|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION TITLE** | Manager Engineering and Assets | | | |
| **GROUP / DEPARTMENT** | Infrastructure | | | |
| **REPORTING TO** | Director Infrastructure | | | |
| **DIRECT REPORTS** | Assets and Procurement Coordinator  Design Engineer  Graduate Engineer  Technical Officer  Road Safety Officer | | | |
| **EMPLOYMENT BASIS** | Permanent, full time, 70 hour fortnight | | | |
| **GRADE** | Band 3 Level 4 Grade 16 | | | |
| **APPROVED BY** | General Manager | | Date |  |
| **EMPLOYEE** | Name: Signature: Date: | | | |
| **POSITION PURPOSE**  The Manager Engineering and Assets is responsible for the development, management, maintenance, and preservation of Edward River infrastructure in accordance with modern asset management and contemporary design principles. The position is also responsible for providing engineering and technical support to the whole organisation.  This position will champion asset management throughout the organisation by leading continuous improvement and cultural change initiatives that contribute to improvements in efficiency and effectiveness of service delivery and develop the accountabilities, skills, and capabilities of staff. It will also encourage innovation and creativity in service planning and delivery. | | | | |
| **LINKS (INTERNAL)**   * General Manager * Executive Management Team * Manager Operations * Manager Projects and Capital Works * All Council staff * Councillors | | **LINKS (EXTERNAL)**   * Ratepayers & Public * Consultants and contractors * General Public * Government Departments & Agencies * Other Local Governments | | |
| **KEY RESPONSIBILITY AREAS**  **Infrastructure**   * Design and implementation of forward works programs. * Provision of engineering technical advice on land subdivision and development applications and undertake audit inspections to ensure subdivision and developments are built in accordance with the Council’s approved drawings and specifications. * Formulation of civil engineering specifications, tender and contract documentation for contracts, including documentation for road and drainage, water and sewerage design and construction. * Management of engineering contracts. * Provide engineering and technical assistance to all of Council.   **Asset Management**   * Provide support for the development, implementation, maintenance, and review of long term Asset Management Plans for Council's infrastructure assets that reflect Council’s corporate direction and the community’s requirements. * Develop Council's Delivery and Operational Plan for the Infrastructure Department. * Develop and maintain a 10 year renewal and improvement programs for each asset class, which are based on data, evidence, consultation with key stakeholders and sound principles. * Assist with the development and maintenance of a fleet management program for Council. * Undertake analysis and make recommendations on asset renewal and maintenance to the Infrastructure program. * Source funding opportunities for improvements to current infrastructure and construction of new infrastructure. * Complete asset reports for IPWEA, Grants Commission, Regional Roads Grants and special one-off grants as required. * Assist in the ongoing review of infrastructure service reviews, business plans, performance monitoring and reporting systems to ensure the sustainability of infrastructure assets.   **Contract Management**   * Assist with contract reporting and audit obligations. * Assist with the drafting, evaluation, negotiation, and execution of contracts. * As needed, provide guidance on contract matters to project managers or other operational staff, including training to new project managers and other employees in contracting practices and procedures.   **Property and Lease Management**   * Provide statutory property advice and guidance including lease arrangements especially in relation to crown land. * Manage property transactions, such as, acquisitions, leases, licenses, and disposals. * Review/develop and manage property and lease systems, processes, and procedures. * Develop property and lease related policies, including specific reference to activities related to Crown Land. * Ensure Council’s Land and Lease Registers are kept current and meet legislative requirements. * Ensure consistency in decision-making associated with lease terms and conditions.   **Compliance**   * Maintain procedures and processes for works within roads, the issue of Heavy Vehicle permits and compliance with DDA requirements. * Maintain compliance with all matters associated with operation of Council gravel pits.   **Financial Management**   * Ensure the submission of routine and once off funding applications and identify key funding opportunities to support the financial sustainability of Council's infrastructure assets. * Monitor and report regularly on financial and business plan performance and ensure statutory, regulatory and policy compliance in all areas of responsibility. * Provide residual value and depreciation forecasts of infrastructure assets of Council. * Prepare "strategic estimates" for infrastructure projects for the consideration of Council.   **Reporting & budgeting**   * Develop and deliver a program for establishment of Asset Management Plans for all asset categories utilising advanced competency. * Manage the development of asset management and renewal and capital works programs for both the Long Term Financial Plan and annual budget considerations. * Provide technical asset advice to Council, assist in the development of asset policies and ensure the delivery of Asset Services activity in accordance with adopted policy.   **Procurement**   * Development and management of Procurement policies and procedures. * Monitoring of compliance with Procurement policies and procedures. * Provision of advice to other departments on Procurement matters. * Ensure that all procurement processes undertaken by Council comply with the relevant legislation. * Assist with the development of standard templates for use in the procurement process. * Establish and rationalise key supplier agreements, identify new opportunities and seek ways to improve overall procurement efficiencies and ensure purchasing compliance. * Provide guidance across Council on procurement related matters including provision of procurement related training. * Review monitor and manage purchasing processes and policies to ensure Council obtains the best quality, price and service from suppliers whilst meeting the needs of Council and staff. * Continuously improve procurement processes and systems including regular advice and audit reporting to ensure compliance with legislation, policy and procedures. * Review on a regular basis, all procurement policies and procedures. * Act as moderator on all tender evaluation panels.   **Continuous Improvement**   * Attend asset management meetings, and meetings to seek improved systems and procedures for asset management. * Investigate potential improvements and alternative solutions for asset planning and management   **Forecasting & programming**   * Develop and review programs and projects for the renewal, upgrade and new infrastructure assets, according to the stated asset management plan renewal intervention levels for Council’s major asset classes. * Implement strategies to forecast and reduce Council’s infrastructure renewal gap. * Develop Level of Service, Service Standards and Service Targets for Transport, Stormwater Drainage Services, Parks & Water and Sewerage services.   **Customer Service**   * Interact with community, stakeholders, Council and agencies in relation to Department activity. * Ensure that all services maintain a customer focus, achievement of business plan objectives and compliance with statutory requirements. * Respond to ratepayer queries, public enquiries, and complaints in a timely and appropriate manner.   **Council Relations**   * Ensure all plans and reports required to be produced for and by Council are provided within identified timeframes and are of suitable quality and attend Council meetings as required. * Follow through to ensure that Council decisions are executed promptly and effectively. * Develop and maintain positive relationships with Councillors. | | | | |
| **Accountability and Extent of Authority**   * Accountable for asset data, information, capitalisation, and financials that form Councils Asset Networks. * Authorised to approve expenditure in accordance with relevant Council Policy and Project budget. * Accountable for project financial control to ensure projects are delivered in accordance with budget. * Accountable for ensuring that a safe working environment exists on all projects under the control of Council at all times.   **Specialist Skills and knowledge**   * Knowledge of all legal requirements associated with civil infrastructure that services the community. * Knowledge of Local Government Guidelines for Subdivision Development * Knowledge of Water & Sewer design and operations * Sound technical knowledge related to the management of assets. * Broad knowledge of relevant legislation, regulations and contract law including OH&S, Main Roads Act, and the Local Government Act. * Knowledge of procurement processes and legal requirements. * Financial management and reporting skills. * The ability to use Microsoft Office applications and other relevant ICT Systems.   **Judgement and decision-making skills**   * Ability to use technical knowledge and expertise to solve complex issues in the administration of projects and management of specialised areas. * The occupant of this position is required to operate without direct supervision whilst undertaking day to day duties but will receive direction accordingly from the Director Infrastructure. * The incumbent must be a strategic thinker in addition to demonstrating sound and effective judgement in making decisions that may have economic political and social consequences.   **Management Skills**   * Demonstrated ability to set priorities and to adapt to changing circumstances. * Demonstrated ability to achieve successful outcomes based on managing conflicting priorities, forward planning, resources allocation, time management and work organisation. * An understanding and ability to implement human resources policies and procedures including performance review schemes, equal opportunity and occupational health and safety policies and procedures. * Ability to engage proactively with contract consultants, service providers, council departments, government departments and agencies. * Ability to implement and maintain efficient systems and procedures. * Ability to manage and supervise staff, consultants, and contractors.   **Interpersonal skills**   * Ability to develop strong working relationships and gain cooperation and assistance from members of the community and other staff. * Appropriate written and verbal communication and presentation skills to facilitate written correspondence, negotiations and discussions as required with consultants, contractors, community, staff, and Council. * Ability to deal with all ranges of contacts in a diplomatic and courteous manner. * Highly developed customer service skills with the ability to establish and maintain collaborative stakeholder relationships. * Ability to arrange practical solutions to a wide range of problems. * Well-developed oral and written communication skills. * Highly developed problem solving and negotiation skills. * Ability to establish professional networks for achievement of the objectives of the position. * Ability to uphold and demonstrate Edward River Council's Organisational Values – Leadership, Excellence, Accountability, and Delivery.   **Qualifications and Experience**   * Tertiary qualification in Engineering or a relevant discipline combined with Civil Design and Project Management and experience in urban and rural road and drainage design, construction and maintenance. * Landfill and waste management experience. * Active participant in industry associations specialising in asset management. * Current Driver’s Licence essential | | | | |
| **KEY SELECTION CRITERIA**   1. Tertiary qualification in Engineering or a relevant discipline combined with Civil Design and Project Management and experience in urban and rural road and drainage design, construction and maintenance. 2. Significant and diverse experience in strategy, operations, and local government infrastructure in relation to asset management processes, procedures, and practices. 3. Demonstrated highly developed ability to formulate civil engineering specifications, tender and contract documentation for contracts. 4. Demonstrated leadership qualities with proven senior management achievement developed within a relevant multi-disciplined environment. A record of proven high performance and professional knowledge in managing Asset Management services, or similar services. 5. Personal characteristics of being a ‘team player’ with broad vision and a demonstrable record of achievement at a strategic, innovative and people leadership level. | | | | |
| **COUNCIL RESPONSIBILITIES**  **Council Values**  Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.  All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:  **Leadership** - We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.  **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.  **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.  **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.  **Work Health & Safety**  All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:   * Comply with Council’s Work Health & Safety policies, procedures and programs; * Participate in any training and safety initiatives implemented by the Council; * Comply with all safety directives and work instructions; and * Must immediately report any incident or potential hazard to their supervisor   **EEO & Diversity**  Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community. | | | | |