



Position Description

Manager Civil Infrastructure

Our City

Situated 223kms from Perth in the South West corner of Western Australia, the City of Busselton is an important regional centre covering 1,454 square kilometres with an estimated population of over 45,000 people. The City is a place where people can enjoy all the experiences that nature has to offer, along with the benefits that come with living away from a busy capital City. Our population continues to grow, attracting both families and retirees, along with new businesses and investment.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.

T



Teamwork

R



Respect

A



Accountability

C



Customer
Focus

E



Excellence

Position Details

Title	Manager Civil Infrastructure
Position Number	115
Directorate	Infrastructure and Environment
Reports to	Director Infrastructure and Environment
Employment Type	Fixed Term Contract
Industrial Instrument	Local Government Officers (Western Australia) Award 2021
Level	Negotiated Contract

Position Overview

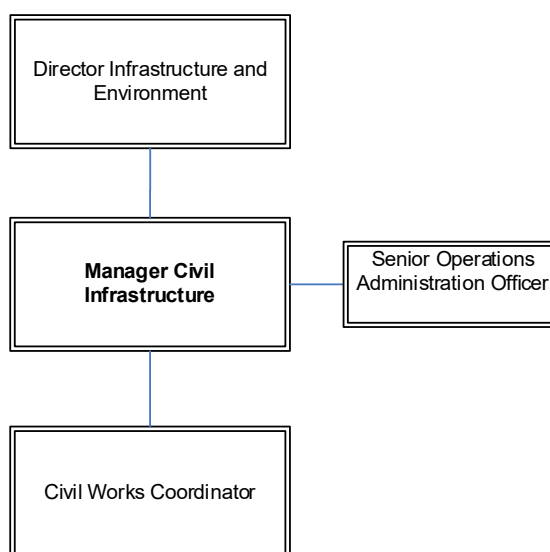
Summary of the key objectives of the position.

The Manager Civil Infrastructure provides strategic leadership in the planning, construction, and maintenance of the City's transport infrastructure assets, including roads, drains, bridges, boat ramps, jetties, paths, trails, and beaches. The role is responsible for ensuring civil capital works and maintenance programs are delivered on time, within budget, and in line with recognised engineering and City standards.

The position works closely with the Engineering and Facilities Business Unit to ensure designs, asset inspections and approvals are delivered. Oversees procurement for civil works, drives process improvements, and manages required corporate and financial reporting obligations.

Provides support to depot administration, purchasing and depot stores.

Reporting Relationships



Key Duties and Responsibilities

Capital Works Delivery

- Manage project scheduling, budgets, and quality control and assurance ensuring compliance with statutory obligations.
- Work in partnership with the Manager Engineering and Facilities to ensure project designs, approvals, and technical standards and specifications are met.
- Ensure compliance with design, engineering, and safety standards across all projects.

Civil Maintenance

- Oversee the planning, review and execution of maintenance programs for civil assets, ensuring timely response to both scheduled and reactive works.
- Ensure service levels for all asset classes are adhered to, review any shortfalls and/or overservicing rectified in line with business cases and City budget processes.

Procurement and Contract Management

- Manage procurement processes for civil works in line with City policies and statutory requirements.
- Oversee the procurement of contractors, consultants, and material supplies, ensuring value for money, sustainability, safety, and quality outcomes.
- Monitor and report on contract performance and address any variations or risks.

Business Systems and Process Improvement

- Lead the Business Units involvement in the implementation and effective use of the Works and Assets module in TechOne for scheduling, reactive maintenance, and reporting.
- Drive process and continuous improvement initiatives to deliver efficiencies and improved service outcomes.
- Establish and monitor key performance measures for the Business Unit.

Reporting and Governance

- Prepare and present reports and briefings to Council as required.
- Deliver monthly corporate and financial reporting requirements, including forecasting and variance analysis.
- Provide quarterly budget performance reports, highlighting exceptions and recommending corrective actions.
- Ensure compliance with relevant statutory obligations, City policies, and corporate frameworks.

Leadership and People Management

- Provide clear direction, coaching, and support to staff to achieve outcomes efficiently and effectively.
- Build and maintain a high-performing, safe, and collaborative culture.
- Manage resourcing levels, workloads, and performance expectations across the Business Unit.
- Ensure work, health and safety responsibilities are known and upheld driving a strong safety culture and focus.

Stakeholder Engagement

- Liaise with internal and external stakeholders, including contractors, consultants, external agencies and the community to ensure successful project and program delivery.
- Provide timely and professional responses to community and customer enquiries relating to civil infrastructure.
- Contribute to and implement strategies to achieve a positive and innovative organisational culture.
- Monitor, mentor and develop staff performance, undertake performance appraisals and make recommendations on staff training and development for team members.
- Prepare reports, agenda items, briefing notes as required.

Corporate Responsibilities

- Understand and apply the principles and responsibilities outlined in the organisation's Project Planning and Management Framework, supporting effective governance, transparency, and accountability.
- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate the below competencies:

- Tertiary qualifications in Civil Engineering or related discipline (or equivalent experience).
- Extensive experience (5+ years) in civil infrastructure construction and maintenance at a management level, ideally within local government.
- Ability to provide strategic oversight of projects, contracts, and procurement.
- Extensive experience in financial governance, reporting, and budget management.
- Ability in implementing operational efficiencies.
- High-level communication and negotiation skills with stakeholders at all levels.
- Skills in culture transformation, and change management.
- Strong analytical, problem-solving, and decision-making capability.
- Strong written and verbal communication skills to maintain a customer focus.

Authorities

This position operates under the limited direction of the Director, Infrastructure and Environment within established legislative guidelines, Australian Accounting Standards, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old
- Proof of right to work in Australia
- Current C Class driver's licence
- White card

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment