



**DIRECTOR WORKS AND ENGINEERING SERVICES**

**JOB & PERSON SPECIFICATION**

**APRIL 2022**

# Position Description

<b>Title:</b>	<b>Director Works and Engineering Services</b>
<b>Classification:</b>	Senior Officer
<b>Department:</b>	Works and Engineering Services
<b>Current Occupant:</b>	
<b>This Position Reports To:</b>	Chief Executive Officer
<b>Reporting To This Position:</b>	Manager Engineering Services, Manager Works and Operations, Manager Strategic Assets Management, Manager Capital Projects Executive and Project Support Officer
<b>Location:</b>	Nuriootpa Main Office
<b>Date Last Reviewed:</b>	March 2022
<b>Approved by:</b>	Chief Executive Officer

## Corporate Objectives

All Employees of Council contribute to Council's strategic goals and objectives. The *Barossa Community Plan 2016 – 2036* lays the foundation for all strategic decisions made by Council and is supported by a *Corporate Plan*. The Community Plan provides a clear strategic direction across a range of areas, as well as serving as an overarching guide to measure our decision making and successful delivery of service. The Community Plan shows commitment to the values of **Land and Place**, **Community**, **Leadership** and **Achievement** with targets that reflect six key themes:



Natural Environment and Built Environment



Health and Wellbeing



Community and Culture



Business and Employment



Infrastructure



How we Work, Good Governance

## Customer Service

Council values its customers and strives to provide the right people, efficient processes and systems to deliver a quality customer experience. Every role within Council serves an internal or external customer and we are committed to ensuring that customers are at the centre of everything we do.

## Constructive Culture

The Barossa Council is committed to developing a constructive culture that supports employees, Council and the Community to achieve our goals. The behaviours of a constructive organisational culture consist of four main constructive styles:

- 1 Achievement** Pursue a standard of excellence, set challenging but realistic goals and work towards them with enthusiasm.
- 2 Self-Actualising** Maintain personal integrity, enjoy work, self-develop and take an interest in growth and improvement activities.
- 3 Humanistic-Encouraging** Be supportive of others in and outside the workplace and constructive in their dealings with one another.
- 4 Affiliative** Be friendly, sensitive, and cooperate with others.

## Staff Values

Our values support our organisational culture and include **Honesty and Integrity, Transparency, Communication and Teamwork.**



## Position Overview

As an active member of the Executive Leadership Team, the Director Works and Engineering Services (DWES) is accountable for collaborative contribution to the overall strategic management and enhancement of Council. The DWES is responsible for effectively leading the strategic direction and operation of Council's infrastructure, assets, capital and works and operations through the application of visionary leadership practice that fosters and enables performance optimisation, modernisation and transformation of the systems, practices and people that support and underpin the effective deployment of service delivery and operations to the community.

## Key Responsibilities

### Leadership

- Lead and drive the achievement of organisational and Directorate strategic objectives through the application of strategic leadership in the areas of infrastructure planning and provision of services in accordance with Council's core organisational values.
- As a member of the Executive Leadership team (ELT), contribute to the overall development, implementation, execution and ongoing improvement of Council's organisational strategic objectives and community and corporate planning initiatives in order to generate improved outcomes for the community and the organisation.
- Provide strategic leadership across the organisation with a focus on the application of continuous improvement, best practice and contemporary management methodologies that promote a culture of change and innovation in order to generate efficiencies savings, and to enhance the interests of Council and the community.
- Apply a highly effective, visible, contemporary and customer-centric approach to the leadership and management of Directorate resources and operations in order to ensure all services are achieved and optimised commensurate with applicable statutory and service delivery obligations, strategic objectives and in alignment with best practice frameworks.
- Influence a high performing Directorate through the application of modern people management and leadership practices including the management of key processes associated with staff performance enhancement and the review and identification of direct report's training needs.
- Monitor, coach and mentor Directorate Leaders in order to inspire professional development, direction and purpose; and to support the development of high performing teams that are committed and aligned to the organisation's values and are effective in their service delivery and safety practice.
- Build team capability, accountability and responsiveness through the development and implementation of streamlined and improved frameworks, techniques, work practices and processes across all facets of the Directorate in order to achieve corporate goals.
- Attend and provide input to Council and committee meetings, ensuring professional and constructive representation.
- Prepare items to be included in reports and agendas to Council and proactively identify items that require broader corporate input, consultation and endorsement.
- Contribute towards the collaborative oversight, implementation, improvement and reporting of the Works and Engineering planning framework at the strategic level across the organisation.
- Contribute towards the development, regular review and reporting of Council Service Levels in order to track efficiencies, identify areas for improvement and monitor savings against the annual financial plan.
- Provide leadership to ensure Council's safety and environmental objectives are consistently met.
- Ensure the application of contemporary project management principles and continuous improvement in order to achieve Council's set capital and other programs.

### Works and Engineering Services Directorate

- Holistically lead and manage the Works and Operations, Engineering Services, Capital Projects and Community Wastewater Management Systems services and all associated administrative operations across Council; ensuring community and customer satisfaction throughout all services and continuous improvement activities in order to drive a high performing Directorate and optimise community outcomes.
- Provide leadership and strategic management to the Directorate and oversee the development of strategic frameworks and plans ensuring alignment to organisational objectives and to implement high quality and contemporary service delivery across all Directorate portfolios.
- Develop and maintain strategic partnerships with key stakeholders that support the development of quality community outcomes and advance the interests of Council and the region.
- Lead and oversee strategic reform and continuous improvement and all resulting project activity as it relates to the Directorate portfolios.
- Ensure best practice in accordance with relevant legislation, Council policies, processes, internal control and agreed strategic direction as it relates to the Directorate.

## **Works and Operations**

- Lead, oversee and guide the strategic direction and operation of Council's infrastructure, horticulture and asset maintenance and management services ensuring that high quality outcomes are achieved within service levels and budget, and that community experience and safe work practices are prioritised.

## **Engineering Services**

- Provide strategic oversight and lead the delivery and continuous improvement of Council's civil engineering design and construction services ensuring compliance with industry based performance standards and relevant acts, codes and legislation.
- Oversee the development and implementation of programs, practices, strategies and policies which address existing and emerging infrastructure issues and position Council as a Local Government regional leader.

## **Capital Projects**

- Oversee Council's Capital Works Program and the associated project management and delivery ensuring compliance with Council policy and process, best practice principles, legislative requirements and approved financial plans in order to deliver infrastructure that meets the expectations of stakeholders and the community.
- Drive best practice project management methodologies in accordance with Councils' strategic objectives, in order to ensure Council's existing and emerging infrastructure is optimally maintained, renewed and upgraded.

## **Community Wastewater Management Systems (CWMS)**

- Provide leadership and strategic guidance to the CWMS function of Council, ensuring the operations related to the collection, treatment and disposal of effluent waste is managed safely and efficiently, in accordance with relevant codes of practices, legislation, policies and procedures.

## **Asset Planning and Management**

- Lead the development and implementation of an integrated and holistic asset management framework that supports contemporary asset strategic planning and practice and ensures efficient and effective programs that meet the needs of the community.
- Ensure the optimisation of asset planning and management to ensure timely production of information to achieve proactive maintenance and capital interventions.

## **Financial, Reporting and Procurement**

- Oversee all budget activity and ensure the preparation of the Directorate budget in support of the strategic and annual business plans of Council.
- Manage the Directorate budget including the effective planning, development and implementation of projects and operations of the Directorate in a continuous improvement environment.
- Control, monitor and report on progress and expenditure against the agreed budget.
- Actively support the development of Council's budget and financial systems through the enforcement of policy, reporting and accountability frameworks.
- Evaluate and regularly report on Directorate outcomes and achievements, and make appropriate, data-driven and informed recommendations to the Chief Executive Officer.
- Review, monitor and analyse data related to Directorate financial performance and trends and utilise this information to provide recommendations for business improvement and inform progressive action.
- Oversee the effective application of procurement services and activity across the Directorate by ensuring that goods and services for Council are obtained commensurate with Council's Procurement and Financial Delegation policies and guidelines and in an ethical, optimal and appropriate manner.

## **Customer Service**

- Demonstrate a commitment to the delivery of high level and professional customer service through the promotion of a quality customer experience both internally and externally.
- Promote a customer service culture and approach across the organisation that provides for high quality customer services and experience applicable internally and externally.
- Provide technically-sound and well-informed advice and guidance to key internal and external stakeholders including Elected Members, the Chief Executive Officer and the Executive Leadership team as it relates to the Directorate and Council's strategic direction.

## **Risk Management and Work Health and Safety**

- Actively support the implementation of Council's Risk Management and WHS Systems including ensuring Directorate awareness of and adherence to risk and WHS management policies, systems and processes.
- Drive a collaborative safety culture through modelling safety leadership and facilitating continuous engagement and consultation with Workers on safety related matters.
- Ensure risk systems are appropriate for the needs of the organisation and are compliant, efficient and effective.
- Undertake a lead role in the management of Council response to disasters including agency support, community recovery and Business Continuity Plan or other emergency management plans.

### **Authority, Responsibility and Accountability**

#### **The Director Works and Engineering Services is authorised to:**

- Manage the Works and Engineering Services Directorate, represent Council and provide advice in accordance with adopted policies, objectives, budgets and/or delegation.
- Contribute to the strategic management of Council, as a part of the Executive Leadership Team.
- Lead implement and actively support continuous improvement to achieve an effective, effective, customer centric and people focused organisation and provide advice in accordance with adopted policies, processes, objectives, budgets and delegation.
- Make decisions within the scope of relevant legislative requirements and processes.
- Make decisions which are consistent and meet with Council's processes.
- Make decisions based on data, experience, knowledge and research.

#### **The Director Works and Engineering Services is responsible to:**

- Ensure all work is undertaken in accordance with relevant legislation and within delegated authority.
- Maintain compliance with and awareness of all Council/Administrative Policies.
- Maintain compliance with and awareness of all Risk Management systems including Work Health Safety (WHS), Injury Management and Return to Work to ensure safety and welfare of self and others in the workplace.
- Undertake duties as an Officer in accordance with obligations under the Work Health and Safety Act 2012.
- Deliver a quality customer experience in accordance with Council's Customer Service Charter.

#### **The Director Works and Engineering Services is accountable to the Chief Executive Officer for performance primarily determined upon:**

- Performance indicators as specified in Council's Corporate Plan, Annual Budget and Business Plan and Department Plans.
- Achievement of actions as detailed in Performance Partnering (PP).
- Achievement of specific actions and tasks outlined in relevant plans and programs.
- Relationship with Council staff, members and customers.
- The nurturing and development of a participative and constructive cultural environment where staff at all levels are encouraged to contribute to the development of a productive and rewarding organisation.
- Service outcomes provided to the Community.
- The provision of sound and accurate advice to Chief Executive Officer/Council on all policy and practical issues related to the Directorate.

### **Position Competency Profile**

Position competency profiles are assessed on an annual basis via a Training Needs Analysis and during Performance Partnering.

