



## Position Description

|                       |                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| POSITION TITLE:       | <b>Director Assets &amp; Infrastructure Services</b>                                                                               |
| DEPARTMENT:           | Assets & Infrastructure Services                                                                                                   |
| REPORTS TO:           | General Manager                                                                                                                    |
| LOCATION:             | Administration Centre                                                                                                              |
| SALARY SYSTEM GRADE:  | Executive Band Level 4                                                                                                             |
| REMUNERATION PACKAGE: | Access to a range of salary packaging benefits.<br>Access to a vehicle for Private Use in Accordance with Council's Vehicle Policy |
| HOURS OF WORK:        | 35 hours per week                                                                                                                  |

### Our Mission

To meet the challenges of our unique and diverse region.

### Purpose of Position

As the senior executive leading the Infrastructure Services Directorate, this role focuses on inspiring and guiding the team to achieve operational objectives while fostering a culture of excellence and collaboration. Key responsibilities include providing strategic leadership, developing management frameworks, and advising Council stakeholders. The primary aim is to cultivate a culture of innovation and effectiveness within the Directorate, driving towards the fulfillment of Council's goals and legislative requirements.

### Award Provisions

|              |                                     |
|--------------|-------------------------------------|
| Award:       | Local Government (State) Award 2023 |
| Award Grade: | Executive Band 4                    |

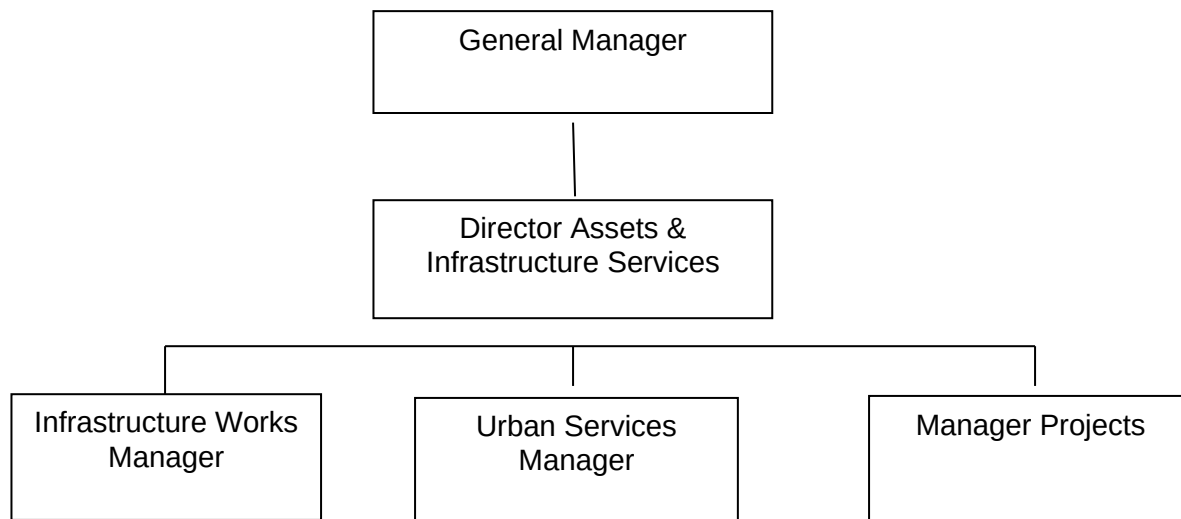
## Organisational Relationships

WITHIN DEPARTMENT: Assets & Infrastructure Services

WITHIN COUNCIL  
Mayor and Councillors  
Senior management  
Salary and operational staff

EXTERNAL TO COUNCIL  
(e.g. community, business &  
other government)  
Government Directorates  
Consultants / Contractors  
Businesses / Community  
Media

## Organisational Chart



## Schedule of Duties

### **Council and General Manager**

- Provide strategic guidance to the General Manager, Mayor, and Councillors regarding Assets & Infrastructure Services.
- Foster open communication between directorate employees, General Manager, and Council.
- Represent Council's interests at regional levels, advocating for community needs.

### **Community and External Bodies**

- Cultivate effective public liaison, ensuring transparency and responsiveness.
- Serve as a spokesperson, nurturing positive community relations.
- Prioritise public safety initiatives for a secure environment.
- Develop relationships with stakeholders for collaboration

### **Directorate of Assets & Infrastructure Services**

- Lead strategic planning aligned with Council's vision.
- Offer strategic financial oversight for the directorate, ensuring resource allocation promotes sustainable development.
- Foster inclusive culture and excellence in people management.
- Innovate Capital Works and Maintenance programs for efficiency.
- Ensure compliance with funding agency requirements.
- Oversee management of water supply, roads, and infrastructure.
- Champion emergency management strategies.
- Direct asset management, contract oversight, and project design.
- Coordinate emergency response efforts, enhancing community resilience.
- Provide strategic direction for facilities maintenance and stormwater management.
- Lead procurement optimisation efforts.
- Provide technical expertise to Council panels and committees.
- Perform other duties directed by the General Manager.

## Role Capabilities

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>.

Table 1 outlines the full list of capabilities and the qualifications and experience 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.

**Table 1: Role requirements**

| Technical Requirements                                                                                             |                                     | Executive Band 4                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification                                                                                                      |                                     | Tertiary qualifications and significant leadership experience in Engineering or a related discipline, emphasizing the ability to foster a culture of growth and collaboration.. |
| Driver's Licence                                                                                                   |                                     | Class C                                                                                                                                                                         |
| Role Capabilities                                                                                                  |                                     |                                                                                                                                                                                 |
| <br><b>Personal attributes</b>    | Manage Self                         | Highly Advanced                                                                                                                                                                 |
|                                                                                                                    | Display Resilience and Adaptability | Advanced                                                                                                                                                                        |
|                                                                                                                    | <b>Act with Integrity</b>           | <b>Highly Advanced</b>                                                                                                                                                          |
|                                                                                                                    | Demonstrate Accountability          | Highly Advanced                                                                                                                                                                 |
|                                                                                                                    | Communicate and Engage              | Advanced                                                                                                                                                                        |
| <br><b>Relationships</b>        | <b>Community and Customer Focus</b> | <b>Highly Advanced</b>                                                                                                                                                          |
|                                                                                                                    | Work Collaboratively                | Highly Advanced                                                                                                                                                                 |
|                                                                                                                    | Influence and Negotiate             | Advanced                                                                                                                                                                        |
|                                                                                                                    | <b>Plan and Prioritise</b>          | <b>Highly Advanced</b>                                                                                                                                                          |
| <br><b>Results</b>              | Think and Solve Problems            | Advanced                                                                                                                                                                        |
|                                                                                                                    | Create and Innovate                 | Advanced                                                                                                                                                                        |
|                                                                                                                    | Deliver Results                     | Highly Advanced                                                                                                                                                                 |
|                                                                                                                    | <b>Finance</b>                      | <b>Advanced</b>                                                                                                                                                                 |
| <br><b>Resources</b>            | Assets and Tools                    | Highly Advanced                                                                                                                                                                 |
|                                                                                                                    | Technology and Information          | Advanced                                                                                                                                                                        |
|                                                                                                                    | Procurement and Contracts           | Highly Advanced                                                                                                                                                                 |
|                                                                                                                    | <b>Manage and Develop People</b>    | <b>Highly Advanced</b>                                                                                                                                                          |
| <br><b>Workforce Leadership</b> | Inspire Direction and Purpose       | Advanced                                                                                                                                                                        |
|                                                                                                                    | Optimise Workforce Contribution     | Adept                                                                                                                                                                           |
|                                                                                                                    | Lead and Manage Change              | Adept                                                                                                                                                                           |

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in table 2.

**Table 2: Focus Capabilities for Executive Band 4**

| Group and Capability                                                                                                                                 | Level           | Behavioural Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Attributes</b><br>Act with Integrity<br><i>Be ethical and professional, and uphold and promote the public sector values</i>              | Highly Advanced | <ul style="list-style-type: none"> <li>• Champion and model the highest standards of ethical and professional behaviour</li> <li>• Drive a culture of integrity and professionalism within the organisation, and in dealings across government and with other jurisdictions and external organisations</li> <li>• Set, communicate and evaluate ethical practices, standards and systems and reinforce their use</li> <li>• Create and promote a culture in which staff feel able to report apparent breaches of legislation, policies and guidelines and act promptly and visibly in response to such reports</li> <li>• Act promptly and visibly to prevent and respond to unethical behaviour</li> </ul> |
| <b>Relationships</b><br>Communicate Effectively<br><i>Communicate clearly, actively listen to others, and respond with understanding and respect</i> | Highly Advanced | <ul style="list-style-type: none"> <li>• Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences</li> <li>• Speak in a highly articulate and influential manner</li> <li>• State the facts and explain their implications for the organisation and key stakeholders</li> <li>• Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations</li> <li>• Anticipate and address key areas of interest for the audience and adapt style under pressure</li> </ul>                                                                                                         |
| <b>Results</b><br>Achieve results through the efficient use of resources and a commitment to quality outcomes                                        | Highly Advanced | <ul style="list-style-type: none"> <li>• Use own professional knowledge and the expertise of others to drive forward organisational and government objectives</li> <li>• Create a culture of achievement, fostering on-time and on-budget quality outcomes in the organisation</li> <li>• Identify, recognise and celebrate success</li> <li>• Establish systems to ensure all staff are able to identify direct connections between their efforts and organisational outcomes</li> <li>• Identify and remove potential barriers or hurdles to achieving outcomes</li> <li>• Initiate and communicate high-level priorities for the organisation to achieve government outcomes</li> </ul>                  |

**Table 2: Focus Capabilities for Executive Band 4**

| Group and Capability                                                                                                                     | Level           | Behavioural Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Resources</b><br>Finance<br><i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>        | Highly Advanced | <ul style="list-style-type: none"> <li>• Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>• Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>• Assess relative cost benefits of various purchasing options</li> <li>• Promote the role of sound financial management and its impact on organisational effectiveness</li> <li>• Obtain specialist financial advice when reviewing and evaluating finance systems and processes</li> <li>• Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner</li> </ul> |
| <b>Workforce Leadership</b><br>Manage and Develop People<br><i>Engage and motivate staff, develop capability and potential in others</i> | Highly Advanced | <ul style="list-style-type: none"> <li>• Knows the individual strengths, weaknesses, goals and concerns of members of the team</li> <li>• Fosters high performance through effective conversations and feedback by providing stretch opportunities</li> <li>• Identifies and develops talent across the organisation</li> <li>• Coaches and mentors staff to foster professional development and continuous learning</li> <li>• Implements performance development frameworks to align capability with the organisation's current and future priorities</li> <li>• Resolves staff and individual performance issues, including serious unsatisfactory performance, in a timely and effective way.</li> </ul>                                                                  |

## Acceptance of Position Description

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

\_\_\_\_\_.

(insert date)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_