

POSITION DESCRIPTION

Position Title	Manager Built Environment
Position No.	733
Position Status	Permanent Full-Time
Business Unit	Built Environment
Division	Built and Natural Environment
Classification	Senior Executive Officer
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	February 2021
Approved By	General Manager Built and Natural Environment

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Manager Built Environment is a member of the Wellington Shire Council (WSC) Leadership Team and is responsible for delivering a range of strategic services to the organisation. The Manager Built Environment manages:

- Road and drainage infrastructure planning
- Road related special charge schemes
- Subdivision infrastructure development
- Road maintenance and operations
- Direct managed facilities maintenance including Councils boating and marine infrastructure.

ORGANISATIONAL RELATIONSHIPS

Reports to	General Manager Built and Natural Environment
Supervises	Coordinator Road Planning, Coordinator Infrastructure Development, Coordinator Built Environment Facilities, Team Leader Road Management and Operations (Rural-East, Rural-West, Rural-South and Urban).
Internal Liaisons	All Council staff and Councillors

External Liaisons Regional Council Representatives, Suppliers and Consultants.

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Manage the Built Environment Unit to ensure service, planning and policy objectives are met efficiently and effectively within the confines of established budgets, timeframes and plans.
- Manage the Built Environment Unit in accordance with the Council Plan, Business Unit Plan, the Local Government Act 1989 and other relevant legislation.
- Provide policy advice to the General Manager Built and Natural Environment, Chief Executive Officer and Council.
- Manage internal operations and contracts within budget and in accordance with delegations.

Judgement and Decision Making

- The principal area of decision-making relates to the direction and management of the Business Unit and the guidance of Council with respect to matters that relate to the functions of the Business Unit.
- The position holder exercises extensive judgment in planning the maintenance, replacement and development of Council infrastructure.

Specialist Knowledge and Skills

- Knowledge of the relevant legislation applicable to Built Environment Business Unit.
- High level contract management and works planning skills.
- High level knowledge of infrastructure maintenance practices and service delivery.
- High level knowledge of infrastructure planning.
- Extensive OH&S knowledge.

Management Skills

- Analysis and high level problems solving skills.
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
- Ability to effectively manage a large, diverse team comprised of specialists and general operational staff.
- Ability to delegate responsibility, which allows and encourages freedom of action within agreed parameters.
- Ability to lead, motivate and develop staff resulting from a clear vision of Council's direction and a commitment to achieving results.

Interpersonal Skills

- Outstanding interpersonal, communication and negotiation skills.
- Superior time management and organisational skills.
- Experience managing significant contractual relationships with a range of suppliers.
- Significant experience in a senior leadership role.
- Knowledge of issues relating to the local government sector in Australia.
- Superior experience in an advocacy and community consultation.
- Ability to build effective working relationships with a variety of internal and external stakeholders.
- Superior skills in sensitive listening, discussion, negotiation and resolution of issues and problems with staff and customers.

Qualifications and Experience

- Tertiary qualifications in Engineering.
- Post graduate qualifications in Management or Chartered status preferred.
- Significant experience managing substantial budgets across multiple areas.
- Significant experience leading and motivating a large group of geographically dispersed employees.
- Significant experience developing high level strategic plans and demonstrated capacity to meet the milestones within tight timeframes.
- Advanced Microsoft Office skills.
- Drivers license.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Drivers licence.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements and Corporate Performance Indicators (CPIs) are being met effectively and efficiently.
- Ensure formal performance appraisals are undertaken for all direct reports and staff, twice per annum and that the appraisal / reporting system is updated.
- Ensure all staff (and self) are aware of and adhere to, Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).
- Ensure all staff are developed in order to meet the technical, skill, governance and compliance requirements of their role.
- Ensure effective and timely communication of relevant matters via individual and/or business unit meetings.
- Ensure the effective recruitment and training of staff.

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Ensure that business unit CPIs, service levels and other targets are continually met and liaise with stakeholders to resolve any impacting issues.
- Develop and maintain all business unit policies and processes and ensure opportunities for improvement are identified and implemented.
- Lead continuous improvement activities as per Wellington Excellence by ensuring that all opportunities for improvement are identified and implemented.
- Review business unit systems view annually to ensure currency is maintained and that all business unit employees have a shared understanding of business unit purpose and direction.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered and established community engagement processes are followed.
- Identify, analyse and understand key business unit risks and mitigating actions and ensure that the risk management plan is current.
- Ensure input, maintenance and currency of the business continuity plan.
- Ensure that all business unit staff, and self, maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Ensure business unit activities are aligned with the strategic long term vision for Council, the Council Plan and Council Strategies, demonstrating alignment through regular planning and reporting activities.

- Ensure that operational plans, accountabilities, policies and processes are measurable, understood and implemented.
- Manage business unit annual budget and accurately enter into corporate finance system.
- Report monthly in corporate finance system on business unit expenditure, any variances and adjust phasing if required.
- Ensure all audit findings are resolved within agreed time frames.
- Ensure all business unit monthly reporting including progress and percentage completion of CPIs, business unit projects and other monthly highlights in the corporate planning and reporting system is completed.
- Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Oversee the delivery of a range of built environment services to ensure the community has access to safe and effective infrastructure in accordance with CPIs.
- Lead major works planning discussions to ensure all relevant factors are considered and effective strategies and solutions are engaged in planning activities.
- Approve major works plans to ensure all such works/projects are in accordance with Council priorities, the needs of the community and meet the relevant budgetary requirements.
- Ensure Council and Consultant's designs are prepared in accordance with Council, Vic Roads, Australian Standards and any other appropriate standards as may be the case.
- Ensure that the evaluation of infrastructure development proposals meet Council's objectives through full consideration of relevant infrastructure development requirements.
- Oversee the council's maintenance services for roads, drainage, direct managed facilities, boating and marine infrastructure in accordance with CPIs, ensuring they are effectively maintained and serviced to allow their good working order to be maintained.
- Manage significant and complex contractor arrangements, ensuring services provided meet the expectations of Council in accordance with CPIs.