



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Capital Program Manager	
Division	Assets and Environment	
Group	Footpaths, Roads, Traffic and Stormwater	
Responsible to	Group Manager Roads, Footpath, Traffic, Stormwater	
Position Supervises	Direct: 5 Indirect: 25 (TBC)	
Position No.	IW0261	
Status	Permanent full-time	
Hours	Reasonable hours as are necessary and notionally based on 35 hour week	
Remuneration	<p>An annual Total Remuneration Package (TRP) range of \$152,492 to \$169,090 plus appropriate market allowance subject to approval required in recognition of:</p> <ul style="list-style-type: none">• Market relativity• Additional hours worked required to meet position requirements and performance expectations• Access to IWC motor vehicle lease back• Option to Salary Sacrifice for nominated otherwise deductible items as requested (if taken up) <p>The TRP includes the following components:</p> <ul style="list-style-type: none">• base salary and superannuation (SCG) contribution (currently 9.5%) and may include:• market premium inclusive of civil liabilities allowance• cost of non-cash benefits• cost of fringe benefits tax (FBT)	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Police Check	
Date reviewed: May 2019		Reviewed by: Group Manager Footpaths Roads, Traffic and Stormwater

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sqkm.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

You will lead and manage the capital works delivery team accountable for investigations, planning, design, specification, stakeholder engagement, project management, procurement, contract management and financial management, to deliver sustainable infrastructure outcomes for road, traffic, cycling and stormwater assets which address social, environmental, economic and governance objectives of Council's Community Strategic Plan. You will lead the development and adoption of best practice project management systems and processes across the Roads & Stormwater Group ensuring capital programs are delivered within the budgeted year.

You will direct/manage the work and activities of your staff and ensure that the team consistently works to meet its targets and commitments against their individual or team work or performance plans and Council's Operational and Strategic Plans. You will lead and inspire the team, coach and develop staff, facilitate partnerships across Council and help solve problems and resolve issues, and model achievement of goals and commitments.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in civil engineering, project management or other appropriate discipline recognised by relevant Australian professional institute.
2. Comprehensive experience and demonstrated ability in leading & motivating teams in the successful delivery of infrastructure capital works with the capacity to inspire and support innovative thinking.
3. Highly developed service delivery, project management, procurement and contract management skills successfully utilised in delivering infrastructure programs.
4. Strong interpersonal & communication skills, ability to work within a multi-disciplined team environment, engage stakeholders & work collaboratively. Ability to represent Council at high level meetings, forums and with community groups.
5. Strong customer service ethic.
6. Comprehensive financial management and budgetary experience.
7. Knowledge and skills in contemporary management practices, staff management, performance management, staff development, change management and quality management systems.
8. Current NSW Class C Driver's License.

Desirable Criteria:

1. Demonstrated appreciation of the complexity of Local Government, in particular the social, political and legal frameworks within which it operates.
2. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Program Management

- Achieve project & program delivery goals (encompassing quality, time, cost, creativity, governance, environmental, safety, community & stakeholder expectations).
- Achieve “value for money” in project development, design, procurement and delivery.
- Ensure the successful development, acceptance and implementation of projects and programs through effective liaison, communication and engagement and developing and maintaining effective working relationships with all stakeholders both internal and external to the organisation.
- Assist in Council’s risk minimization by:
 - Facilitating the competent review, authorization and management of infrastructure delivery plans, budgets, designs, tenders and contracts.
 - Providing competent administration and superintendence of contracts.
 - Coordinating the development of floodplain management plans and policies.
 - Facilitating timely input into development assessment referrals to achieve corporate timeframes.
 - Investigating, preparing and actioning technical reports concerning relevant public liability claims.
 - Preparing “Statements of Evidence” for court hearings and representing Council as an expert witness as required.
 - Committing to and implementing Council’s Safety and Environmental principles and practices.
 - Ensuring strong technical skills including project, financial and contract management are developed, adopted and practiced at all times by staff within team.
 - Participating in continuing professional development opportunities and developing the competency level of team members.
- Review, develop, update and execute operational policies, procedures, goals and business plans that ensure relevance, effectiveness and compliance with regulations

