

## POSITION DESCRIPTION

<b>Position Title:</b>	Director Infrastructure & Development	<b>Directorate:</b>	Infrastructure & Development
<b>Position No:</b>	100014	<b>Departments:</b>	Infrastructure, Assets, Engineering & Design, Development, Works & Services.
<b>Employment Status:</b>	Full-Time Fixed Term	<b>Classification:</b>	Contract
<b>Employment Type:</b>	Fixed Term – 5 Years	<b>Report to:</b>	Chief Executive Officer

### PRIMARY PURPOSE:

The **Director Infrastructure & Development** is responsible for the efficient and effective management of the Infrastructure & Development Directorate. The position holder leads the development functions and infrastructure and works and service delivery functions of Council.

Key objectives of the position are:

- Effective leadership of the Directorate team within a supportive culture to achieve priority community and organisational objectives
- Efficient and effective delivery of Council's capital works and maintenance programs
- Sustainable asset management of Council's transport, stormwater, property
- Key development functions, planning, heritage, strategic land use, building and plumbing
- Key contribution to Council's Executive Leadership Team in the delivery of the Strategic Plan
- Responsibility for the Directorate's work health and safety management

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Director – Infrastructure and Development** reports to the **Chief Executive Officer** for all operational and management matters
- Leader of the Infrastructure and Development Directorate, directly supervising the **Manager Works, Manager Development and Manager Assets, Engineering and Design**
- The **Director – Infrastructure and Development** is a member of the Council's Executive Leadership Team (ELT) along with the Chief Executive Officer and other Directors
- The incumbent is a principal advisor to elected members on infrastructure and development matters

#### 2. External:

- The role will liaise with external stakeholders, including ratepayers, community members, general public, State and Federal Government Departments, other local governments, consultants, contractors, and peak bodies such as the Local Government Association of Tasmania

## OUR VALUES:

### OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

### We respect each other

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters

### We are trusted

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge

### We deliver

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

## KEY RESPONSIBILITIES:

## PERFORMANCE STANDARDS

DIMENSION	BEHAVIOURS
Leadership	<b>Trust</b> Instill a sense of safety in your team by being trustworthy, communicating clear expectations and modelling our Council values. <b>Direction</b> Establish and affirm a shared vision and shared values and set clear goals. <b>Learning</b> Promote a learning culture and continuous improvement with openness to new ideas and changing opinions and provide safety for trial and error. <b>Growth</b> Nurture growth by trusting, delegating, developing and enabling your team.

DIMENSION	BEHAVIOURS
	<b>Team</b> Build team connections and an environment of belonging with open communication and a sense of common purpose.
<b>Achievement</b>	<b>Progress</b> Satisfactorily achieve Annual Plan and CEO KPIs for matters within your area of responsibility, having regard to: <ul style="list-style-type: none"> <li>• Factors that may have impeded or benefited achievement</li> <li>• Your management of that risk</li> <li>• Your learnings</li> </ul>
<b>Contribution</b>	<b>Contribution activities</b> Contribute to the collective goals of the organisation, including contribution to: <ul style="list-style-type: none"> <li>• Work teams</li> <li>• Work in Council meetings and workshops</li> <li>• Cross-Department collaboration</li> <li>• Financial management</li> <li>• Customer service</li> <li>• Work health and safety</li> <li>• Status reporting</li> </ul>
<b>Growth</b>	<b>Development</b> Undertake formal and informal development activities to grow your leadership capability.

#### GENERAL RESPONSIBILITIES AS DIRECTOR:

RESPONSIBILITIES/TASKS	DUTIES
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Actively promote and create a positive, supportive, safe and customer-focused workplace culture in the Directorate aligned to Council's vision, mission and values.</li> <li>• Lead the Directorate management team effectively to ensure that Directorate staff have clearly communicated and achievable work programs, appropriate levels of delegation, recognition, performance management and mentoring.</li> <li>• Ensure delivery of the Directorate-relevant strategies in the Council's Strategic Plan and actions in the Council's Annual Plan.</li> <li>• Identify clear priorities to maximise Directorate outcomes and manage risks in a resource-constrained environment.</li> <li>• Ensure that the work program and activities for each service area, are appropriately project managed, monitored and progress reported so that they are carried out on time and within budget.</li> <li>• Ensure a high standard of service delivery to customers and other stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and maintain aligned and efficient management systems and practices across the Directorate and effectively manage change as required.</li> <li>• Ensure Directorate compliance with legislative requirements, policies and directives.</li> <li>• Ensure effective Directorate contribution to Council's corporate planning, governance, risk management, policy development and human resources processes.</li> <li>• Attend Council meetings, Committee meetings &amp; ELT meetings as required.</li> <li>• Be an effective and supportive team member of the Executive Leadership Team (ELT) and provide accurate reports and advice to Council on matters relevant to the Directorate's functions.</li> <li>• Identify and create opportunities for new ideas and continuous improvement in policy development, operations and service delivery to deliver measurable outcome improvements.</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• As a member of ELT, work with Council, the Chief Executive Officer and other ELT members to develop strategies to achieve the community's vision via the Council's Strategic Plan.</li> <li>• As a member of ELT, contribute to the implementation of those strategies.</li> <li>• Contribute at a strategic level to the overall leadership and corporate objectives of the organisation.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Actively contribute within ELT to preparation of the Annual Plan, Annual Budget and Long-Term Financial Management Plan to ensure the resourcing of corporate priorities.</li> <li>• Ensure that each service within the Directorate's area is delivered within the financial constraints defined in Council budgets or in contract agreements.</li> <li>• Monitor on an ongoing basis, the level and classification of revenue, expenditure and cash flow against the relevant Plan or Budget and investigate and report on material variances.</li> <li>• Ensure Directorate compliance with Council's Code for Contracts and Tendering, obtaining quotes, preparing tender documents and raising purchase orders, as required under the Code.</li> <li>• Critically review and monitor pricing, competitiveness and performance of major contracts.</li> <li>• Ensure timely processing of accounts for payment and the satisfaction of appropriate authorisations and funding allocations.</li> <li>• Ensure transactions are coded and appropriate documentation is provided, within the required timeframes.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure that the objectives in the Strategic/Annual Plan relating to the Directorate and its programs are met.</li> <li>• Contribute to the completion of quarterly reports and Council reports related to the Directorate activities and its programs.</li> <li>• Evaluate, assess effectiveness and report on completed events and activities.</li> </ul>

<b>Innovation</b>	<ul style="list-style-type: none"> <li>Identify and create opportunities for new ideas and continuous improvement in policy development, operations and service delivery to deliver measurable outcome improvements.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>Review and analyse policies and procedures relevant to the Directorate to ensure they are up to date and available to staff.</li> <li>Support the effective communication and implementation of Council policies and procedures.</li> </ul>
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>Responsible and accountable for creating, keeping and maintaining authentic, accurate and reliable records on business decisions, actions and practices undertaken or performed.</li> <li>Records must be saved within Council's approved Enterprise Content Management and recordkeeping systems, in accordance with Council's policy and practices.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>Ensure the Directorate's compliance with Council's risk management framework.</li> <li>Is responsible and accountable for adhering to the requirements of all relevant employment and EEO legislation, the principles of diversity and the Council's policies and procedures.</li> <li>Ensure compliance with relevant Awards, Enterprise Agreements, delegations and other employment legislation relevant to Council.</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>Ensuring compliance with all HR requirements.</li> <li>Ensure team delegation levels are being administered properly.</li> <li>Ensure preparation and maintenance of appropriate project documentation in line with legislative requirements and with good project management practice.</li> <li>Recruit, manage, develop and recognise staff and meet the requirements of Council's performance management system.</li> <li>Manage staff in accordance with Council policies and directives.</li> <li>Implement Change Management processes at all levels</li> <li>Promote the development of Directorate staff.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Demonstrate a strong commitment to work, health and safety and effective organisation and public risk management and take all reasonable care in the performance of the duties to prevent injury to self and others.</li> <li>Responsibility for ensuring the correct use of equipment and the identification and reporting of workplace incidents and hazards.</li> <li>Develop and enhance workforce awareness of the requirements of complying with WH&amp;S policies and procedures.</li> <li>Ensure employee compliance with WH&amp;S policies and procedures through positive leadership and integration of WH&amp;S processes, systems and requirements into normal work practices.</li> <li>Exercise responsibility for the identification, assessment and management of WH&amp;S hazards associated with operational activities.</li> <li>Behave in a manner that will minimise the risk of injury to yourself and others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify, remove where reasonably practical and report safety, health and environmental hazards in your work area.</li> <li>• Work with Council's WH&amp;S team to ensure due diligence WH&amp;S requirements for outsourced contracts.</li> <li>• Ensure Contractor and subcontractor compliance with Council WHS policies and procedures.</li> </ul>
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## RESPONSIBILITIES SPECIFIC TO THE ROLE

