

## **SCHEDULE A**

### **POSITION DESCRIPTION**

#### **MANAGER WORKS**

#### **Department Summary**

The Infrastructure Services Department is responsible for the planning & delivery of Council's capital works and major operational works programs.

Department business units include:

- Infrastructure Support
- Technical Services
- Works
- Water & Waste
- Assets and Projects

#### **Position Summary**

Reporting directly to the Director Infrastructure Services, this position occupies a strategic leadership role with responsibility for the overall management and delivery of capital works and infrastructure maintenance programs for the Council. It provides leadership to the Works Group and as a member of the Senior Management Team (SMT) contributes to organisational strategic planning and policy development.

#### **Business Group Activities**

- Transport infrastructure construction and maintenance
- Road Maintenance Performance Contract (RMPC)
- Parks and open spaces
- Land protection

#### **Key Responsibilities**

1. Lead and manage the Group in the delivery of Council's capital works and infrastructure maintenance programs across the Shire, including the efficient management and use of human and financial resources to achieve corporate objectives and plans
2. Manage all aspects of the planning and delivery of the works programs, including integration with Council's asset management framework. Lead the development, implementation, monitoring and reporting of the capital works program, ensuring alignment with budgetary, legislative, and strategic requirements. Provide strategic advice on the condition, renewal, and lifecycle management of Works Group infrastructure assets.
3. Foster an integrated approach to the management of Council's works programs in partnership with key stakeholders across Council. Develop and maintain sound partnerships and effective relationships with internal and external stakeholders. Promote regular dialogue and engagement to ensure consistency and balance in policy, delivery of services and decision making

4. Provide expert advice on strategy issues. Provide responsive and timely advice to customers and other stakeholders with a focus on sound, accountable and transparent decision-making and effective communication
5. Develop an environment that fosters a strong sense of team spirit and a commitment to personal and professional development and a safe working environment
6. Promote a culture of quality, performance and continuous improvement within the Group and encourage initiative and innovation to improve outcomes
7. Other responsibilities as reasonably expected

#### **Skills, knowledge and experience**

- Strong leadership and management skills within a multi-disciplinary environment, with relevant knowledge and experience in the role's functions and responsibilities;
- Proven track record in managing human, financial and capital resources to provide efficient and effective service delivery;
- High level communication and interpersonal skills, including a proven track record in developing effective relationships with a diverse range of internal and external stakeholders. Sound conflict management and negotiation skills;
- Demonstrated ability in leading and managing staff in a team-based environment to optimise both productivity and staff satisfaction;
- Proven ability in delivering high quality customer service, driving continuous improvement, and the ability to manage cultural change.
- Demonstrated understanding of asset management principles and their application to infrastructure planning, maintenance, and renewal.

#### **Required Qualifications or Equivalent**

##### ***Essential (Mandatory for the position)***

- Current Queensland C Class driver's licence
- Tertiary qualifications (Bachelor's degree or equivalent) in Civil Engineering, Project Management, Construction Management, or a related field OR a minimum of 15 years' experience in civil construction or a related industry in a management capacity
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##### ***Desirable***

- Additional tertiary or other qualifications relevant to the role and/or management
- Previous experience in a Local Government environment at a senior management level relevant to the role

#### **Leadership Competencies**

People in supervisory roles play a vital role in the successful operation of Council functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

#### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

#### **Workplace Health and Safety Obligations**



All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

### **SCHEDULE L1 - LEADERSHIP COMPETENCIES**

Leadership is a vital element of every supervisory position particularly at senior management level. The following are examples of the behaviour and competencies EMT and SMT members are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

#### **Act as a role model on behalf of Council**

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue.
- Always act professionally as a representative and leader of Council - within and outside of working hours.
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded.

#### **Lead teams effectively**

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by you or management.
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team.
- Drive continuous improvement and embrace and adapt to change. Encourage employees to bring up suggestions for improvements and initiative, consider them and provide feedback on the outcome.
- Identify problems and come up with solutions, seek team input when appropriate. Mentor others to find their own solutions rather than always giving them the answers.
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures.

#### **Foster excellent performance and address performance issues**

- Develop team objectives that are in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback.
- Empower team members to perform in their roles within their capacities and level of responsibilities while providing them with guidance and direction when needed.
- Manage performance in a timely manner - give praise where praise is due and address problems when required in a constructive manner. Hold team members accountable.
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development.

#### **Work as a united team**

- Implement decisions made by management and provide team members with as much context as possible.
- Work effectively and cooperatively with other departments to achieve overall positive results.

## **SCHEDULE S2**

### **WHS RESPONSIBILITY STATEMENT**

#### **Managers, Coordinators & Supervisors**

Managers, coordinators and supervisors are responsible and accountable to their department director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Performing all work in a safe manner and ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility.
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions and compliance with them
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS.
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the 'Hazard Inspection Matrix' and hazard checklist, and corrective actions to eliminate hazards are taken where possible
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices.
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility.
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences, including near misses, are reported to the WHS Advisor within the required timeframes.
10. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions.
11. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
12. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly.
13. Ensuring a high standard of housekeeping is maintained within their area of control.
14. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
15. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
16. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements.
17. Attend WHS Committee meetings if and when required.
18. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.