

Position Description: **Executive Manager Capital Projects and Assets**

POSITION DETAILS

Position grade	Grade 18		
Position type	Permanent, full-time		
Reports to	Director City Services		
Department	City Services		
Job function group	Leadership		
Staff reporting responsibilities	Yes	Budget responsibility	Yes

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Executive Manager Capital Projects and Assets oversees a broad range of functions and will be held accountable for the successful management and delivery of services across the following key service areas:

Strategic Asset Management

The Executive Manager Capital Projects and Assets will be responsible for the strategic management of all Council's assets and ensure that a long-term strategic direction is implemented to ensure that Council's assets are sustainably managed. The Executive Manager Capital Projects and Assets will lead a team of staff to develop, implement and review Council's Asset Management Policy and Strategy. The Executive Manager Capital Projects and Assets will also hold key responsibilities for the annual capital program development, budget and capital project prioritisation, long-term financial plan capital budget allocations.

Capital Projects

The Executive Manager Capital Projects and Assets will be responsible for the delivery of Council's capital works program, as adopted by Council through the Operational Plan and Budget. Through the implementation of robust project management practices, the Executive Manager Capital Projects and Assets will lead a team of staff in the delivery of Council's Capital Works program.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in engineering and/or project management or a related field with significant leadership skills and experience at a senior level.
- Significant experience working in the development and implementation of capital work programs and projects.
- Demonstrated experience in the planning and management of substantial budgets, with a view to ensuring robust forward planning and effective project delivery.
- Understanding of operating in high-quality service-based environment with a focus on ensuring valuable and quality outcomes for the community.
- Demonstrated ability to lead a team of specialised and qualified staff to achieve a high-performance outcome.
- Computer literacy, particularly in the MS Office suite of products.
- Advanced written and verbal communication skills.
- Proven ability to work productively as a member of a senior leadership team and actively contribute to the achievement of shared goals.
- Current Class C drivers' licence.

Desirable

- Demonstrated experience in a Local Government Capital Project delivery.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)
- ☐ Criminal record check
- ☐ Financial check/s

DUTIES AND RESPONSIBILITIES

Effectively manage and control multi-disciplined customer service focused service units which will be held accountable for the successful delivery of the following key frontline functions:

- Provide strategic direction, guidance, leadership to the Manager Capital Works and their team of Project Managers to deliver Council's Capital Works program and projects, across the following duties and responsibilities.
 - Delivery of Council's Capital works program, mainly across Building and Open Space asset classes, utilising robust Project Management principles.
 - Contract Management of Builders, Architects, Specialised consultants, Designers and Project Managers in delivery of Capital projects.
 - Project Management control, budget, development and implementation.
 - Coordination, engagement, negotiation and issue resolution with stakeholders, internal and external.
 - Use of Council's Project Lifecycle Management system in line with Council's Project Management Framework.



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- Provide strategic direction, guidance, leadership to the Coordinator Assets and their team of qualified staff to deliver Strategic Asset Management for Council's assets, across the following duties and responsibilities.
 - Asset Management Plans and Asset Management Policy, research, development and implementation.
 - Develop/Implement Asset renewal works programs for all Asset classes (except plant and equipment).
 - Utilise existing and emerging technology in asset data collection, condition assessment, management and analysis to predict, map, program and schedule Council's Civil Infrastructure Capital Works Program.
 - Asset valuations and capitalisation.
 - Ensure that asset data is up to date in Council's Asset Systems, Project Management Software and the GIS System.
 - Reporting and submission of reports (e.g. Dam Safety, RTR Grant, SS7, Local Government Asset Reports).
 - Use of Council's Project Lifecycle Management system in line with Council's Project Management Framework.
 - Capital Budget and capital project prioritisation and long-term planning.
 - Street lighting improvement
- Represent Council to resolve, deescalate and/or promote Council's interests in respect to contract fulfillment with engaged contractors to achieve Council's aims.
- Lead and set direction for the Asset Management Steering Committee, and Capital Works Planning groups / meetings.
- Coordinate accurate budgets, work programs and clear information to be provided to the Director, Executive Team, Councillors and community.
- Promote the works/ activities of the Capital Projects and Assets team through the use of Council publication, newsletters, social media, internal reports and events

Leadership

- Be accountable for your actions and those of your team.
- Display leadership skills including coaching, training, performance management, performance recognition and disciplinary action.
- Effectively plan, manage and monitor resources (financial, human, policy, procedure and asset) requirements and efficient use of resources to achieve results.
- Generate innovative approaches to the use of resources and management of systems, technology, policies, procedures and resources to achieve continual improvement in service to the community.
- Display high level negotiation and mediation skills and an aptitude for problem solving, using research, analysis and evaluation of information.

Financial Management

- Develop, manage and review the annual service areas budget, monitor the financial performance and ensure compliance with the directorate's financial targets.
- Manage and be accountable for the service areas budget and ensure that all executive management strategic financial solutions are communicated and implemented across the service unit areas.



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- Provide leadership in alternative income and revenue generation, including grant and sponsorship management.

Planning

- Develop and implement business plans for the key frontline service areas which are consistent with the vision and values of Council.
- Work in partnership with all key stakeholders to constantly improve Council's delivery of its key frontline services.
- Ensure executive management strategic solutions, policies/procedures are communicated, developed and implemented across team activities/responsibilities in accordance with Council's objectives and all relevant legislation.
- Provide timely reports to the Director City Services on matters relating to the service areas responsibilities.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure.
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure.
- Comply with the *Work Health and Safety Regulations 2017* and undergo health monitoring, in accordance with Council's Health Monitoring Procedure.
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.



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- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero-tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Lead by example, acting as a role model with respect to maintaining the highest standards of ethical and transparent behaviour in all dealings, encouraging staff to adopt similar high standards of conduct in this area.
- Successfully gaining commitment of staff to achieve cultural change and embed best practice governance, risk management and fraud and corruption prevention into business operations.
- Implement risk-based controls and procedures for prevention and detection of fraudulent and corrupt activity within the Business Unit.
- Conduct appropriate assessments and reviews of internal controls and activities to determine compliance with council's ethical conduct framework and Fraud Control Plan and provide practical remediation recommendations if issues are identified.
- Ensure that any suspected fraud or corrupt activity is reported immediately to the Director or General Manager.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service-oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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