

Position Description: **Executive Manager Civil Infrastructure**

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 Civil Infrastructure 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:

Civil Projects

The Executive Manager Civil Infrastructure will be responsible for the delivery of Council's civil infrastructure capital works program, as adopted by Council through the Operational Plan and Budget. Through the implementation of robust Project Management practices, the Executive Manager Civil Infrastructure will lead a team of staff and engaged contractors in the delivery of Council's civil infrastructure works program, management of restorations and use of innovative technology to improve the performance of Council Civil Assets.

Civil Maintenance

The Executive Manager Civil Infrastructure will be responsible for the delivery of Council's Civil Infrastructure maintenance, as adopted by Council through the Operational Plan and Budget. Through the implementation of robust resource management and best value maintenance practices, the Executive Manager Civil Infrastructure will lead a team of staff, and contractors as required, to deliver maintenance services for Civil Infrastructure within the public domain, namely Roads, Footpaths, Stormwater, Guardrails, fences, signs and line marking.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in engineering, project management and/or civil infrastructure related discipline with significant leadership skills and experience at a senior level.
- Significant experience working in the development and implementation of civil infrastructure capital work programs and projects.
- Significant experience in the effective management of significant and complex maintenance programs.
- 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 knowledge of the Local Government environment.

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 Coordinator Civil Projects and their team to deliver Council's Civil Infrastructure Capital Works program across the following duties and responsibilities.
 - Delivery of Council's Civil Infrastructure Capital works program, across footpath, road and Stormwater asset classes including restoration of road assets and road opening permits, utilising robust Project Management principles.
 - Contract management of Council's contractor in delivery of civil infrastructure projects.
 - Project Management control, budget, development and implementation.
 - Coordination, engagement, negotiation and issue resolution with stakeholders, internal and external.



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- Use of Council's Project Lifecycle Management system in line with Council's Project Management Framework.
- Utilise existing and emerging technology to collect data to enable Council to manage, analysis, predict, map, program and schedule Council's Strategic Asset Management program.
- Provide strategic direction, guidance, leadership to the Supervisor Civil Infrastructure and their team to deliver Council's Civil Infrastructure Maintenance across the following duties and responsibilities.
 - Delivery of Council's Civil Infrastructure maintenance, across Roads, Footpaths, Stormwater, Guardrails, fences, signs and line marking assets utilising robust Project Management principles and condition audits.
- Represent Council to resolve, deescalate and/or promote Council's interests in respect to contract fulfillment with engaged contractors to achieve Council's aims.
- 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 Civil Infrastructure 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.
- 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 Councils objectives and all relevant legislation.



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- 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.
- 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.



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- 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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