

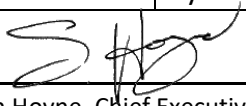


POSITION DESCRIPTION

TITLE: DIRECTOR INFRASTRUCTURE AND OPERATIONS

LEVEL: EXECUTIVE MANAGEMENT

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER

Position Status:	3 years executive contract
Position Approved by:  Stephen Hoyne, Chief Executive Officer	
Date: _____	

POSITION OBJECTIVES:

- Provide leadership and management to the Infrastructure and Operations Directorate including:
 - Works (Road Network and Infrastructure Projects).
 - Planning and Development.
 - Waste Management.
 - Mobile Workforce.
 - Asset Management.
 - Cemetery Management
- Support the Chief Executive Officer of Litchfield Council in achieving outcomes identified in Council's strategic plan;
- Ensure cohesive and integrated Council policies and plans associated with the functions of the Infrastructure and Operations Directorate are developed and implemented;
- Ensure the delivery of high quality and responsive planning, services and works for the overall benefit of the Litchfield community;
- Establish and maintain ethical and professional relationships with Councillors, providing information and advice in a supportive and responsive manner;
- Represent Council on matters associated with the Infrastructure and Operations Directorate.

CORE COMPETENCIES:**Leadership responsibilities**

- Provide effective leadership by:
 - Setting clear direction.
 - Promoting and modelling a customer service ethos, continuous improvement principles and ethical practices.
 - Encouraging community participation in decision-making.
 - Developing staff accountability.
- Drive strategic thinking, innovation, learning and continuous improvement throughout the directorate.
- Regularly review the directorate's resourcing and business models to maximise its efficiency and effectiveness.
- Be conversant with current and emerging technology and its potential to improve service delivery and optimise efficiency.
- Ensure direct reports achieve corporate and personal performance plan targets.
- Manage change by initiating, developing, communicating and coordinating change strategies.

Corporate Responsibility

- Provide advice and information supported by data to the CEO and Council when required.
- Play an active role as a member of the Executive Leadership Team, working together to provide clear and consistent direction.
- Achieve goals, objectives and strategies relevant to the Infrastructure and Operations Directorate, as detailed in the Municipal Plan, Business Plans and Capital Works Program within budget and agreed time-frames.
- Ensure compliance with all relevant legislation and regulations, policies, delegations and budgets, including OHS and EEO legislation.
- Participate in grant application and acquittal processes.
- Attend Council, Executive Team and other meetings as required. Implement actions from those meetings.
- Attend Council functions as required.

Develop People

- Improve the skills and effectiveness of staff through development strategies.
- Create a work environment where people are encouraged to develop their potential and achieve quality outcomes.
- Foster a collaborative work environment and establish mutual trust and respect.

Manage Resources and Risks

- Ensure that adequate human and physical resources including financial, technological and information requirements are allocated and effectively, efficiently and ethically used to meet strategic and operational service delivery needs and achieve outcomes.
- Negotiate effectively to obtain resources to achieve outcomes.
- Evaluate the use of resources in relation to planned outcomes.
- Ensure Litchfield Council is compliant with all Acts, laws, regulations and policies.
- Implement Litchfield Council's risk management policies to address strategic, operational and legislative compliance risks.

Promote and Achieve Quality Outcomes

- Establish organisational structures, business plans and procedures in the Infrastructure and Operations Directorate that support Litchfield Council delivering quality services, projects, programs and strategies.
- Promote, monitor and evaluate high standards of work practice and customer service standards and encourage continuous improvement.

External Relationships

- Establish and maintain positive working relationships with government and diverse groups of people within the public and private sectors and the wider community.
- Take an active role in managing Litchfield Council's relationship and interactions with the community, building community capacity to initiate and implement projects and programs.
- Employ effective communication strategies.
- Work with the CEO to develop and sustain a positive image and profile of the organisation.
- Approach all situations with a clear perception of the political context and reality.
- Foster professional and ethical relationships with elected members.

Sustainability

- Support the CEO in achieving financial, economic, environmental and social sustainability.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is authorised to:

- Implement programs and projects and ensure the delivery of services under the Director's control, in accordance with Council's requirements and complying with all relevant Acts and legislation.
- Carry out a range of delegations as determined by the CEO, in the proper management of the Directorate and its functions.
- Manage staff and administer the affairs of the Directorate within organisational policies and procedures, and under the direction of the CEO.
- Approve expenditure within Council's approved budget for the Infrastructure and Operations Directorate and consistent with assigned delegations.

ORGANISATIONAL RELATIONSHIPS:

Supervises:	Manager Planning and Development Mobile Workforce Program Leader Cemetery & Parks Program Leader Resource recovery Program Leader Capital Works Manager Maintenance Works Manager Other senior staff as assigned by the CEO
Internal Contacts:	Mayor and Councillors Chief Executive Officer Executive Team Managers, Program Leader and other senior staff All Staff
External Contacts:	Ratepayers and Residents Division of Local Government, Department of Housing and Community Development Other local government authorities Statutory Authorities Government Departments Community Groups Local Members of Parliament Developers and Business Peak Bodies

REQUIRED SKILLS, EXPERIENCE, ATTRIBUTES AND QUALIFICATIONS:

Leadership

- Proven leadership at the senior management level, with the ability to deliver works program.
- Highly developed contract management, project management and strategic planning skills, including the ability to manage time, priorities and resources to achieve objectives within set time-frames and budgetary requirements.
- Demonstrated experience in leading, motivating, and developing staff.
- Effective judgement and decision-making skills for managing complex, sensitive and politically charged issues and situations.
- Demonstrated ability to identify and monitor trends and ensure proactive solutions are generated, whilst actively contributing to the strategic direction of Council as part of the Executive Team.
- Tertiary level qualification in engineering, contract management, project management would be highly regarded.

Policy Implementation

- Demonstrated knowledge of issues affecting local government infrastructure and planning, and proven knowledge of services delivered by local government and their impact on the community.
- Knowledge of environmental impacts and a demonstrated capacity to implement strategies to ensure a sustainable environment.

Governance and Compliance

- Proven ability to monitor systems and report on performance to the CEO and Council.
- Proven ability to support Council in making informed decisions on behalf of their constituents.
- Absolute integrity, trustworthiness and professionalism.
- Knowledge of statutory, legal and contractual obligations.

Financial Results

- Significant financial, and budget management experience, including the development of long-term financial plans.

Community Development

- Demonstrated ability to apply the principles of economic, social and environmental sustainability at the organisational level.
- Experience in dealing with the public and special interest groups.
- Ability to relate to and engage with people from different backgrounds and cultures.

General Management

- Demonstrated commitment to continuous improvement and a modern, innovative approach to business.
- Demonstrated ability to analyse options and make logical decisions.
- Excellent teamwork and interpersonal communication skills.
- Excellent verbal and written communications skills.
- Excellent negotiation and conflict resolution skills

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee

Date: