
Manager Infrastructure

Position description

October 2019



Northern Grampians Shire Council
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Position description

Position title	Manager Infrastructure
Classification	SEO
Department	Infrastructure

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or out in the community.

Position objectives

This position provides quality and timely engineering services to the Northern Grampians Shire Council. This position has responsibility for working with the Director Infrastructure in:

- Developing, reviewing, and implementing Councils asset management plans and strategies.
- Coordinating, monitoring and project managing Council's Capital Works Program.
- Managing design and engineering services.
- Developing and implementing relevant plans and procedures, and providing technical advice on a range of engineering matters.
- Managing major projects and contracts.
- Managing and providing leadership to the Infrastructure team.

Key responsibility areas

Asset Management

- Develop, review, and implement Councils asset management plans and strategies.
- Provide high level advice to senior management on service and whole of life asset management.
- Report to the Executive Leadership Team and Council on matters relevant to asset management.

Capital Works Planning

- Coordinate, monitor and project manage Council's Capital Works Program within budgetary, quality and time constraints.
- Contribute to the preparation of the annual five year capital Works Program.
- Administer the annual Capital Works Program budget.
- Make recommendations for referral to the Capital Works Program.
- Provide advice and assistance on capital works budgeting.
- Prepare and coordinate business cases for inclusion in the Capital Works Program.

Road, Traffic & Transport

- Develop and implement engineering programs and strategies for roads, traffic and transport.
- Monitor, review and implement the Road Management Plan, and fulfil a range of delegated functions under the Road Management Act and other associated legislation.
- Develop, manage and present public consultations.
- Manage consultants and contractors in the implementation of projects.
- Ensure timely and accurate reporting for grants and programs including Roads to Recovery, Local Roads to Market, Vic Roads and other programs.

Engineering Services

- Develop and implement Civil Engineering strategies, plans, policy and technical standards.

- Provide advice and counsel to Councillors and senior managers on engineering matters including service delivery.
- Pre-plan large design projects on the 5 year construction program.
- Identify emerging trends in engineering practices and implement improved processes, procedures and protocols.
- Establish the priorities for the Engineering function.
- Devise community consultation processes for the Engineering matters.
- Represent Council at forums, deputations, tribunals and public meetings.
- Develop and coordinate grant applications for external funds for provision of physical infrastructure.

Management of Infrastructure Department

- Lead and motivate a dedicated staff team working on infrastructure for the Shire.
- Develop and maintain the team's business plans, budgets and related reports.
- Work collaboratively with other staff within the Infrastructure Directorate and the broader organisation, to achieve a sustainable infrastructure development program.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Director Infrastructure
Manages	Coordinator Engineering Services, Asset Engineer, Asset Risk Officer
External relationships	Auditors, external contractors, general public, government departments and agencies.
Internal relationships	All Council employees

Accountability and extent of authority

The Manager Infrastructure is accountable for:

- The efficient and effective management of the Infrastructure team to meet the needs of the Council and the community.
- Management of the services and activities of the department in accordance with all relevant legislation and industry best practice.
- Preparation of business plans, service plans, performance development plans and performance indicators for the department that are consistent with Council's organisational planning framework.
- Departmental achievement of the objectives of the Council Plan.
- provision of high level advice to the organisation and Council in relation to departmental responsibilities.
- Strong relationships and management support within the department and in other key areas of the organisation.
- Development, management and monitoring of the Department's budget.

The Manager Infrastructure has the authority to:

- Make and implement independent decisions on the day-to-day operation of the team.
- Develop, support and implement strategies, policies and procedures.
- Freedom to provide specialist advice subject to professional and regulatory review.
- Undertake delegated authority in accordance with Council policy.

Judgement and decision making

- There will be a high degree of complexity in the work undertaken, guidance and advice may be sought from beyond the organisation and decisions will be consistent with relevant legislation, principles, policy or procedure.
- The position is required to exercise skills in problem solving and particularly to be proactive and innovative in the resolution of issues.
- Ability to translate corporate goals and objectives into practical outcomes.
- Develop priorities and plan improvements in accordance with overall team goals.
- Demonstrated ability to lead a team of professionals to provide effective and efficient performance in achieving Council's objectives.

Specialist skills and knowledge

- Detailed knowledge of infrastructure development and operations and proven ability in securing funding.
- Extensive knowledge of the current legislative environment as it applies to the responsibilities of the position.
- Demonstrated ability to utilise existing and new systems for the collection and analysis of data, performance reporting and monitoring.
- Ability to think strategically both within and outside the department, while identifying operational impacts of strategic decisions.

Management skills

- Management skills with the ability to provide leadership, effective communication and appropriate resources to a team of professional service providers.
- High level written and verbal communication skills and a high level of negotiation skills and the ability to resolve problems innovatively.
- Ability to perform in a strategic management role and to ensure appropriate service delivery consistent with corporate objectives and the service expectations of customers as appropriate.
- Ability to plan, introduce and manage change.
- Financial skills with the ability to manage the financial operations of the service area and contribute to the overall financial management of the organisation.

Interpersonal skills

- Highly developed interpersonal skills evidenced by an ability to build and maintain effective relationships with Council, management, employees and the community.
- Well developed skills in written communication including letter writing, reports to Council, Government and other agencies.
- The ability to provide specialist advice to, and work confidently with the Chief Executive Officer and Senior Leadership Team with the experience to effectively challenge and contribute to the strategic direction of the organisation.

Qualifications and experience

- Tertiary qualifications in the fields of Civil Engineering, Project Management or related discipline.
- Extensive experience in program development, planning and policy formulation and implementation in infrastructure development.
- Significant experience in delivering infrastructure works.
- Significant experience in managing staff.
- Experience in working cooperatively with the community, and other stakeholders to achieve organisational outcomes.

- Experience in project management, strategy development and development of processes and systems to underpin the operation of the Department.

Selection criteria

1. Tertiary qualifications in the fields of Civil Engineering, Project Management or related discipline.
2. Extensive experience in program development, planning and policy formulation and implementation in infrastructure development.
3. Substantial experience in project management.
4. Leadership skills with the ability to provide management, effective communication and appropriate resources to a team of professional service providers.
5. Demonstrated experience in strategy development and the development of processes and systems to support the operations of the Department.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying Period - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	October 2019
Reviewed by	Director Infrastructure
Approved by	Chief Executive Officer