



Position Description – Coordinator City Infrastructure Planning and Strategy

Division	City Futures
Portfolio	City Infrastructure
Business Unit	Infrastructure Planning & Strategy
Level	8
Reports To	Manager City Infrastructure
Prescribed Position	No

Position Objective

To coordinate the functions of the City Infrastructure Planning & Strategy team in the planning of civil infrastructure and delivery of transport services across the City.

Lead the development, management and implementation of strategic plans, asset management plans and initiatives relating to civil infrastructure and transport assets, including roads, car parks, paths, bridges, water, lighting and other related assets.

Provide leadership and support to the City Infrastructure Planning & Strategy team in delivering high quality and sustainable civil infrastructure and transport planning services to the community.

Key Responsibilities

- Work collaboratively with the City Futures division and across the whole of Council to develop cohesive policy, procedures, plans and strategy relating to civil infrastructure and transport services.
- Work collaboratively with the City Futures division and across the whole of Council to ensure that civil infrastructure and transport programs and initiatives are planned and designed in an integrated and sustainable manner to maximise community benefit.
- Provide strategic leadership and effective management of the City Infrastructure Planning & Strategy team to ensure quality integrated strategic advice, asset management, service delivery and initiative planning for civil infrastructure and transport assets.
- Represent the City Infrastructure portfolio on matters relating to the planning of civil infrastructure and transport services.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.

- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Demonstrated behaviour consistent with the leadership principles.
- Leadership ability that promotes team work principles, integrity and honesty.
- Sound investigative, analytical and creative skills which apply to civil engineering and transport services.
- Effective communication, negotiation and liaison skills.
- Comprehensive understanding of sound engineering and asset management practices, techniques and principles and the ability to apply these to complex engineering concepts and designs.
- Problem solving skills.
- Ability to accurately translate concepts into action plans and construction plans.
- Ability to prepare concise reports and accurate estimates on engineering projects and matters.
- Ability to act as a team member of an inter-disciplinary team.
- Ability to properly programme and administer the work of a team.
- Ability to prepare specifications, tenders and reports.
- Good organisation, record keeping and time management skills. Ability to check and correct documentation.
- Conflict resolution skills.
- Intermediate computing skills including knowledge of the Windows Explorer and Internet Explorer environments.

Knowledge

- Comprehensive knowledge of legislative framework in a Local Government environment.
- Comprehensive knowledge of legislative framework and relevant Acts which make statutory demands on local Councils with respect to matters of civil infrastructure and transport services.
- Comprehensive knowledge of the principles of asset management.
- Comprehensive knowledge of the principles of civil engineering and transport planning.
- Sound understanding of Council's role and function and strategic directions.
- Sound knowledge of the political processes in the local government industry.

Experience

- Experience in working effectively within a political environment.
- Experience in development, management and implementation of strategic plans relating to civil infrastructure and transport services.
- Experience in delivery of capital and operating initiatives relating to civil infrastructure and transport services.
- Demonstrated experience in providing innovative solutions.
- Leadership experience in the field of civil engineering and transport planning.

Qualifications & Requirements

A tertiary qualification in Engineering, Transport Planning or similar and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
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Car Licence	Essential
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