



POSITION DESCRIPTION

TITLE: MANAGER INFRASTRUCTURE AND ASSETS

LEVEL: Band Level 8

RESPONSIBLE TO: DIRECTOR INFRASTRUCTURE AND OPERATIONS

Position Status:	Full time
Position Approved by:  Geoff Thomas Director Infrastructure & Operations	13/01/2026 Date:

POSITION OBJECTIVES:

To effectively lead and manage the Infrastructure and Assets Team to deliver on Council's strategic objectives and community needs, maintaining efficient use of resources.

KEY RESPONSIBILITIES:

Provide leadership to the Infrastructure, Roads Maintenance (Mobile Workforce) and Assets Team, incorporating the following areas of responsibility:

- Capital works program development, project delivery and design management
- Road network maintenance and works, including stormwater drainage
- Mobile Work Force – roadside maintenance
- Building maintenance and works
- Asset management
- Fleet management
- Contract management, including procurement / tendering
- Liaison with internal and external stakeholders

Provide effective leadership by:

- Setting clear direction.
- Actively promoting and create a positive, supportive, safe, customer focused, and ethical workplace culture in the Infrastructure and Assets Team aligned to Council's values.
- Coordinating between internal departments ensuring efficiency and open communication

Lead the Infrastructure and Assets Team to deliver customer focussed service by:

- Ensuring a high standard of service delivery to residents and other stakeholders.

- Taking an active role in managing Council's relationship and interactions with the community.
- Promoting, monitoring and evaluating high standards of work practice and customer service standards and encouraging continuous improvement and innovation.
- Establishing and maintaining positive working relationships with a broad range of stakeholders, within public and private sectors and the wider community.

Manage development of the Infrastructure and Assets Team and a healthy working culture by:

- Fostering a collaborative work environment, preparing staff development strategies including developing staff accountability.
- Driving strategic thinking, innovation, learning and continuous improvement practices.
- Being conversant with current and emerging technology and its potential to improve service delivery and efficiency.
- Ensuring direct reports achieve corporate and personal performance plan targets.
- Ensuring employee compliance with WHS policies and procedures through positive leadership and integration of WHS processes, systems and requirements into normal work practices.

Manage effective delivery of Capital and Maintenance works programs by:

- Ensuring efficient delivery of Council's capital works programs through monitoring and reporting so that they are carried out on time and within budget.
- Develop and implement contract and project management frameworks and procedures to ensure compliance with relevant legislation and Council policies.
- Ensure effective, compliant management of council procurement processes and requests for tenders and quotations
- Critically reviewing and monitoring pricing, competitiveness, and performance of major contracts.

Oversee effective asset management practices by:

- Ensuring sustainable asset management of Council owned assets including roads, stormwater, property, buildings, waste, fleet and recreation reserve assets.
- Developing and implementing Asset Management Plans and Strategies for Council's assets.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for implementation of works programs and projects ensuring they are in accordance with specifications, relevant legislation, and Council policies.
- Authority to direct and make day-to-day decisions regarding works performed by Council's contractors with delegation.
- Authorised to approve expenditure in accordance with relevant Council delegations and Project budget.
- Provide relevant and quantifiable advice and information to the Executive Director of Infrastructure, CEO and Council and other staff when required.
- Manage staff and administer the affairs of the Infrastructure and Assets Team within organisational policies and procedures, and under the direction of the Director Infrastructure and Operations.

JUDGEMENT AND PROBLEM SOLVING:

- Broad knowledge of processes, materials and testing associated with infrastructure construction projects.
- Capacity to apply technical knowledge to achieve satisfactory engineering design solutions or alternatives that meet relevant guidelines and/or Australian Standards and to develop solutions to engineering problems.
- Ability to assess, examine and recommend alternative solutions to technical problems.

MANAGEMENT SKILLS:

- Effective communication strategies.
- Strong organisational skills including time and project management skills.
- Self-motivated with a continuous improvement attitude.
- Ability to assist in achieving agreed productivity, timing, and budgetary targets.
- Ability to coordinate and undertake a number of different concurrent activities.
- Ability to establish daily individual and team project objectives, priorities, and task requirements.
- Ability to prepare business cases and reports with supporting documentation where required for projects, including identification of resource requirements.
- Ability to establish and maintain ethical and professional relationships with other staff, contractors and key stakeholders, providing information in a supportive and responsive manner.
- An ability to understand and implement legislation impacting on local government and Council's policies and procedures.
- Demonstrated budget management experience, including the planning, reporting, and monitoring of operational and capital budgets.

INTERPERSONAL SKILLS:

- Ability to communicate effectively with people at all levels, including the preparation of high-quality reports, minutes, and briefings.
- Well-developed ability to positively resolve issue with contractors, suppliers, other specialists, and other Council staff.
- Effective judgement and decision-making skills for managing complex, sensitive issues and situations.
- Liaison with representatives of government, statutory and referral organisations to resolve issues and develop agreed outcomes.
- Understanding of meeting protocols with ability to chair meetings and obtain agreed outcomes.

ORGANISATIONAL RELATIONSHIPS:

Supervises:

- Capital Works and Maintenance team of 3 permanent staff
- Mobile Workforce Program Leader, responsible for 4 permanent staff, plus up to 8 casual staff
- Asset & Property Management Program Leader, responsible for up to 4 permanent staff

KEY SELECTION CRITERIA:

- Degree in Civil Engineering and/or broad range of experience in civil engineering design and construction supervision.
- Comprehensive knowledge of all facets of Australian road construction standards and maintenance.
- Proven leadership at a management level and experience in leading, motivating, and developing staff.
- Formal qualifications and/or extensive experience in project and contract management.
- An ability to understand and implement legislation impacting on local government and Council's policies and procedures.
- Effective judgement and decision-making skills for managing complex, sensitive issues and situations.
- Demonstrated ability to effectively manage time and priorities tasks.
- Demonstrated budget management experience, including the planning, reporting and monitoring of operational, maintenance and capital budgets.
- Excellent verbal and written communications skills, including Council report writing and demonstrated ability to provide high quality customer service.
- High level Microsoft Office skills including MS Project.
- Extensive experience in a similar leadership role with local government experience an advantage.

Requirements

- Undertake Pre-Employment Medical and completion of a Criminal History check.
- Current Northern Territory Driver's License.

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: