- Motivate and develop the program's staff and establish an environment that motivates and supports colleagues and associates to achieve high levels of performance in the pursuit of specific and set objectives.

11. Qualifications and experience

- Tertiary qualification at degree or diploma level with several years of relevant work experience in Project Management with either Facility Management, Building design, Facility maintenance or other allied field commensurate with the requirements of the role; or
- Lessor Tertiary or Higher former qualification/s in field of relevant specialist expertise or management generally, together with greater period of experience; or
- Lessor Formal qualifications with extensive experience commensurate with the role.
- Current valid Victorian Driver's Licence.

12. Key Selection Criteria

1. Tertiary qualification at degree or diploma level with several years of relevant work experience in Project Management with either Facility Management, Building design, Facility maintenance or other allied field commensurate with the requirements of the role
2. Demonstrated ability to manage budgets and adhere to expenditure targets for a managed program.



3. Proven experience in understanding of financial reporting and cost control requirements for project and contract managements.
4. Expert understanding of the principles and practices of a wide variety of building construction techniques, componentry, functionality and maintenance tasks.
5. Proven ability to communicate technical and complex issues to various audiences. Including ability to write detailed reports in relation to the area of expertise
6. Demonstrated ability to manage a range of staff activities and the ability to effectively lead, mentor, and support staffs professional development.
7. Current valid Victorian Driver's Licence.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Operations	22/06/2022	
Approved by Position Title	Date Approved	
To be appointed		
Incumbent's name	Signature	Date