

## Position Description

<b>Position:</b>	Manager Capital and Development
<b>Incumbent:</b>	Vacant
<b>Key Result Area:</b>	Asset Management
<b>Classification:</b>	Senior Executive Officer
<b>Agreement name:</b>	Towong Shire Council Enterprise Agreement 2018, which incorporates the Victorian Local Authorities Award 2001 (VLAA 2001) and the Nurses (ANMF – Victorian Local Government) Award 2015
<b>Employment term:</b>	Permanent
<b>Employment type:</b>	Full-time
<b>Worksite location:</b>	Tallangatta Office
<b>Reports to:</b>	Director Infrastructure and Environment
<b>Supervises:</b>	Senior Project Manager Project Manager Technical Officers Coordinator Infrastructure Design
<b>Approved by:</b>	Acting Chief Executive Officer
<b>Date approved:</b>	March 2025
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel

### POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Towong Shire Council's values, towards all staff, contractors, and Councillors.
- Embrace innovation, technology, and sustainability in delivering the objectives and key responsibilities of the role.
- Lead the development and delivery of Council's capital works program including the establishment of methodology, standards and tools to drive and facilitate the successful delivery of projects.
- Lead the design and development functions of Council ensuring compliance with relevant standards and requirement.
- Ensure that services delivered to support these functions are relevant, timely, cost effective, operationally efficient and consistent with Council's plans and objectives.

## KEY RESPONSIBILITIES

- Lead the design and implementation of common project management methodology, standards and tools to drive and facilitate the successful delivery of projects.
- Define business strategies and practical solutions to enable the coordination of multiple major projects and initiatives to improve efficiency and effectiveness of projects delivery.
- Manage interdependencies and coordination across projects to ensure that information relating to project deliverables, risks and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated.
- Manage the development of Council's capital works program, liaising with stakeholders to identify, prioritise, scope projects and determine resources for future delivery.
- Ensure the successful delivery of the capital works program including stakeholder engagement, procurement, contract management, commissioning and reporting meets relevant legislative requirements, policies and procedures.
- Develop, manage and monitor contracts, service agreements and funding agreements for the delivery of the capital works program ensuring alignment with organisational objectives, relevant legislative requirements, policies and procedures.
- Work closely with the Finance Team in matters relating to capital works budget and grant acquittals.
- Provide operational management, technical knowledge and expertise to the teams and individuals responsible for the delivery of the capital program, design and development functions.
- Ensure the successful delivery of the capital works program including stakeholder engagement, procurement, contract management, commissioning and reporting meets relevant legislative requirements, policies and procedures.
- Lead, monitor and review the implementation of the relevant elements of the Council Plan and supporting policies, strategies and plans.
- Lead, monitor and review the overall operational budgetary and financial responsibility for capital works and design and development functions and provide advice on best practice, efficiencies and innovation to ensure best value to Council.
- Actively maintain a strong knowledge and understating of industry standards, reforms and innovation and provide apply this as part of the strategic advice and high-level support provided to the Director Infrastructure and Environment.

## People Management

- Lead the team culture through the provision of support, assistance, mentoring, and setting of clear expectations.
- Provide leadership and management to direct reports to support their continued development and learning.
- Conduct regular 1:1's, periodic workplans, and annual reviews with direct reports in line with Council's Enterprise Agreement, policies and procedures, ensuring individual and organisational objectives have been met.

## **SHARED ORGANISATIONAL RESPONSIBILITIES**

### **Customer Service and Community Engagement**

- Provide a high level of customer service consistent with Council values.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Ensure all customer requests are responded to in a timely manner and interactions recorded in the Customer Relationship Management system.
- Work with the Communications and Engagement team to prepare an appropriate communication/engagement plan as an integral part of project delivery and ensure the provision of timely and regular information relative to specific projects and service delivery.

### **Risk Management**

- Ensure the Risk Management Policy and procedures are observed and complied with at a personal level.
- Ensure compliance with the Privacy and Data Protection Act 2014 (Vic) and treat all information of a sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and keep accurate and complete records of business activities and decision making in Council's Corporate Record Management System and in accordance with the Public Records Act 1973.
- Observe the Code of Conduct and all appropriate Council policies and procedures regarding day-to-day conduct.
- Ensure compliance with relevant legislation, regulations, and codes of practice.
- Ensure that behaviours and actions are consistent with Victorian Child Safe Standards and related legislation.

### **Occupational Health and Safety**

- Comply with Council's Occupational Health and Safety Policy and Procedures.
- Take reasonable care for your own health and safety, as well as the health and safety of others.
- Ensure that no actions are taken to interfere with or place at risk the health and safety of any person at the workplace; including employees, volunteers, or community members (including children).
- Only use Council plant, equipment and vehicles as authorised and instructed.
- Co-operate with steps taken by Council for OHS compliance.
- Participate in OHS training and consultation when directed.
- Correctly use personal protective equipment and clothing as directed.
- Report hazards, injuries, accidents or incidents in accordance with Council Policy and procedures.

### **Emergency Management**

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

- At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

#### **Other Duties**

- Fulfill any other duties as directed by Director Infrastructure and Environment that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's processes, systems, and service levels.

#### **Additional Factors**

- This position will require you to work at various locations within the Towong Shire.

### **POSITION CAPABILITIES**

#### **Accountability and extent of authority**

- Under the guidance of the Director Infrastructure and Environment, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy, delegations, statutory obligations and budget.
- Undertake policy investigations and analysis and be creative in the preparation of policy options to be presented to the Director Infrastructure and Environment.
- Take actions to provide regular reports related to professional practice standards, regulations and Council objectives within the limits of Council budgets.
- Give due consideration to the effect of actions taken on the Council and community more broadly.

#### **Judgement and decision making**

- Ability to implement adopted plans and strategies and meet regulatory requirements.
- Ability to solve problems, using creative and innovative ideas to resolve complex or technical problems not previously experienced.
- Identify, analyse, develop and present policy and strategic options relevant to the department.
- Ability to develop and improve methods, procedures, and processes to achieve the outcomes of the department.

#### **Specialist knowledge and skills**

- Proficiency in the application and theory of engineering, project management and provision of local government works programs as well as the legal, political and economic context of local government.
- Good knowledge of engineering, project management and provision of local government works programs as well as the legal, political and economic context of local government.
- Proficient skills in contract and project management.
- Sound knowledge of and familiarity of principles and practices of budgeting and accounting/financial procedures
- Proficiency and creativity in applying engineering theory and evidence to identify and advance solutions to opportunities and challenges.

### **Management skills**

- Highly developed skills in managing time, setting priorities, planning, organising one's own work and those of other employees to achieve objectives and goals, taking into account organisational and external constraints and opportunities.
- Provide guidance and advice, to all employees across the organisation in line with the field of expertise.
- Develop training material and conduct training as required.
- Understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.
- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

### **Interpersonal skills**

- Ability to influence, negotiate and gain co-operation with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop employees.
- Strong oral and written communication skills with the ability to write reports and/or external correspondence.

### **Qualifications and experience**

- Post-graduate in the field of expertise and/or management with at least 8 years' experience in a related field.
- Current Class C Driver's Licence.

### **KEY SELECTION CRITERIA**

1. Relevant qualifications and extensive experience in a local government or similar setting.
2. Demonstrated experience in successful planning, implementation, monitoring and reporting on the delivery of a multi-faceted capital works program.
3. Extensive experience and success in managing staff and leading teams to achieve organisational goals and objectives within a values-based framework.
4. Demonstrated experience in the application of strong project, financial, risk and OHS management practices in the delivery of capital works, design and development functions.
5. Excellent written and verbal communication skills, negotiation and conflict resolution skills and demonstrated experience in dealing with community members.

### Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting		X				
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors		X				
Isolation eg. tip supervision	X					
Sedentary eg. computer operation						X
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour  
 Regularly: once weekly for say 1 - 2 hours  
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

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**Narelle Taylor**

Acting Chief Executive Officer

Date: 19 March 2025

### Acceptance of position description

I, ....., have read and accept the conditions of the Manager Capital and Development Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date:

