

Position Description

Director Infrastructure



Directorate	Infrastructure
Location	Berrigan
Classification/Grade/Band	Professional/Specialist Band
Position Code	DIS
Date position description updated	16 January 2024

Council overview

Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands.

Council values

Teamwork

A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title

Reliability

Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.

Honesty

A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes.

Service

Service is the core of our commitment to the community and is well considered and strategic in its delivery

Primary purpose of the position

Provide high level strategic direction and leadership to the Infrastructure Team.

The Infrastructure team is responsible for engineering and technical support, road construction and maintenance, town and park maintenance, general construction, aerodrome management, environmental management including water and sewer services, and landfill management.

The position will be focussed on the continuous improvement of Council's operational services.

Key accountabilities

Within the area of responsibility, this role is required to:

- develop, implement and deliver Council's annual and rolling capital and operational works programs and strategic plans to develop and deliver Council's Operational and Delivery Program,
- actively manage services and facilities provided by the infrastructure team,
- promote continuous improvement within the Infrastructure Team, emphasising high levels of efficiency and productivity and encouraging appropriate delegation and responsibility to all staff,
- actively manage Council's grant funding programs and ensure acquittals are prepared in line with funding guidelines and on time,
- actively develop and manage the budget for the Infrastructure Team across all service delivery areas, including the development of a 10 year capital works program, by working closely with the Finance Team,
- monitor and evaluate the performance of all staff within the Technical Services department, and ensure appropriate levels of staff training and development are maintained,
- monitor and review Council's Asset Management Plans, ensuring opportunities and threats to the Council's assets are identified, and staged construction and/or replacement is recognised and included in Council's plans,
- actively operate, maintain and manage the Tocumwal Aerodrome,
- work closely with the Enterprise Risk Manager to comply with and implement the Local Emergency Management Plan,
- work closely with the Executive Leadership Team to ensure Council functions effectively across all areas of service delivery.

Key challenges

- Ensuring Council meets its obligations under the Integrated Planning and Reporting Framework while balancing other Council obligations.

- Working across a broad and complex range of Council functions and services to ensure a consistent approach to service delivery across your areas of responsibility.
- Working with the Executive Leadership Team on sensitive and potentially confidential matters
- Maintain high levels of accountability for the achievement of the objectives of the Infrastructure Team.
- Significant growth in the Shire, particularly Tocomwal will bring with it critical infrastructure issues that will need to be considered and planned for in order to appropriately support the expected population increase
- Disaster funding has provided
- Balancing the community's service delivery expectations against the realities of Council's budget, resources and other external requirements.

Key internal relationships

Who	Why
Chief Executive Officer	<ul style="list-style-type: none"> • Direct manager • Consult and concur on matters relating to strategy, governance and policy as they relate to the Infrastructure Team • Advise accurately and in a timely manager regarding the status of capital works projects, operational matters and service delivery outcomes • Discuss and advise on asset replacement and budget requirements
Deputy Chief Executive Officer	<ul style="list-style-type: none"> • In Direct Manager.
Executive Leadership Team	<ul style="list-style-type: none"> • Provide strategic direction and advice regarding your area of responsibility • Seek feedback regarding the status of projects • Liaise regularly to discuss issues in the workplace • Advise on changes to work processes / projects, • Work closely with and support the team as part of an effective team leadership group.
Communications, Marketing and Engagement Coordinator	<ul style="list-style-type: none"> • Collaborate on service delivery outcomes, particularly where they are related to grant funding.
Infrastructure Team	<ul style="list-style-type: none"> • Actively lead and support all members of your Team, including mentoring and disciplinary action as required. • Seek regular feedback from your team as to their work processes and needs. • Liaise regularly with your team to actively engage with workplace issues and continuous improvement.
Council	<ul style="list-style-type: none"> • Give timely and accurate updates regarding the status of projects and the Infrastructure Team's budget • Provide guidance on matters of strategy, including technical requirements, budget, legal and other strategic issues related to infrastructure management and maintenance. • Work as part of an effective team

Key external relationships

Who	Why
Statutory Authorities and Industry Associations	<ul style="list-style-type: none">• Keep abreast of new technologies and changes to work processes• Maintain essential relationships to ensure timely and accurate responses to grant funding acquittals and other essential reports
Local Business Groups	<ul style="list-style-type: none">• Develop positive relationships with local businesses to assist with the successful delivery of Council services

Key dimensions

Decision making

The position has autonomy with the Infrastructure portfolio to prioritise projects, workloads and resources to ensure effective delivery Council services, including undertaking service reviews and improvement activities.

There are significant statutory deadlines that must be met by the position, internal stakeholders and any consultants engaged to undertaken Infrastructure related service delivery. Hence, timely referral and escalation of matters that will impact the deadlines set by Council policy or negotiated and agreed with internal partners or consultants is expected.

