



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Works Coordinator

Directorate	Infrastructure Services
Location	Grenfell (Depot)
Classification/Grade/Band	Band 3 Level 2 Grade 17
Position Details	Fixed Term Appointment* 38 Hour Week Position Code – 22.1 File Number – P1.4.405
Date position description approved	1 July 2022
Date position reviewed	22 October 2026

** This role is offered under the Local Government (State) Award 2026 Clause 35 Term Contracts (d) to temporarily replace an employee who is on approved leave, secondment, workers compensation, acting in a different position or working reduced hours under a flexible work and leave arrangement.*

The term contract is for six (6) months [with the possibility of extension up to a further six (6) months] and will end by the effluxion of time or earlier upon the return to work of the current incumbent to the position of Works Coordinator.

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

The purpose of the Works Coordinator role is to provide front-line management in the form of programme development, planning, coordination and delivery of Council's maintenance, civil construction and operational responsibilities.

The Works Coordinator will assist in managing the branch's workforce, contractors, council plant, externally hired plant to ensure the maintenance, construction and improvement of Councils assets is undertaken in both a constructive and economical manner. The role will be responsible for performance management of staff within their area of responsibility, to ensure that expected levels of behaviour are maintained in accordance with Councils Code of Conduct and standards of appropriate work place behaviour.

Key accountabilities

Within the area of responsibility, this role is required to:

- Deliver the services and functions within the Infrastructure Services portfolio in accordance with relevant legislation, adopted plans, policies and procedures.
- Develop, implement and monitor annual and strategic works programs to achieve Council's adopted service levels, priorities and key performance indicators (KPIs).
- Manage infrastructure construction, rehabilitation and maintenance programs within approved scopes, budgets, timeframes and quality requirements.
- Have input into the development and management of operational and capital works budgets, cost estimates, project schedules, resource requirements and expenditure forecasts.
- Monitor works and project performance, managing variations, risks and delivery issues within the position's delegated authority.
- Coordinate Council's workforce, plant, materials and contractors to support efficient and cost-effective delivery of infrastructure works.

- Manage procurement, tendering, contracts and contractor performance in accordance with Council policies, procedures and delegations
- Ensure infrastructure works comply with relevant legislation, standards, specifications, environmental, WHS and risk management requirements.
- Provide professional technical and operational advice, reports and recommendations on matters within the position's area of responsibility.
- Maintain effective working relationships with Council staff, contractors, consultants, government agencies and other relevant stakeholders.
- Lead, develop and manage Infrastructure Services employees, promoting accountability, collaboration, performance and continuous improvement.
- Coordinate Infrastructure Services' resources to support Council's response to emergency events and subsequent recovery works as required.
- Undertake other duties, projects or tasks as directed by the Operations Manager that are within the employee's skills, competence, training and level of responsibility.

Key challenges

- Undertake execution and completion of all maintenance and construction activities as required, within timeframes and budget.
- Maintaining expertise and technical/job knowledge to industry standards, including related training and standards awareness.
- Participate in ongoing skills development.
- Ensuring that all works undertaken are carried out to a workman-like standard and to Council's expectation and community satisfaction.

Key internal relationships

Who	Why
Director Infrastructure Services, Operations Manager, Assets Engineer, RMCC Coordinator	Effective completion of assigned duties. Responsible for management of depot staff across all levels Other council departments and operational teams
Workshop Supervisor, Plant and Truck Operators, Traffic Controller Senior, Team Leaders, Parks and Open Space, Labourers, Human Resources, Stores, Biosecurity, WHS/RTW Coordinator.	Compliance Resourcing

Key external relationships

Who	Why
Members of the Community, Contractors and Consultants	Effective completion of assigned responsibilities Compliance Resourcing
Government agencies and authorities Contractors and consultants, Utilities and service providers.	

Decision making

In accordance with the Delegations Register.

Technical completion of works responsibilities, within the knowledge, skills, expertise and the delegation of the employee.

Reports to

Operations Manager

Direct reports

Team Leaders x 5. Crews report through Team Leader.
Village Maintenance x 2

Budget (operating and capital expenditure)

TBA

Essential requirements

- Certificate IV/Diploma in Civil Construction, or a related discipline with demonstrated contemporary experience relevant to the position; or substantial contemporary experience in a similar role supported by appropriate ongoing professional development.
- Demonstrated management level knowledge and experience in the planning, programming and delivery of civil infrastructure construction and maintenance, including roads, bridges, stormwater/drainage and road corridor infrastructure.
- Demonstrated experience in project and contract management, procurement, contractor management, budget development and management, works programming, cost estimating, scheduling and resource planning for civil infrastructure works.

- Demonstrated experience leading, developing and managing operational employees and teams to achieve agreed work programs, service levels and organisational objectives.
- Demonstrated ability to identify and manage operational, project, WHS and service-delivery risks.
- Highly developed communication, stakeholder engagement, negotiation, analytical and report-writing skills to achieve practical outcomes and support effective decision-making.
- Demonstrated ability to manage competing priorities and deliver works and services within approved budget, timeframe and quality requirements.
- Demonstrated contemporary knowledge of legislation, standards and practices relevant to local government civil infrastructure construction and maintenance.
- SafeWork NSW - General Construction Induction Card (White Card).
- Current Class C driver's licence.

Desirable requirements

- Formal qualification or professional development in Frontline Management, Project Management, Management or a related discipline.
- Demonstrated experience working in NSW local government infrastructure delivery.
- Knowledge and experience of Transport for NSW requirements and arrangements relevant to Council road construction and maintenance activities.
- Relevant quarry or mining competency where required for Council quarry operations.
- Knowledge of contemporary works, asset and project-management information systems.
- Traffic Controller Certification.
- Implement Traffic Control Plans Certification.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	• Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Communicate and Engage	Advanced	• Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Assets and Tools	Advanced	• Considers council and community assets in the design/delivery of services • Facilitates and monitors appropriate deployment of assets and tools in line with community priorities • Implements and monitors compliance with asset management and maintenance plans and policies
Resources Procurement and Contracts	Advanced	• Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Manage and Develop People	Advanced	• Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous learning • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Inspire Direction and Purpose	Advanced	• Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level
Workforce Leadership Lead and Manage Change	Advanced	• Translates change initiatives into practical strategies, including the role of staff in implementing them • Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders • Develops appropriate approaches to involve staff and stakeholders at various stages of the project • Implements structured processes to manage structural, system, process and cultural barriers to change • Provides coaching and leadership in times of uncertainty and difficulty for staff