



**MANAGER INFRASTRUCTURE**

**JOB & PERSON SPECIFICATION**

**NOVEMBER 2018**

### Our Values

Everything Council does is guided by the community and corporate values which define the culture of our organisation and the behaviours that shape our interaction with the Berri Barmera community and each other. Our Community Values: Welcoming, Inclusive, Safe, Confident, and Connected. Our Corporate Values: Motivated, Innovative, Excellence, Adaptive, and Learning.

### Our Mission

Our business is to work with the greater community of the Riverland to create opportunities, strengthen partnerships and build a vibrant, inclusive society.

### Position Description

Position Title	Manager of Infrastructure Services	Position Number	E/INF-01
Award/Level	Contract of Employment	Position Type	Full time
Stream	Senior Officer	Department/Location	Infrastructure Services - Berri
Accountability	This position is accountable to the Chief Executive Officer	Leadership Role	Yes
Internal Liaison	Chief Executive Officer, Executive Leadership Team, Departmental staff, Councillors, and Council employees	External Liaison	Government Departments, Local Governments Authorities, Contractors, Businesses, Community Groups, Community Members and Service Providers
Delegations & Authority	Written delegation/authority as provided by the Chief Executive Officer		

**Role Purpose**

As the Manager of the Infrastructure Department provide accurate and timely advice, sound leadership, promote Council's public image and effective management of the Department. To meet the objectives of Council's management plans for the benefit of Council's residents and ratepayers.

**Key Result Areas**

1. People Management, Leadership and Culture
2. Operations Management
3. Policy and Planning
4. Financial Management
5. Communications and Customer Service
6. Records Management

**Key Result Areas**

**Accountabilities**

**1. People Management, Leadership and Culture**

- Contribute to Council's leadership team as an effective and innovative driver of Council success
- Ensure a highly engaged and focussed Department team
- Provide high quality staff performance management and development processes across the annual business cycle
- Ensure high quality performance objectives for staff, linked to Council's Strategic Plan and Corporate Plan
- Ensure behavioural expectations, aligned with Council values, are clear for all staff
- Drive development of a consistent culture within the Department, aligned with Council values and staff engagement goals
- Lead and manage the organisational transformation required by changes in business priorities or strategy
- Build a strong management practice, focusing on highly effective recruitment, performance management, recognition, and capability development
- Maintain and encourage the support of line supervisors and team leaders for capability building and change management initiatives
- Ensure all relevant members of the Department are involved in the planning and scheduling of specific projects
- Implement and measure Department performance against targets and performance indicators
- Promote a work environment that encourages innovation, motivation, efficiency, safety, personal achievement and the setting of standards of excellence
- Identify training requirements for skills development across the Department, in consultation with Department officers
- Conduct regular performance reviews of employees
- Manage, monitor and review the Department budget
- Coordinate leave and other staff management issues across the Department
- Ensure that the policies and lawful decisions of the Council and the Chief Executive Officer are implemented in a timely and efficient manner
- Maintain and review a system of task delegation to appropriate levels within the Department to promote efficiency and decision making
- Implement and monitor service levels for areas of responsibility, matching capacity, legislative requirements and community expectations, while maintaining work/life balance
- Maintain compliance at all times with Council's WHS and Return to Work policies, procedures and guidelines