Financial Management

- Plan, develop, manage and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance.
- Regularly communicate with Group Manager and Finance staff with regards to the status of the team’s budget, changes and/adjustments that need to be made to keep the budget current and accurate.
- Investigate and pursue alternative income and revenue generation where available.
- Maximise Council’s access to and use of grant funds for infrastructure initiatives by:
 - identifying sources and preparing sound grant submissions and applications,
 - developing strong relationships with relevant government agencies,
 - administration and delivery of grant funded projects within grant guidelines, timeframes and agency expectations.

Leadership and Service Management

- Lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments.
- Facilitate the development and implementation, review and maintenance of systems and procedures which model industry best practice.
- Ensure that the Group Manager is informed of any issue which may affect staff, the community and/ or service delivery.
- Contribute to the provision of well managed public assets and infrastructure services through:
 - responsive management of customer requests for service and timely provision of professional/ technical advice and recommendations to both internal & external customers.
 - Effective management of council's street lighting functions to funded service levels minimizing long term financial and environmental impacts.
 - The timely development, implementation, monitoring and renewal of council's commercial road furniture & bus shelter contract & associated program.
- Develop "best practice" policies, procedures and solutions through:
 - Research and analysis to identify areas of deficiency, industry best practice and cost effective solutions.
 - Consideration of political sensitivities, lifecycle costs, safety, amenity, environment, accessibility, community expectations and other risk management issues.
 - Provision of leadership & mentoring in the understanding of project management, contract administration and sustainability issues & development of associated skills across the team.
 - Timely review of Council contract documentation, design codes, specifications, standards and relevant policies to maintain currency and relevance to Council objectives and community expectations.
 - Effective representation on relevant council & external committees and working groups.
- Contribute to the planning, policy development and effective operation of the Service Unit by:
 - Providing timely and accurate management reports, presentations and information.
 - Relieving in the position of Group Manager as required.
 - Undertaking other tasks and duties as required consistent with the principal objectives and responsibilities of the position.
- Promote the image of Council and the Service Unit as being a professional, committed, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the Unit's clients.

Staff Management

- Lead, motivate, support, develop and manage staff in a way that is consistent with Council's principles/values, policies and systems
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff

- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

Emergency Management

- Provide support to the Local Emergency Management Officer (LEMO) and Chair of the Local Emergency Management Committee (LEMC) in the performance of their functions.
- Perform the role of alternate LEMO providing executive support to the LEMC and Local Emergency Operations Controller (LEOCON) as required.
- Provide resources and assistance in support of emergency response operations.

KEY RELATIONSHIPS:

Internal: Mayor & Councillors
 Committee & Strategic Reference Group Members
 Leadership Group
 Group Manager
 Managers within Roads & Stormwater Group
 Council Management Group
 Operational & professional staff.
 Local Emergency Management Officer

External: State Government Departments & Agencies
 Members of Parliament
 Emergency Response Agencies
 Contractors & external service providers
 Local community groups
 Residents, businesses & ratepayers
 Developers
 Members of the public

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
MANAGERS / SUPERVISORS WITH STAFF REPORTING TO THEM AND/OR MAJOR PROJECT
RESPONSIBILITY**

LEVEL 4

Level 4 Managers & Supervisors have the responsibility to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They also carry responsibility of enforcement of compliance by employees and non-employees within their area of control to all of Council's WH&S policies, procedures safe work practices and WH&S legislation. These responsibilities are performed and monitored by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Ensuring all contracts are developed and delivered in accordance with WHS requirements. 	<ul style="list-style-type: none"> Evidence of contract provisions Evidence of actioning non-conformance
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Capital Programs Manager as detailed in this document.

Signature:

Date: / /