<b>Assets, Engineering &amp; Design</b>	<ul style="list-style-type: none"> <li>• Ensure all transport and stormwater infrastructure asset information is effectively collected and managed including ten year capital work plans that meet the objectives of Council's Strategic Plan.</li> <li>• Ensure the effective design and costing of capital projects in accordance with the applicable standards.</li> <li>• Ensure effective management of the planning and design functions for transport assets, stormwater, landslip and street lighting.</li> </ul>
<b>Work Centre</b>	<ul style="list-style-type: none"> <li>• Ensure the Operations &amp; Maintenance program is managed to deliver high quality maintenance services for Council's assets and report on the effectiveness and efficiency of this service.</li> <li>• Ensure detailed, proactive maintenance programs for transport, stormwater, facilities, parks and reserves and related infrastructure that serve Council and community needs.</li> <li>• Utilise technology to improve the management and recording of asset maintenance through mobile devices capturing tasks, activities and costs.</li> <li>• Ensure Fleet and Plant management and utilisation is maximised and maintenance and servicing meet Council's requirements.</li> <li>• Ensure timely implementation and completion of capital works projects, within allocated budgets.</li> <li>• Ensure effective support for the Work Centre and improvements in systems and processes to increase productivity and meet customer service levels.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Provision of a high level of customer services in planning, building and plumbing, taking into account the regulatory nature of these functions.</li> <li>• Plan for the sustainable development of the City, ensuring compliance with the planning scheme and community involvement in the planning process.</li> <li>• Ensure the development, maintenance and review of the Planning Scheme and policies and By-Laws relevant to the work of the Department.</li> <li>• Protect the City's heritage through planning scheme listing and assessment processes.</li> <li>• Ensure the construction and maintenance of safe and healthy buildings through compliance with building and plumbing codes.</li> <li>• Ensure community compliance with statutory requirements relating to planning, building &amp; plumbing on matters of material importance.</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

**LICENSES/ACCREDITATIONS – ESSENTIAL:**

- Working with Vulnerable People's registration.
- Drivers Licence

**KEY SELECTION CRITERIA:**

1. Tertiary qualifications in a relevant discipline.
2. Extensive experience in a similar senior management role leading a large multi-disciplinary work group to deliver strategic outcomes, with local government experience an advantage.
3. Demonstrated high order teamwork and people management skills that generate a positive, supportive and achievement-focused culture.
4. Highly developed problem-solving and decision-making skills in time critical situations with an ability to communicate effectively to diverse stakeholders verbally and in writing.
5. Demonstrated experience in leading infrastructure capital works and maintenance delivery, major projects, asset management, engineering design, transport engineering and safety management functions, including program development, budgeting, delivery and monitoring.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Chief Executive Officer Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	