

Directorate:	Operations	Department:	Project Delivery
Position Grade:	18	Reports to:	Manager Project Delivery
Last review:	June 2023	Next review:	June 2025
		Version No.:	2.0

Position purpose:

To undertake planning and delivery of Council's infrastructure capital works projects and programs to time, cost and quality targets and to provide asset management strategies, policies, systems and programs for Council owned infrastructure assets to ensure assets continue to deliver the required levels of service over time in a cost effective manner.

Key accountabilities and responsibilities:

- 1) Providing high quality road and drainage and floodplain infrastructure assets by developing and implementing appropriate management policies, capital works programs, and standards for design, construction and maintenance.
- 2) Achieving "best value" investment in road and drainage and floodplain infrastructure by contributing to the development, implementation and maintenance of effective budget and asset management programmes and systems.
- 3) Contributing to the analysis, evaluation and planning of medium and long term civil assets and infrastructure options which accommodate national, state, regional and local needs.
- 4) Achieving project and program delivery goals (encompassing quantity, quality, time, safety, environmental and cost) by actively coordinating and overseeing the planning, design, procurement, construction and hand over processes across the organisation.
- 5) Undertaking pre-tender/quotation WHS project Hazard Identifications and Risk Assessments of relative work activities associated with allocated projects as necessary for the position.
- 6) Monitoring the execution and completion of works to achieve required specifications, quality, safety and environmental standards, time and budget constraints, legislative requirements, grant conditions and customer expectations.
- 7) Maximising Council's access to and use of grant funds for road and drainage and floodplain assets and infrastructure by:
 - Identifying sources and proactively pursuing grant allocations;
 - Developing strong relationships with relevant govt agencies; and
 - Developing, coordinating and delivering grant funded projects/ programs within grant guidelines, timeframes and agency expectations.
- 8) Developing "best practice" asset and infrastructure solutions having consideration to political sensitivities, life cycle costs, safety, amenity, environment, access & user behaviour, community expectations and other risk management issues.
- 9) Contributing to the successful development, acceptance and implementation of projects and programs by ensuring effective liaison, consultation and communication and developing and maintaining effective working relationships with all stakeholders, both internal and external to the organisation.
- 10) Achieving budget, plan, policy and operational objectives by:
 - Developing, monitoring and reviewing business plans consistent with Council's Corporate and Management Plans; and
 - Monitoring and managing the Civil Construction Section's performance.
- 11) Fostering and encouraging an environment of continuous improvement by embracing Total Quality

Management principles and applying to the Section's activities.

- 12) In programming, prioritising and executing the delivery of works and services be fully aware of, and sensitive to, the various social, environmental, political, and public perception factors inherent in the Local Government system.
- 13) Through sound management practices, ensuring that the efforts and outcomes of the Section's activities reflect the Departments/division's overall objectives and priorities.
- 14) Contributing to the planning and policy development of the organisation by providing timely and accurate management reports and information.
- 15) Promoting the image of Council and this Department as being a professional, committed and dedicated, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the division's clients.
- 16) Through enthusiasm, leadership, staff development and professional guidance, motivating staff to high levels of performance and achievement of Council's and Divisional objectives.

Decisions made in the position:

Position granted delegation of authority by the Chief Executive Officer. Refer to delegation database or contact Corporate Services for copies or level of authority.

Decisions referred:

In accordance with position delegations.

Key issues and challenges:

- 1) Rapid City growth.
- 2) Implementing new approaches to Council business.
- 3) To provide "best practice" asset management solutions.
- 4) Managing capital works programmes to maximise benefit within constrained funding environment.
- 5) Developing a team approach to the delivery of Council services.

Key working relationships:

- Directors, Managers and other staff within Council
- Consultants and others state agencies.
- Manager Project Delivery
- Director Operations

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications and Licences

- Degree in Civil Engineering or equivalent with eligibility for Corporate Membership of the Institution of Engineers, Australia
- Current Class C Drivers Licence

Experience

- Minimum of 7 years' experience in similar role
- Extensive experience in design, construction and maintenance of road and drainage infrastructure assets within the constraints of an urban environment
- Experience in the management of project and programme works within budget, time and quality standards
- Experience in developing budgets, policy, strategies, plans and programs associated with the management of infrastructure assets
- Experience in the coordination/supervision of a professional/technical civil engineering team together with effective team building skills
- Experience in managing complex and politically sensitive issues
- Communication & presentation of material and information to a broad range of stakeholders including community groups, elected representatives and senior management

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Extensive written and verbal communication skills with proven ability to communicate and present material and information to a broad range of stakeholders including community groups, elected representative and senior management
- Understanding of the characteristics of different infrastructure solution alternatives, their impacts and appropriateness to solving infrastructure issues in local government
- Knowledge and skills in contract management and administration
- Understanding of relevant legislation and regulations
- Knowledge of infrastructure management policy, practice and legislative framework
- Knowledge of the principles of Total Quality Management and application of Risk Management
- Understanding of the interaction between Federal, State and Local Governments in the funding of transportation solutions
- Asset management and methodologies and systems
- Civil engineering standards & specifications

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Continuing professional development as appropriate to maintain registration on National Professional Engineers Register (NPER)
- Post Graduate Studies in relevant areas of Engineering or Management
- Project & Program Management
- Financial Management
- Team Development
- Total Quality Management
- Negotiation, mediation, and conflict resolution skills
- Business planning
- Ability to identify, analyse, assess and interpret infrastructure needs, options, priorities, and associated costs
- Ability to exercise independence in managing a technical section

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous