



Carrathool Shire Council

POSITION DESCRIPTION

Director Infrastructure Services

DIRECTORATE	INFRASTRUCTURE SERVICES
REPORTS TO	GENERAL MANGER
CLASSIFICATION	BAND 4 LEVEL 3
GRADE WITHIN SALARY STRUCTURE	28
STATUS OF EMPLOYMENT	PERMANENT
HOURS OF WORK	35
POSITION CODE	4000
DATE APPROVED	20 JANUARY 2021

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

The Director Infrastructure Services is responsible for leading and managing a diverse portfolio directed towards infrastructure development and maintenance, as well as the delivery of a variety of services to the citizens of Carrathool. As part of the executive management team, the Director also has a leadership role in working with the Council, staff and community to plan the future of the Shire.

Key accountabilities

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

- Community leadership – support the General Manager, Council and management executive team in the provision of strong community leadership.
- Executive management – as a member of the management executive team, provide advice on Division activities, and enthusiastically contribute towards strategic planning and governance programs for the Carrathool Shire.
- Division leadership – provide strong and effective leadership to a diverse team of staff to ensure the achievements of the Division objectives
- Performance management - monitor and regularly report to the General Manager and the management executive team on the performance of the Division ensure strong project management of all key projects and take steps to improve performance where necessary
- Implementation of council decisions – ensure the prompt and effective implementation of all decisions of the Council relating to the Infrastructure Services Division
- Financial management – ensure sound financial management of the division, including budget monitoring
- Responsible for developing and implementing goals, services and programs in relation to Infrastructure Services, Project Plans & Capital Works, Maintenance, Plant, Asset Management, and Emergency Services. Carrathool Shire Council has the responsibility for approximately 3,000km's of roads
- Teamwork – foster and develop close working relationships with other Divisions of Council to achieve cross-council delivery of key projects
- Public relations – as an ambassador of Carrathool Shire Council, promote a positive image of the Council in the community
- Culture – encourage and foster a working environment based on teamwork, shared skills, knowledge and participation

Organisational accountabilities and responsibilities

Leadership

- As a member of the management executive team, exercise strong staff and community leadership
 - Contribute to the strategic direction of Council through the development of a community strategic plan
 - Create and foster a working environment that encourages staff participation and a shared responsibility to achieve organisational goals
 - Motivate and encourage employees to achieve their full potential and provide opportunities for staff to develop their skills and knowledge
 - Develop and maintain a well-managed Division encouraging teamwork and pride in the workplace.
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<p>Project Management</p>	<ul style="list-style-type: none"> • Create and maintain a strong project management focus on all infrastructure projects • Develop and maintain strong working relationships with external providers of design and other contract services • Ensure effective project plans and control systems are in place to manage infrastructure projects • Co-ordinate Council’s annual capital works program to complete major projects and tasks within the allocated budget and timeframe • Ensure implementation of projects comply with statutory and Council Requirements within the areas of (but not exclusive to) Local Government Act 1993, Roads Act, Protection of the Environment Operations Act, Water Management Act, Work Health & Safety Act and other applicable Legislation
<p>Community and Customer Service</p>	<ul style="list-style-type: none"> • Develop strong working relationships with members of the community • Monitor customer requirements and ensure the quality of services provided meet community expectations • Ensure timely and correct responses to customer requests • Personally provide – and ensure staff within the Division provide – prompt, accurate, courteous and helpful customer service to other staff and customers of Council.
<p>Employee Development and Support</p>	<ul style="list-style-type: none"> • Ensure the development of employees with appropriate skills to meet the needs of each position in the Division and improve Council’s reputation as an employer of choice • Attract, appoint and induct suitably skilled employees to minimise the impact of staff vacancies on services
<p>Management – Employee Relationships</p>	<ul style="list-style-type: none"> • Develop strong working relationships with the General Manager, Directors and managers • Build the relationship between management and employees to demonstrate mutual respect and trust • Develop and maintain a culture of continuous improvement within the organisation.
<p>Organisational Accountabilities</p>	<ul style="list-style-type: none"> • Display personal conduct consistent with Council’s Code of Conduct and corporate values • Ensure the achievement of strategic plan objectives • Meet outcomes of agreed work plans • Knowledge and understanding of State and Commonwealth Funding Programs such as Roads to Recovery. • Provide effective financial management of the Division’s activities, expenditures and revenue • Ensure staff within the Division implement Council’s risk management and Equal Employment Opportunity Management plans •

Key relationships

Internal	External
General Manager	Residents
Councillors	Government agencies
Management Team	State Government Agencies
Staff from Infrastructure services	Rate Payers
	Other external bodies

Essential requirements

1. Tertiary qualifications in Civil Engineering or a related discipline
2. Outstanding people management skills including the ability to stimulate a high level of performance and foster teamwork
3. Demonstrated leadership ability and negotiation skills to participate in high level decision making
4. Demonstrated high level project management skills with a track record of management and success in the delivery of major civil infrastructure projects
5. Demonstrated ability to communicate effectively in writing and verbally and with people at all levels and to establish and maintain effective interpersonal relationships
6. Ability to provide advice, policy development and decision-making support to the General Manager
7. Class C Driver's License.




Desirable requirements

1. Post graduate qualifications in a relevant field
2. Local Government experience

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities

Capability Group	Capability Name	Level	Streams
 Personal attributes	Manage Self	Highly Advanced	4
	Display Resilience and Adaptability	Highly Advanced	3
	Act with Integrity and Courage	Highly Advanced	2
	Demonstrate Accountability	Highly Advanced	1
 Relationships	Communicate and Engage	Highly Advanced	4
	Community and Customer Focus	Highly Advanced	1
	Work Collaboratively	Highly Advanced	2
	Influence and Negotiate	Highly Advanced	3
 Results	Plan and Prioritise	Highly Advanced	2
	Think and Solve Problems	Highly Advanced	1
	Create and Innovate	Highly Advanced	4
 Resources	Finance	Advanced	1
	Assets and Tools	Advanced	4
	Technology and Information	Highly Advanced	3
 Workforce Leadership	Procurement and Contracts	Highly Advanced	2
	Inspire Direction and Purpose	Advanced	2
	Optimise Workforce Contribution	Advanced	2
	Develop and Manage People and Culture	Advanced	3
	Lead and Manage Change	Advanced	1
	Cultivate Productive Relationships	Advanced	3
	Operate Strategically	Advanced	4
	Drive Results	Advanced	1
Risk Management, Safety and Compliance	Highly Advanced	4	







Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

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 a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities

Group and Capability	Level	Behavioural Indicators
 <p>Personal Attributes Demonstrates Accountability</p>	<p>Highly Advanced</p> 	<ul style="list-style-type: none"> • Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Supports and encourages a climate in which people feel supported to take responsibility for outcomes • Establishes effective personal governance systems to ensure safe work practices and to mitigate and manage organisational risks
 <p>Relationships Community and Customer Focus</p>	<p>Highly Advanced</p> 	<ul style="list-style-type: none"> • Ensures that community and customer needs are central to operational planning processes • Promotes and maintains systems to set and monitor service delivery standards in line with customer and community expectations • Ensures services contribute to social, environmental and economic sustainability in the workforce and community • Assists with Initiating and developing partnerships with customers and/or the community to define and evaluate service outcomes
 <p>Results Think and Solve Problems</p>	<p>Highly Advanced</p> 	<ul style="list-style-type: none"> • Quickly grasps unfamiliar concepts and deals comfortably with complexity • Is able to draw on wide-ranging interests and experiences when facing new challenges • Is able to discuss issues from different angles • Demonstrates deep knowledge and expertise across numerous subject areas • Critically analyses information and seeks diverse perspectives • Identifies and evaluates broader impacts of problems and proposed solutions

Core Organisational Capabilities

Group and Capability	Level	Behavioural Indicators
 <p>Resources Finance</p>	<p>Advanced</p> 	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation • Identifies and implements technology that enables teams to improve productivity and collaborate to achieve goals • Implements information and data management policies to improve • business operations and manage risk • Critically evaluates information and data governance across systems, and processes and implements solutions
 <p>Workforce Leadership Drive Results</p>	<p>Advanced</p> 	<ul style="list-style-type: none"> • Identifies and communicates clear expectations of outcomes sought • Ensures effective workforce planning to help deliver on objectives • Ensures business plans and priorities aligned with organisational objectives • Empowers individuals to remove road blocks to achieve results, and coaches staff to meet competing or changing demands • Involves diverse perspectives in testing thinking and solutions • Thinks broadly about the root cause of problems before focusing in on the problem definition and solutions • Makes appropriate recommendations based on synthesis and analysis of complex data and reports • Develops/champions innovative solutions with long standing, organisation-wide impact • Supports experimentation and rapid prototyping to test and refine innovative solutions

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance / behaviour. Below are the skills required for progression at each step at and above

Step 1 (Entry Level) Essential Criteria	<ul style="list-style-type: none">• Tertiary qualifications in Civil Engineering or a related discipline• Tertiary qualifications in Civil Engineering or a related discipline• Outstanding people management skills including the ability to stimulate a high level of performance and foster teamwork• Demonstrated leadership ability and negotiation skills to participate in high level decision making• Demonstrated high level project management skills with a track record of management and success in the delivery of major civil infrastructure projects• Demonstrated ability to communicate effectively in writing and verbally and with people at all levels and to establish and maintain effective interpersonal relationships• Ability to provide advice, policy development and decision-making support to the General Manager• Class C Driver's License.
Step 2	<ul style="list-style-type: none">• Prerequisites from Steps 1 plus:• Council's general induction completed• Completion of relevant courses to maintain CPD points• Demonstrates Stream 1 capabilities
Step 3	<ul style="list-style-type: none">• Prerequisites from Steps 1 & 2 plus:• Demonstrated ability to provide effective compliance which focuses on the provision of leadership, direction and control aimed at meeting Council and Community needs, including financial, statutory, and legal requirements.• Demonstrates Stream 1 & 2 Capabilities
Step 4	<ul style="list-style-type: none">• Prerequisites form Steps 1, 2 and 3, plus:• Demonstrated, high-level interpersonal skills including the capacity to perform effectively in diverse, high pressure political climates• Demonstrates Stream 1,2 & 3 Capabilities
Step 5	<ul style="list-style-type: none">• Prerequisites form Steps 1, 2,3, and 4 plus:• Attainment of a Post-Graduate in management, public administration, or business• Demonstrates Stream 1,2, 3 & 4 Capabilities

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / _____

HR Signature _____ Date ____ / ____ / _____