<p><b>Knowledge and Skills</b></p>	<p><b>Specialist Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Comprehensive technical knowledge and skills in an engineering and/or asset management environment.</li> <li>• Demonstrated financial management and budgeting skills.</li> <li>• Demonstrated high level project management skills with the capability to implement and embed a consistent project management methodology.</li> <li>• Highly developed strategic thinking skills and ability to articulate at all levels.</li> <li>• A detailed understanding of professional services and the administrative operations required to provide service delivery.</li> <li>• High level skills to develop and present strategic plans and documentation.</li> <li>• A detailed knowledge of policies, practices and procedures within a Local Government environment.</li> </ul>
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	<ul style="list-style-type: none"> <li>• High level understanding of continuous improvement principles and achieving change in a corporate workplace.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability and high-level understanding of contemporary and constructive leadership in a multi-faceted organisation.</li> <li>• Highly capable to motivate and drive teams through modelling inspiring leadership in addition to managing the day to day transactional activity pertaining to people management.</li> <li>• Demonstrated strong leadership capability with the nous to manage with empathy, professionalism and innovation.</li> <li>• High level understanding of contemporary Human Resource Management practices.</li> <li>• Detailed knowledge, demonstrated capability and clear passion relating to the management of staff with the ability to lead and influence constructive workplace behaviour.</li> <li>• Advanced capability to ensure resources dedicated to achieve performance targets are utilised effectively.</li> </ul> <p><b>Local Government</b></p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of Local Government frameworks and best practice as they are relevant to the Directorate.</li> <li>• Knowledge of various statutory acts, regulations and requirements relevant to the discipline and the position.</li> </ul> <p><b>Work Health and Safety Skills</b></p> <ul style="list-style-type: none"> <li>• A working knowledge of the Work Health and Safety Act, Road Traffic Act, Local Government Act, Award Conditions for categories of day labour employed, emergency services coordination within the district, and first aid provision.</li> <li>• A sound knowledge and understanding of safe work practices.</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Highly developed written and verbal communication skills, with the ability to adjust communication style according to various audiences.</li> <li>• High level interpersonal skills to build and sustain positive and effective working relationships cross-organisationally and with staff, consultants and contractors, people at all levels within the public and private sectors, related industry and community interest groups.</li> <li>• Detailed knowledge and proven ability to effectively plan, organise and manage own time and the time of other resources in order to set priorities and achieve targets.</li> <li>• Professional with the ability to positively promote and enhance the image of Council.</li> <li>• Comprehensive capability in complex professional problem solving through the utilisation of high-level interpersonal skills to resolve organisational issues and the application of an analytical approach along with a high proficiency in theoretical or scientific approaches.</li> <li>• Highly developed proficiency in decision making through exercising independent judgement within the constraints of department of corporate policy with the ability to clearly communicate decision outcomes to affected stakeholders.</li> <li>• Proven effective, practical and professional approach to negotiation, mediation and conflict resolution.</li> <li>• Organised with demonstrated time management capability including the ability to meet or exceed deadlines whilst under pressure and to achieve within the work area and coordination of resources.</li> <li>• Sound knowledge and ability to apply high level customer service principles.</li> <li>• Proven report development and writing skills.</li> <li>• Established and proven budget and financial management skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated high degree of confidentiality, judgement, initiative and sensitivity in the performance of duties and dealings with members of the public and staff.</li> <li>• Sound ability to balance the needs for strategic direction from the Chief Executive Officer, Executive Leadership Team (ELT) or Council versus the confidence to proceed as determined by plans and past decisions.</li> </ul>
<b>Corporate Applications:</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Microsoft Office Word, Excel, Outlook</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Pathway</li> <li>• HPE Content Manager</li> <li>• FinanceOne</li> <li>• Exponare</li> <li>• Conquest</li> </ul>
<b>Qualifications:</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• An appropriate tertiary qualification or extensive experience in Asset Management, Project Management or Engineering.</li> </ul>
<b>Experience:</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in a senior leadership role with proven experience and expertise in the high-level management of key functional areas including: <ul style="list-style-type: none"> <li>- Capital Projects</li> <li>- Works and Operations</li> <li>- Civil Engineering Services</li> <li>- Community Wastewater Management Systems</li> <li>- Community Engagement</li> </ul> </li> <li>• High level and demonstrated experience in influencing organisational culture improvements and driving strategic agendas.</li> <li>• Demonstrated experience in working in a complex and demanding environment, with a high degree of responsibility and the requirements to meet strict deadlines.</li> <li>• Extensive experience in the strategic end to end management of complex community projects with significant community interface.</li> <li>• Highly developed financial planning and management experience.</li> <li>• Extensive experience in initiating and driving change within a political environment.</li> <li>• Prior experience and demonstrated commitment to leading organisational service improvement processes.</li> <li>• Demonstrated high level experience in resource planning, time, budget and project management.</li> <li>• Demonstrated experience in local government or a significant multi-faceted organisation at senior management level.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience in intergovernmental negotiations, and ability to develop and maintain alliances with non-government organisations, regional and peak bodies.</li> </ul>
<b>Licences/Tickets:</b>	<ul style="list-style-type: none"> <li>• Drivers Licence (Class C)</li> <li>• Criminal History Assessment (Working with Children Check)</li> </ul>



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.