

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	General Manager Infrastructure Services & Planning	Designation & Classification Level	Executive – Contract 3 years
Position No	2191	Division	Infrastructure Services & Planning
Business Unit	Infrastructure Services & Planning	Reports To	CEO
Location	Katherine	Date Created	February 2020
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>This position reports directly to the CEO where it is responsible for leading and managing the Infrastructure Services and Planning division within Roper Gulf Regional Council.</p> <p>This position's key areas of responsibility are Contract Management, Project Management, Fleet and Workshop Management, Asset Management, Cemetery Management and Urban Planning and design.</p> <p>The incumbent of this position will be required to provide leadership and expert advice to the business units with a focus upon the attainment of operational and strategic objectives.</p> <p>This role is also a key senior leadership position as part of a high performing Executive Team that ensures that a "whole of Council" approach is taken to decision making and service delivery delivers</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> Investigate and drives contemporary best practice approaches for operations relating to project management, asset management and contracts management whilst thinking conceptually about long-term opportunities and emerging trends. Monitors resourcing pressures and implements strategies to ensure the best results are obtained for the organisation. Ensuring quality assurance and risk management are consistently applied across the directorate whilst implementing a significant portfolio of programs, projects and initiatives and ensuring alignment with the department's vision, goals and direction within budgets and timeframes. Challenges the status quo by looking for ways to improve effectiveness, harnesses the potential of technology, and implement continuous improvement activities. Drives and leads multiple change initiatives, oversees implementation, and ensures focus on the end goal is maintained whilst maintaining a flexible approach. Commits to targets, strives to achieve results while encouraging and inspiring others to do the same. Builds and sustains a diverse range of relationships with internal and external stakeholders to facilitate collaboration, cooperation amongst stakeholders whilst harnessing different viewpoints to enhance outcomes. Manage awareness of diverse personalities, motivations and values of people within the Division and use this to enhance interactions, relationships and employee engagement. Act with respect and accountability, lead by example, maintain high standards of professionalism, delegate as appropriate and ensure decisions are made with the interest of the organisation in mind. Provides forthright and impartial specialised advice in a constructive manner that facilitates the achievement of Council's outcomes. 			

- Lead disaster management processes during times of natural disaster across the Region by enacting the Disaster Management Plan. Provide guidance and support for all staff and stakeholders ensuring Council's disaster management planning, coordination and response is effective.
- Preparation of financial and non-financial documentation, including submissions, reporting and liaison for funding/service assistance or agreements.
- Ensure financial and other monitoring requirements of funding bodies ensuring compliance with legislative requirements in all services programs.
- Evaluate programs and budgets to ensure effective and efficient operations.

2. Organisational Sustainability

- Focus on the future of the organisation by aligning both business operations with divisional strategies, considering and encouraging input from multiple perspectives to create a shared vision.
- Understand and operate within legal and Council policy constraints and limitations.
- Represents the organisation in public forums whilst supporting and promoting the organisation agenda appropriately.
- Protect the health and safety of workers and others by leading practices for risk identification, risk assessment and risk control.
- Ensure WHS is Council's highest priority across the organisation and all legislative requirements are being met.

3. Quality and Continuous Improvement

- Ensure staff are knowledgeable about organisational goals, objectives and key performance requirements, and provide a framework for accountability and achievement.
- Ensure annual review and staff appraisals are completed for all staff in accordance with the Award and Council procedures
- Communicates messages in a way that facilitates the desired outcomes whilst using techniques to illustrate the argument or idea persuasively, anticipate likely reactions and adjust approach to gain maximum impact.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others;
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System;
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
 - Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualifications in a related field such as Bachelor of Civil Engineering or related Engineering discipline, Master of Project Management etc. with registration or certified status;
2. Minimum 5 years demonstrated experience in managing staff and resources to achieve organisational goals whilst working in Engineering or a related field at a senior executive level, ideally in Local Government;
3. Demonstrated understanding of the cultural, social, historical and political factors affecting the region in which RGRC operates;
4. Demonstrated expertise, research skills and innovation to resolve complex and multi-faceted problems with the ability to develop and deliver long-term strategic plans in a large multidisciplinary organisation;
5. Demonstrated organisational skills to develop, manage, motivate and lead work teams to achieve a diverse range of contractual and organisational objectives.
6. Demonstrated ability to write complex non-standard correspondence, reports, submissions and proposals that require original content and specialised knowledge;
7. Demonstrated financial management knowledge and skills, with ability to develop annual and strategic budgets and be accountable for expenditure across multiple business units;
8. Demonstrated ability to be a safety leader and maintain a safe workplace;
9. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Previous experience in engineering or capital works delivery in a Local Government environment.
2. Post Graduate qualifications would be very highly regarded
3. Current Northern Territory Manual "C" Class Drivers Licence or ability to obtain


MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
5. Provide evidence of COVID-19 Vaccinations

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	David Hurst	Date: 03/07/2023	 Signature:
Employee Name		Date:	Signature: