



Candidate Briefing Document

Director of Infrastructure Services

Paroo Shire Council

Date: May 2020



ABOUT THE REGION

Paroo Shire, south-west Queensland, is bisected southwards by the Warrego River. A fine waterhole was discovered in 1847 by Edmund Kennedy and became the site of Cunnamulla. The Shire is named after the Paroo River, which runs west of Cunnamulla.

It was not until 1862 that there was an inrush of pastoralists wanting to settle in the area. The shire's artesian waters saw great prosperity for one entrepreneur, James Tyson, who established Tinnenburra station south of Cunnamulla, becoming the largest holding in Australia and its woolshed the largest in the world in 1896.

The administrative centre of Paroo Shire was established in Cunnamulla in 1879. Not long after, some of the large pastoral holdings were subdivided for farms and attracted new settlers who tapped into the artesian waters.

Paroo Shire experienced high prosperity in the 1950s with good seasons and unprecedented wool prices. Sheep grazing remains the dominant industry with beef cattle making a significant contribution. In the 2011 census, the population was 1857 with 30.8% being Indigenous persons.

Located in a semi-arid zone, the region has temperatures ranging from 15 – 37 degrees in Summer and 2 – 25 degrees in winter.

<https://cunnamullatourism.com.au/>



ABOUT COUNCIL

Paroo Shire covers 47,633 square km and is in South West Outback Queensland.

The four towns of Cunnamulla, Yowah, Eulo and Wyandra are all found within the shire, Cunnamulla being the hub and centrally situated on the crossroads of the Balonne and Mitchell Highways.

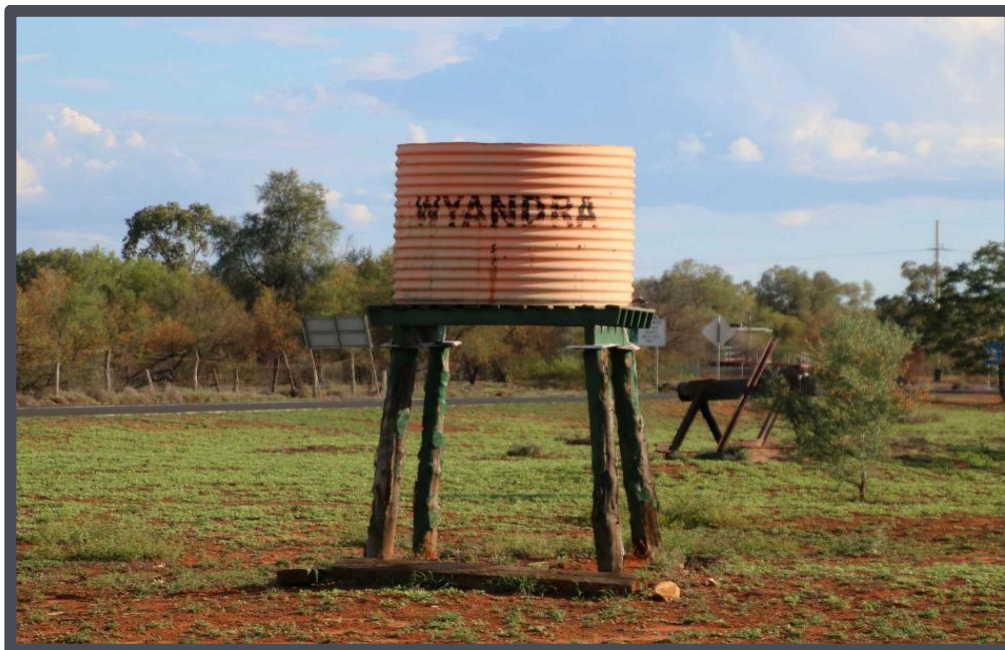
With a current population of approximately 1600, Paroo has a vast cultural diversity. Main industries within the Shire are beef, lamb and wool production, Apiary, grapes, opal mining and a growing tourism industry.

The Council is made up of 5 Councillors and the Executive Committee, which is responsible for, Asset Management, Workplace Health & Safety, Economic Development, People & Culture, Local Disaster Coordination and Executive Support.

Council secured several grants for funding towards the following Community amenities:

- Council Administration Building
- Shire Hall Upgrade
- New Sewerage Treatment Plant and recently completed Sewer Relining
- Riverwalk and Artesian Spa Project
- A Multicultural Community Migrant resettlement project

<http://www.paroo.qld.gov.au/home>



ABOUT THE ROLE

Position Details

Position Title:	Director of Infrastructure Services	Classification:	Senior Management
Location	Cunnamulla	Duration:	4 Year Contract
Department	Operations	Employment Type	Full time
Reports to:	Chief Executive Officer	Direct Reports	7

The Department

Councils Operations Department is responsible for the management and delivery of construction and maintenance programs throughout the Paroo Shire. This role has seven direct reports, including:

INFRASTRUCTURE PROJECTS & PLANNING

Capital Works Programs
Operational Works
Projects

RESOURCE COORDINATION

Fleet Management
Warehouse/Stores
Waste Management
Quarry Management

SHIRE SERVICES

Maintenance

Roads
Parks & Gardens
Stormwater

Essential Services

Water & Sewerage
Aerodrome

POSITION OBJECTIVES:

Paroo Shire Council is currently seeking a suitably qualified and experienced officer with the vision to proactively drive change, develop innovative solutions and assist in guiding Council's sustainability into the future.

Reporting directly to the Chief Executive Officer (CEO), you will take responsibility for implementing the strategic direction set by Council, and operational management of Council's works and infrastructure assets and providing Council with high quality construction and maintenance programs. These works will include but not be limited to roadworks, bridges, water, sewerage, waste, airports, sporting facilities and parks and gardens infrastructure.

Leadership within this role is paramount along with building and maintaining a strong team environment. This position operates under limited direction and needs to exercise a high degree of autonomy to make decisions. As a representative of Council, professionalism and providing courteous customer service is essential.

This position has authority to adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council and the community are protected against reasonable loss.

RESPONSIBILITIES OF THE ROLE:

- Participate as a member of the Executive Management Team, and promote cooperation, coordination and the sharing of information between departments in pursuit of Paroo Shire Council's corporate objectives.
- Develop, in conjunction with the Executive Management Team, annual Infrastructure Capital and Operating Budgets for approval and implementation.
- Program all Council works including maintenance, in accordance with Council's Corporate and Operational Plans and adopted budgets.
- Identify strategic goals and priorities for Infrastructure and submit recommendations to the CEO for Council approval.
- Prepare Works Programs for the implementation of approved construction and maintenance activities.
- Constantly review performance against budget and take remedial action for any variances identified.
- Encourage Supervisors to take greater responsibility for the performance of their teams.
- Ensure the effective integration of strategy, structure and staffing arrangements to give effect to Infrastructure Corporate Goals.
- Meet with the CEO regularly for advising on Operations performance and progress.
- Provide the CEO with comprehensive, informed reports as required, on Operations performance overall, and special projects.
- Manage the implementation of Quality Assurance, safety and environmental management systems within the organisation relating to Operations.
- Prepare specifications tenders and undertake contract administration for works undertaken by contract.
- Prepare and/or supervise asset management programs for all infrastructure assets.
- Prepare or arrange for investigations, survey and design of road works, water supply and other works, including preparation of working drawings and estimates for construction and maintenance jobs.
- Liaise with Councillors, other staff members, departmental officers and the public with respect to engineering matters and in accordance with relevant legislation and adopted policies and procedures.
- Organise regular meetings of Operations supervisors.
- Provide leadership and technical advice to ensure the completion of projects on time and within budget.
- Participate in the recruitment and selection of new employees, against agreed position description in accordance with Council's employment policy and approved organisational structure.
- Ensure that the performance of all Operations staff is appraised periodically against mutually agreed goals, at least annually.
- Ensure that Operations staff comply in every respect with EEO, WH&S legislation and any other legislative requirements.
- Participate in the resolution of employee grievances at grass roots level so that they do not escalate into a major industrial relations dispute.
- Keep the CEO advised of any potential industrial relations issues, which may have an impact on Paroo Shire Council.
- Keep the Paroo Shire Council apprised of any technological developments, which could benefit the Council and/or Infrastructure.
- Actively participate as a member of the South West Queensland Regional Roads Group Technical Committee, and to ensure that all information and submissions on behalf of Paroo Shire are provided to the Regional Roads Group in a comprehensive, accurate and timely manner.
- Annually review RMPC unit rates and to prepare project management plans and costing for TMR.
- Annually review and report on water supply and waste services and management plans.
- Ensure compliance with, and demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and other policies and demonstrate appropriate behaviour for a public sector employee.
- Any other duties as required within the limits of the employee's skills, competence and training.

EXPERIENCE & QUALIFICATIONS

Knowledge

- A comprehensive knowledge of legislation, regulations, standards, guidelines, codes and frameworks as applicable to Local Government Operations.
- Demonstrated knowledge of quality assurance compliance, asset management planning and local laws.
- Sound knowledge of Work, Health & Safety practices.
- Comprehensive knowledge of Local Government practices and the current issues in Local Government in Queensland particularly those affecting rural and regional Councils.

Skills & Ability

- Demonstrated leadership skills including the ability to provide the team with clear objectives and inspire a positive attitude to work.
- Ability to work effectively with the Council, CEO, Executive Management Team and with the local community
- Demonstrated ability in initiating and managing change processes and performance management
- Demonstrated commitment to people management practices that value continual learning and professional development.
- Highly developed conceptual and analytical skills, including the ability to identify emerging issues, trends and risks, and impacts and the expertise to resolve complex operational program and service delivery issues.
- Highly developed written communication skills including the ability to write in a clear, fluent and concise manner, produce written communications that are appropriate and readily understood by the intended audience and organise information in a logical sequence

Experience/ Qualifications

- Qualification in Engineering with RPEQ being desirable, coupled with a minimum of 5 years' experience within a management role focused on civil engineering / roads construction and maintenance or similar field.
- Significant experience in RMPC and other road works contract administration, maintenance of water supply, sewerage and waste management systems.
- Demonstrated leadership, motivating a team and fostering a culture of change within an organisation, and ability to hold staff accountable.
- Demonstrated competence in managing priorities to meet business planning, program and statutory requirements
- Prior experience in the use of Microsoft Office, MS Project, and MapInfo and the ability to quickly acquire working knowledge of Paroo Shire Council systems and processes.
- Proven experience in providing high level reports and recommendations to senior management, conducting in-depth research and problem solving.
- Extensive Local Government experience.
- Current restricted Driver's Licence (C Class Minimum)

REMUNERATION

Position Title:	Director of Infrastructure Services
Level:	Contract (4 years)
Base Salary:	Executive Salary on offer The amount on offer will be commensurate with skills, qualifications and experience
Allowances	Nil
Standard Hours:	38 Hours / Week (7.6hrs/day)
RDO:	No
Leave Loading:	17.5%
Superannuation:	9.5% or 12% based on 6% employee contribution
Leave Accrual (# of days/year):	Annual Leave - 25 days/year Personal Leave – 15 days/year
Motor Vehicle	A fully serviced motor vehicle, in line with Council's Fleet will be provided for unrestricted private use within the Shire.
Housing	Option of furnished/unfurnished subsidised housing available



CONTACT

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