<p><b>2. Operations Management</b></p>	<ul style="list-style-type: none"> <li>• Ensure high quality guidance and advice is provided to the Chief Executive Officer and Council on the operational, strategic planning, policy development, program delivery and long-term viability of the activities of the Department</li> <li>• Produce and present monthly reports to Council, other relevant committees and represent Council at public forums as directed by the Chief Executive Officer</li> <li>• Act as the principal Infrastructure Services Officer, exercising overall management responsibility for the operations of all Infrastructure Services functions</li> <li>• Monitor opportunities for grant funding and other initiatives</li> <li>• Provision strategic advice to Council, the Chief Executive Officer and Departmental Directors across areas of Departmental responsibility</li> <li>• Set, monitor and review the Infrastructure Services Department Budget</li> <li>• Provide efficient and cost-effective planning and management of all Council's infrastructure assets and services to the highest possible standards, to achieve Council objectives and the best value for the ratepayer's money</li> <li>• Be aware of the necessity to control and manage Departmental finances at an optimal level and within the budgetary framework adopted by the Council</li> <li>• Ensure that a positive public image is maintained with all Council's customers</li> <li>• Ensure that all statutory requirements are met and that Council's interests and integrity are protected</li> <li>• Encourage and support the future economic viability of the Berri Barmera area and promote a positive lifestyle and acceptable living standards for the residents of Berri Barmera area</li> <li>• Implement and review the objectives, actions and strategies of Council's Strategic Plan and Annual Business Plan relative to the Infrastructure Services Department</li> <li>• Ensure that pro-active, informative and responsive services are provided in accordance with Council's vision, objectives and key values</li> <li>• Undertake special projects or tasks as required by the Chief Executive Officer</li> <li>• Develop tender and contract specifications</li> <li>• Assess the quality and environmental requirements of contracts.</li> <li>• Manage consultants and subcontractors as required</li> <li>• Ensure a consistently high level of quality customer service across the Department</li> <li>• Respond positively and punctually with sound and reliable advice within specified timeframes to enquires and requests</li> </ul>
<p><b>3. Policy and Planning</b></p>	<ul style="list-style-type: none"> <li>• Actively contribute to the formation and review of Council's Strategic Plan, particularly as it relates to the Department</li> <li>• Provide Departmental direction, leadership and management by implementing, evaluating, reviewing and reporting on the outcomes required by Council's Strategic Plan</li> <li>• In conjunction with the Chief Executive Officer, regularly review the effectiveness of the Department's structure and use of resources to meet the changing needs of the community and the requirements Council's operational and strategic plans</li> <li>• Develop and implement management plans including but not limited to: Department plans, the Corporate Plan, the Asset Management Plan, WHS and Risk Management plans, and contribute to the objectives of the Riverland Regional Prospectus</li> <li>• Ensure through review and consultation that the services provided through and by the Department are provided on an equitable basis across the District</li> <li>• Take responsibility to ensure that requests for works I complaints are attended to in a timely manner and results and actions are within policy and service standards, and that this aspect of Council's operations are reviewed for improvement on a regular basis</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop, implement and review policy and programs to improve the maintenance and presentation of the district townships, including development of new community areas</li> <li>• Ensure Departmental legislative and statutory compliance</li> <li>• Implement the requirements of the WHS Act and Regulations and Councils WHS Policies and Procedures</li> <li>• Ensure that effective systems of communication are maintained at all levels to ensure WHS and Risk Management compliance, and promote the ownership of workplace outcomes by staff</li> </ul>
<b>4. Financial Management</b>	<ul style="list-style-type: none"> <li>• Take a leading role in the financial management of the Council to ensure long term financial sustainability, particularly as it relates to the Department</li> <li>• Prepare comprehensive budget submissions in line with the strategic management plans of Council, within timeframes determined by the Chief Executive Officer</li> <li>• Manage and be responsible for the Department budget, including early provision of advice to the Manager of Corporate Services on budget and financial issues</li> <li>• Control expenditure within budget limits through budget review and strict operational control</li> </ul>
<b>5. Communications and Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide timely advice and reports to Council, the Chief Executive Officer and Departmental Managers</li> <li>• Maintain positive channels of communication between elected members, staff and the community</li> <li>• Ensure that appropriate responses are provided to correspondence and other requests for information within the service levels adopted by Council</li> <li>• Develop effective relationships between Council and any other key stakeholders</li> <li>• Represent Council at meetings, forums and on committees as appropriate</li> <li>• Respond positively and punctually with sound and reliable advice within specified timeframes to enquires and requests</li> <li>• Maintain a strong personal and Departmental customer service culture</li> <li>• Facilitate positive and constructive working relationships and networks at all levels of the organisation</li> </ul>
<b>6. Records Management</b>	<ul style="list-style-type: none"> <li>• Be responsible and accountable for adequately managing corporate records created and received according to Council's policies, procedures and legislation.</li> </ul>
<p><b>Workplace Health and Safety/Risk Management</b></p> <ul style="list-style-type: none"> <li>• Familiarity and compliance at all times with Council's WHS and Return to Work policies, procedures and guidelines</li> <li>• Report any matters of hazards within the district of the Council affecting the health and safety of the general public and work colleagues, as part of Council's Risk Management responsibilities</li> </ul>	
<p><b>Code of Conduct</b> Ensure professional conduct is in accordance with Council's Code of Conduct for Employees as legislated</p>	
<p><b>Professional Development</b> Participation in professional development or training opportunities as approved or directed by the Chief Executive Officer.</p>	
<p><b>Performance Review and Planning</b> Participation in Performance Review and Planning</p>	

**Experience / Qualifications**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Knowledge, Skills, Experience</b></p>	<p>Knowledge</p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of civil engineering practices</li> <li>• Sound knowledge of strategic and business planning principles, budgetary processes and performance management</li> <li>• Sound knowledge of various Statutes, Regulations, and other legal documentation (procurement and contracts etc.) directly pertaining to local government and which come within the ambit responsibility for this position</li> <li>• Knowledge and understanding of Corporate responsibilities in regard to WHS, Insurance of Council Assets, Risk Management principles and procedures</li> <li>• Good understanding of all relevant employment legislation, employment awards, enterprise agreements, Council Policies and industrial relations systems and practices</li> <li>• Working knowledge of Local Government administration</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• Leadership and management development skills, including coaching, counselling and mentoring staff</li> <li>• High level negotiation and communication skills</li> <li>• Well-developed project and contract management skills</li> <li>• Effective decision making and conceptual thinking skills</li> <li>• Demonstrated skills relating to engineering practices including but not limited to the following areas:               <ul style="list-style-type: none"> <li>• Road making</li> <li>• Traffic control and management</li> <li>• Storm water and effluent design, construction and management</li> <li>• Computer literacy, the ability to operate in a Windows and MS Office Environment</li> <li>• Skills in strategic and business planning and policy development</li> <li>• Organisational development and cultural change</li> <li>• Effective organisation skills, including time management, prioritisation and appropriate delegation</li> <li>• High level of understanding of continuous improvement principles and practices</li> <li>• Demonstrated experience in investigation and design in relation to civil engineering</li> <li>• High degree of analytical skills - thinks logically and creatively and has the ability to articulate complex concepts</li> <li>• Promoting and achieving best practice in organisational and business</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience in a management role in Local Government</li> <li>• Significant project/facilities management experience</li>   <li>• Knowledge and understanding of Council procedures, policies, delegations and fees and charges as they relate to area of responsibility</li> <li>• Understanding of Local Government meeting procedures and practices</li> <li>• Knowledge and understanding of procurement processes in a government environment.</li> </ul>

	<p>reform</p> <ul style="list-style-type: none"> <li>• Sound decision making skills - manages difficult situations or issues diplomatically and decisively</li> <li>• High level report writing skills - plans, reports, policies and correspondence are clear, concise and provide relevant detail</li> <li>• Govt. SA, Construction Induction - White Card</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Proven and extensive experience at a senior management level, particularly in Infrastructure Delivery or Services</li> <li>• Demonstrated experience in management of cultural change including the ability to contribute significantly in leading and facilitating change management</li> </ul>	
<p><b>Education, Qualifications, Licences</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in engineering, management, a similar discipline or extensive relevant experience</li> <li>• Class C Driver's Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant post graduate qualifications in management, business administration, project management or similar field</li> </ul>



## HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to [23931@hender.com.au](mailto:23931@hender.com.au)

Telephone enquiries are welcome and may be directed to Christian Gaszner on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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