

# Position Description

## Manager Assets, Engineering and Design

<b>Position Title:</b>	Manager Assets, Engineering and Design	<b>Directorate:</b>	Infrastructure and Development
<b>Position Number:</b>	100013	<b>Department:</b>	Assets, Engineering & Design
<b>Employment Status:</b>	Full-Time	<b>Position Type:</b>	Indoor Employee
<b>Employment Type:</b>	Permanent	<b>Location:</b>	374 Main Road, Glenorchy
<b>Classification Structure:</b>	Contract		

### PRIMARY PURPOSE:

The **Manager, Assets, Engineering & Design** provides strategic leadership and oversight of Council's asset management, civil infrastructure, transport, development engineering, and design functions. The role is responsible for planning, delivering, and maintaining Council's infrastructure and assets to achieve sustainable, safe, and high-quality outcomes for the community. This includes developing, managing, and presenting the Capital Works Program across all asset classes to Council, ensuring alignment with strategic priorities, budgets, and organisational objectives.

The Manager leads and develops multidisciplinary teams, drives organisational asset management maturity, and provides expert technical and strategic advice to Council, executive leadership, internal stakeholders, and the community.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Manager, Assets, Engineering & Design** reports to the **Director Infrastructure and Development** for all operational and management matters.
- This position manages the Senior Civil Engineer, Asset Management Coordinator, Civil Design Coordinator, Senior Transport Engineer and Senior Development Engineer and their respective reports.
- The role is a key contributor to the Assets, Engineering and Design Team and will liaise with the Chief Executive Officer, Directors, Managers, Elected Members and all other employees of Council.

#### 2. External:

- The **Manager Assets, Engineering and Design** will liaise with external stakeholders such State and Federal Government Departments, consultants, contractors and statutory authorities, members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

## Our Values



### 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

## Our Culture

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

### 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

## Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

## PERFORMANCE STANDARDS

Dimension	Behaviours
<b>Leadership</b>	<p><b>Trust</b> - Engender a feeling of safety for your team by being trustworthy, communicating clear expectations and modelling our Council values.</p> <p><b>Direction</b> - Establish and affirm a shared vision and shared values and set clear goals.</p> <p><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.</p> <p><b>Growth</b> - Nurture growth by trusting, delegating, developing, and enabling your team.</p> <p><b>Team</b> - Build team connection and belonging with open communication and a sense of common purpose.</p>
<b>Achievement</b>	<p><b>Progress</b> - Satisfactorily achieve Annual Plan and CEO KPIs for matters within your area of responsibility, having regard to:</p> <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>	<p><b>Contribution activities</b> - Contribute to the collective goals of the organisation, including through contribution to:</p> <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>	<p><b>Development</b> - Undertake formal and informal development activities to grow your leadership capability.</p>

