

POSITION DESCRIPTION

Position title	Manager Assets & Capital Delivery	Classification	Senior Officer
Directorate	Infrastructure & Environment	Department	Asset & Capital Delivery
Direct reports	4-6	Date	April 2026
Reports to	Director Infrastructure & Environment		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

Focus area	Description	Percentage
People	Builds capability, supports team wellbeing, and drives a positive, high-performance culture through effective coaching and communication.	45%
Strategy	Leads the design and delivery of strategic initiatives, translating organisational priorities into clear plans and measurable outcomes.	35%
Operational	Manages key operational processes to ensure smooth, compliant, and efficient day-to-day delivery that supports strategic goals.	20%

The Manager Assets & Capital Delivery is responsible for providing strategic and operational expertise in infrastructure services that contribute to positive outcomes for the community, and great places for residents to live, work and play.

Areas of responsibility include:

- Civil Infrastructure Projects,
- Civil Infrastructure Renewal,
- Asset Management, and
- Community Facilities Projects.

In addition to overseeing the day-to-day delivery, management and performance of the Asset & Capital Delivery department, this role is responsible for safety, overall budget and cost centre performance, contributing to the achievement of the organisational strategic imperatives and objectives and effective communication to a broad range of stakeholders in a growth area municipality.

This position applies a strong degree of business and operational focus and will partner with identified stakeholder groups to proactively effect cultural change in identifying and implementing improvement opportunities, optimising existing processes and practices and collaboratively develop solutions appropriate to business needs.

Due to the breadth of responsibility and diversity of workforce, the Manager Asset & Capital Delivery must be able to demonstrate exceptional people leadership and planning skills to build trusting relationships and to empower the Asset & Capital Delivery leadership team and employees.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Ensuring the requirements and objectives of the Asset & Capital Delivery department are achieved by overseeing effective coordination of budget, employees and resources.
- Foster a high-performance culture through open communication and employee engagement, creating an environment of empowerment, customer focus, innovation, and accountability.
- Leading and supporting the Asset & Capital Delivery leadership team to deliver operational objectives through imbedding safe and efficient work practices, making safety a priority and building health and safety capability across Asset & Capital Delivery department.
- Strategically drive service improvements and ensure optimal resource application occurs in the maintenance activities for the Council's assets.
- Develop a sustainable and efficient long term strategic plan to meet the needs of our community now and into the future.
- Provide sound planning and policy advice, high-level facilitation, and effective presentations to internal and external stakeholders at all levels.
- Provide strong project management skills with a proven capacity to conceptualise implement and manage multiple complex projects.
- Financial management activities which include preparing budgets, controlling expenditures, and providing regular financial and performance reports.
- Undertake strategic procurement activities and ensure professional contractor management
- occurs to drive best value service and product outcomes in accordance with council procurement and contract management policies.
- Provide strategic direction and leadership to ensure requirements under the Gender Equality Act are met, including completion of gender impact assessments (GIAs) and any activities relating to Council's Gender Equality Action Plan (GEAP) as required by the team.

POLICY AND PROCEDURE COMPLIANCE

- Comply with all corporate policies, procedures and practices.
- Adhere to policies and standards for cyber security measures and follow best practices in IT safety.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.

- Actively participate in the planning and execution of Return-to-Work plans as required.

RISK MANAGEMENT

- Comply with risk management policy and procedures.
- In accordance with Council's Fraud Control Policy and Fraud Control Plan, identify risks and establish controls and procedures in the identification and prevention of fraudulent activities within the department. Provide guidance to employees in relation to reporting requirements, annually review risk controls and implement action plans to reduce or eliminate the risk of fraudulent activity.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Deliver a positive internal and external customer experience based on requirement and area of expertise.
- Ensure all activities are undertaken in accordance with legislative requirements and organisational policies and processes.
- Connect with, and leverage the communities served, to share in the design experiences to drive value and outcomes.
- Provide leadership, authority, direction and expertise on policy, strategy, goals and projects within area of responsibility to achieve Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage department operational budget within set parameters and delegation of authority.
- In conjunction with key stakeholders, develop strategies to improve engagement, and culture, including but not limited to, recruitment, onboarding, retention, recognition, learning and development, diversity, wellness, and other activities aimed at creating a positive workplace environment.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Possess detailed knowledge and understanding of Council Plan objectives and emerging trends to ensure the decisions made by this position are strategically sound.
- Exercise independent judgement, considering operational requirements, community needs, political implications and provide professionally objective advice relating to area of responsibility.

SPECIALIST KNOWLEDGE AND SKILLS

- Consider broader context and strategy outside of their area of responsibility and expertise and contributes to organisational purpose and direction.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate financial acumen and the ability to manage organisational and department budgets effectively. This may include external funding and grants management.
- Demonstrate specialised analytical and problem-solving skills.
- Proven ability to plan and implement workplace change to deliver outcomes for the community and organisation now and into the future.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Demonstrate understanding of the economic, political, and social issues of the local government environment and the influence of national and state political landscape.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess exceptional communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information to Councillors, community, key stakeholders, and employees.
- Ability to manage a variety of complex tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of cross functional team.

MANAGEMENT SKILLS

- Lead strategic planning and business planning process within area of responsibility.

- Provide leadership by clearly communicating and executing Council Plan and organisational strategy and goals.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing despite conflicting priorities.
- Lead and influence a collaborative and innovative values-based culture.
- Adopt a commercial and entrepreneurial approach to the design and implementation of programs.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- A tertiary degree in Engineering, Construction Management, Building or Architecture and/or significant experience in related field.
- Several years' experience in the management of large-scale community projects.
- Demonstrated experience in leading diverse portfolios.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Experience in strategy development and evaluation and alignment to Council Plan, organisational strategy and goals.
- Demonstrated experience in contract procurement and management of complex and major design and construction projects, particularly focused on capital, civil, and/or building projects in excess of \$5m to \$30m annually. in the Public Sector (considered favourably).

KEY SELECTION CRITERIA

- Financial acumen and the ability to manage organisational and department budgets effectively. This may include external funding and grants management.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information to Councillors, community, key stakeholders and employees.
- Understanding of the economic, political and social issues of the local government environment and the influence of national and state political landscape.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Leadership, authority, direction and expertise on policy, strategy, goals and projects within area of responsibility.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Senior Officer contract of employment and Council's policies and procedures.

Tenure	This is a Senior Officer position
Pre-employment checks	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.