Delegated authority is provided to the incumbent (subject to compliance with legislation) including:

- obtaining quotations for project deliverables and authorising related purchase orders,
- approving or refusing payment to contractors or creditors,
- authorising expenditure for emergency works in liaison with the CEO and / DCEO,
- sale of old materials, or obsolete equipment according to Council's policies and procedures,
- engage consultants to assist with the delivery of Council projects,
- make recommendations regarding staffing matters,
- reply to correspondence and refer correspondence without prior consideration of Council.
- sign contracts, deeds and agreements that do not require the Council seal and fall within your delegated authority.
- recommend the appointment of staff to the Infrastructure Team in accordance with the organisational structure and resources approved by Council and in concurrence of the CEO.
- manage direct and indirect reports within the Infrastructure Team in accordance with Council's policies and any relevant Awards or statutory requirements.
- instruct or engage Council's solicitors and counsel.
- approve stormwater drainage works.
- implement any work, service or action provided for in adopted Integrated Plans without further reference to Council (with exceptions as outlined in Delegations of Authority),
- sign funding applications once approved by Council
- ensure funding agreements are met, including acquittal processes
- authorise the repair, maintenance and replacement of Council's plant, equipment and vehicles,

- determine the reserve price and disposal of plant, equipment and vehicles by public auction, tender or trade-in
- operate, maintain and manage the Council's aerodrome.

Reports to

Chief Executive Officer

Direct reports

Four:

- Operations Manager Transport
- Operations Manager Sustainability
- Assets and Engineering Manager
- Graduate Project Engineer

Estimated number of indirect reports

>60 staff including:

- Design Engineers
- Workshop
- Roads and Maintenance Overseer and staff
- Parks and Gardens Overseer and staff
- Sustainability Overseer and staff
- Technical Officers

Budget (operating and capital expenditure)

Overall responsibility the production of operating and capital expenditure budgets for the Infrastructure Team.

Authority level A in accordance with Council's procurement procedures, subject to legislation, Council budget and delegation:

- Unlimited Capital expenditure
- Unlimited Operating expenditure

Essential requirements

Formal qualification in Civil Engineering acceptable for 'Professional Engineer' membership of Engineers Australia.

Proven senior management experience leading a multi-disciplined team.






Demonstrated experience in managing State and Commonwealth Funded Capital Works grants.

Demonstrated understanding of the relevant economic, political, social and environmental issues for local government and of the role of local government in supporting communities.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Highly Advanced
	Demonstrates Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Highly Advanced
	Create and Innovate	Highly Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Adept
	Assets and Tools	Highly Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Highly Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Highly Advanced
	Optimise Workforce Contribution	Highly Advanced
	Lead and Manage Change	Highly Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adapatability	Highly Advanced	<ul style="list-style-type: none">• Is comfortable with constant change, and able to adjust accordingly• Provides sound rationale for agreed positions while remaining open to valid suggestions for change• Creates a climate which encourages openness and debate around critical issues• Raises critical issues and makes tough decisions• Persists in the face of complex and novel challenges• Manages own emotions and acts as a stabilising influence in emotionally charged situations
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none">• Champions and acts as an advocate for the highest standards of ethical and professional behaviour• Set a tone of integrity and professionalism in the organisation and in dealings external to the organisation• Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use• Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour• Acts promptly and visibly in response to complex ethical and people issues
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none">• Present with credibility and engages varied audiences• Translates complex information concisely for diverse audiences• Creates opportunities for others to contribute to discussion and debate• Demonstrates active listening skills, using techniques that contribute to a deeper understanding• Is attuned to the needs of diverse audiences, adjusting style and approach flexibly• Prepares (or co-ordinates preparation of) high impact written documents and presentations

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none">• Credibly promotes the organisation's position in the community, region and sector• Builds and maintains a wide network of professional relationships outside the organisation• Obtains the commitment of key stakeholders to major projects and ensures ongoing communication• Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy• Uses sound evidence-based arguments supported by expert opinion to influence outcomes• Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution.
Results Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none">• Quickly grasps unfamiliar concepts and deals comfortably with complexity• Demonstrates deep knowledge and expertise across numerous subject areas• Critically analyses information and seeks diverse perspectives to formulate effective responses to policy issues• Identifies and evaluates broader impacts of proposed policies and solutions• Makes good decisions based on available evidence, observed patterns and evaluation of risks and benefits
Results Deliver Results	Highly Advanced	<ul style="list-style-type: none">• Creates a culture of achievement by setting stretch goals and high expectations for self and others• Shares leadership responsibility and decision making authority, where possible• Drives organisational activity in an environment of ongoing change and uncertainty• Identifies and removes potential hurdles to achievement of sustainable outcomes
Resources Assets and Tools	Highly Advanced	<ul style="list-style-type: none">• Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan• Ensures effective governance of the allocation, maintenance and investment in assets and tools• Promotes the role of councils as custodians of community assets• Actively pursues asset risk minimisation strategies, plans and outcomes.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Procurement and Contracts	Highly Advanced	<ul style="list-style-type: none"> Ensures procurement and contract management policy and practices are in line with guidelines Ensures effective governance of procurement processes and management of supplier and contractor performance Monitors and evaluates compliance with and effectiveness of procurement and contract management policies and procedures
Workforce Leadership Manage and Develop People	Highly Advanced	<ul style="list-style-type: none"> Creates a climate in which people across the organisation want to do their best Ensures the organisation engages in effective performance management, development planning and talent identification Drives executive capability development and ensures effective succession management practices Creates a climate in which senior staff value regular feedback, continuous learning and new experiences Ensures workforce management systems, policies and practices are inclusive of all individuals Instils a sense of urgency around addressing performance problems among leaders in the organisation.
People Management Inspire Direction and Purpose	Highly Advanced	<ul style="list-style-type: none"> Articulates a shared vision of the organisation's future described in measurable terms Champions the organisational vision and strategy and communicates the way forward Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation Communicates the context and parameters surrounding organisational strategies Celebrates success and high performance and supports regular workplace activities to build a positive culture.

Approved:
Karina Ewer

Signature:

Date:
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Accepted:
XXX

Signature:

Date:
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