## Accountabilities and Responsibilities

<b>Infrastructure Asset Management &amp; Data Governance</b>	<ul style="list-style-type: none"> <li>▪ Oversee the collection, maintenance, and governance of Council's asset data for transport, stormwater, buildings, property, and hydraulics.</li> <li>▪ Maintain and govern asset management registers, ensuring integration across all areas of Council.</li> <li>▪ Lead the development and implementation of asset management strategies, policies, frameworks, and 10-year capital plans.</li> <li>▪ Monitor asset condition, performance, lifecycle, and risk to inform long-term planning and decision-making.</li> <li>▪ Ensure statutory reporting and asset valuation requirements are met on time.</li> <li>▪ Oversee management of street lighting and public realm infrastructure assets.</li> <li>▪ Support and report on delivery of the Capital Works Program across all asset classes, including progress, budget, and performance metrics.</li> </ul>
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<b>Civil Infrastructure Planning &amp; Delivery</b>	<ul style="list-style-type: none"> <li>Manage the planning, design, and delivery of civil infrastructure, including: <ul style="list-style-type: none"> <li>Roads, footpaths, and cycleways</li> <li>Bridges and stormwater systems</li> <li>Transport and parking strategies</li> <li>Survey services and traffic data collection</li> <li>Landslip management and mitigation</li> <li>Street lighting and furniture programs</li> </ul> </li> <li>Ensure projects and programs are delivered safely, on time, within scope and budget, and meet quality standards.</li> <li>Oversee and coordinate delivery of the Capital Works Program, ensuring alignment with strategic priorities, budgets, and Council approvals.</li> </ul>
<b>Development Engineering &amp; Transport Oversight</b>	<ul style="list-style-type: none"> <li>Provide strategic and technical oversight of development engineering services and transport planning.</li> <li>Ensure professional assessment, approval, and inspection of development applications and engineering conditions.</li> <li>Lead transport planning, active transport initiatives, road safety programs, and parking management strategies.</li> <li>Oversee grant applications and delivery of transport improvement programs.</li> </ul>
<b>Civil Design &amp; Survey Services</b>	<ul style="list-style-type: none"> <li>Oversee civil design and survey functions to ensure technically sound, timely, and cost-effective project support.</li> <li>Prioritise resources to meet capital works program delivery requirements.</li> <li>Ensure designs comply with standards, accessibility, sustainability, and safety requirement</li> </ul>
<b>Leadership &amp; People Management</b>	<ul style="list-style-type: none"> <li>Provide leadership and overall management of all members in the Assets, Engineering &amp; Design group, fostering open communication, regular team engagement, and a high-performing, collaborative culture.</li> <li>Undertake quarterly performance reviews and provide ongoing feedback to direct reports.</li> <li>Provide mediation, counselling, and guidance on staff performance issues.</li> <li>Ensure staff have the necessary training, skills, and support to meet their position outcomes.</li> <li>Develop and maintain succession planning and appropriate documentation for all positions.</li> <li>Support the Executive Leadership Team in the development and implementation of strategic policy.</li> <li>Ensure staff activities deliver timely, high-quality, and customer-focused outcome</li> </ul>
<b>Strategy &amp; Policy</b>	<ul style="list-style-type: none"> <li>Formulate, implement, and review Council strategies and policies relating to asset management, transport, engineering design, hydraulics, and civil infrastructure.</li> <li>Provide guidance and direction to Council and officers on matters relating to infrastructure, engineering, and design.</li> <li>Monitor and evaluate current strategies, policies, and procedures to ensure they remain relevant, effective, and aligned with best practice.</li> <li>Research trends and innovations in local government engineering and asset management to improve design, safety, efficiency, and cost outcomes.</li> <li>Communicate and implement strategies, policies, and procedures effectively across the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>Develop, manage, and present the Capital Works Program across all asset classes to Council and relevant stakeholders.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Monitor and manage financial performance, budgets, and expenditure within the Assets, Engineering &amp; Design program.</li> <li>Prepare and submit corporate reports, variance reports, and capital reports in a timely manner.</li> <li>Code transactions and maintain proper documentation.</li> <li>Ensure compliance with Council's Code for Tenders and Contracts and purchasing policies, including preparing tenders, obtaining quotes, and raising purchase orders.</li> <li>Collect data on the condition, financial performance, and service delivery of Council's major asset groups.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Represent the Council in a professional and positive manner</li> <li>Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>

<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>
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<b>Key Selection Criteria</b>	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree in Engineering, Asset Management or a related field, with a minimum of 5 years' experience in similar level position.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ Experience working in local government.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>▪ Current registration to work with vulnerable people (RWVP)</li> <li>▪ Drivers Licence</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ High level engineering skills and expertise with regards to roads, pavements, drainage and associated infrastructure with the demonstrated ability to manage the project design, traffic/transport, hydraulic and asset management functions within a Local Government Environment.</li> <li>▪ Proven ability to develop strategy and manage work plans for a group of sections with experience in the development and approval of policy.</li> <li>▪ Highly developed interpersonal skills and the ability to build relationships and networks with Council, management, staff and peers from other organisations.</li> <li>▪ Knowledge of various information technology systems applicable to local government asset management procedures and practices.</li> <li>▪ Proven financial skills and the ability to monitor and achieve budget targets.</li> <li>▪ Exceptional attention to detail with the ability to prepare, review, and manage documentation, systems and data.</li> <li>▪ Strong organisational, multitasking, and time management abilities.</li> </ul>

**ACKNOWLEDGEMENT:**

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

Employee Name:			
Employee Signature:		Date:	