



**Leading
Roles**

Executive Management Professional

Information Pack for the role of (Senior) Principal Infrastructure Operations

Toowoomba Regional Council



**TOOWOOMBA
REGION**

Closing date for Applications is Monday 21 January 2018 at 5pm

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Toowoomba

THE POSITION OBJECTIVES AND KEY RESPONSIBILITIES

Toowoomba Regional Council is seeking to engage a Principal – Infrastructure Operations. This role is a key leadership opportunity with a progressive organisation that has a diverse range of infrastructure projects underway and pending. The successful applicant will be responsible for leading the delivery of a broad range of services across survey and civil design, traffic and road corridor operations, transport infrastructure technology, and aerodrome operations for Toowoomba Regional Council.

It is essential that you have very strong leadership skills with the ability to mentor and develop a team of engineering professionals, while having a key focus on managing the delivery of multiple projects and operational priorities from a technical and design perspective.

Key Responsibilities:

- Provide strong direction and leadership
- Mentor and develop senior team members
- Provide innovative civil engineering solutions
- Provide strong direction and leadership
- Manage civil engineering design and survey design functions
- Manage the delivery of technology initiatives, competing operational priorities and effective customer response

Required Experience:

- Demonstrated experience in a similar role preferably within a local government environment
- Well-developed communication skills, both written and verbal with the ability to engage with a wide range of internal and external stakeholders
- Sound knowledge and understanding of legislation applicable to local government and Council's strategic operations with an ability to manage projects
- 5 plus years' experience in the strategic delivery of infrastructure projects at a management level
- Demonstrated ability to provide strong leadership to a team of engineering professionals in developing their capabilities and outputs

Qualifications:

- Bachelor's Degree in Civil Engineering or a relevant related qualification from a recognised tertiary institution combined with extensive and diverse related experience. Current unrestricted 'C' Class Driver's Licence.
- RPEQ (Registered Professional Engineer Queensland), or ability to obtain RPEQ within 12 months of appointment (this will be a condition of appointment).
- Postgraduate qualifications in management are desirable.
- Open C class driver's License

Council is offering a generous remuneration package (including vehicle) with excellent personal development opportunities in the future. This is a challenging role that will allow you to work across a diverse range of projects within an organisation that has strong values and a commitment to developing its people.

The Toowoomba Region

The Toowoomba Region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for South West Queensland and North West New South Wales. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Working at Council - employee benefits

Council offers employees a wide range of attractive benefits including competitive wage/salary rates and remuneration packages, employment initiatives, generous leave provisions, access to facilities and services, corporate rates and memberships.

Further information about the role is included in the **Position Description** at Attachment 1.

TOOWOOMBA REGIONAL COUNCIL

With an annual spending budget of \$491 million, Toowoomba Regional Council employs a team of approximately 1,800 staff, dedicated and passionate about delivering excellent customer service to a regional population of 165,000. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

Here are some links to further information:

The Mayor and Elected Leadership Team

<http://www.tr.qld.gov.au/about-council/councillors-meetings/introducing-councillors>

The Council Governance Team

<http://www.tr.qld.gov.au/about-council/council-governance/ceo-general-managers>

Projects underway in the region

<http://www.tr.qld.gov.au/our-region/major-projects>



THE TOOWOOMBA REGION

Toowoomba has a population of about 105,000, is situated approximately 700 metres above sea level on the edge of the Great Dividing Range and located 127kms or a 90-minute drive west of Brisbane.

Toowoomba Region is made up of one city and many towns and localities. Each area has its own unique history and stunning landscapes.



Wyreema

Cabarlah is located on the New England Highway between Toowoomba and Crows Nest. Specialty shops, cafés and restaurants are located along the highway, together with the Black Forest Hill Grandfather and Cuckoo Clock Centre that has an impressive collection of traditional cuckoo clocks.

Cambooya is the heart of Steele Rudd Country and located south of Toowoomba. Australian author Arthur Hoey Davis, who wrote under the pen-name 'Steele Rudd' spent much of his childhood on his family's small block at Emu Creek near East Greenmount. Steele Rudd is best known for creating the Australian characters Dad 'n' Dave.

A short distance south of Toowoomba, you will find the quintessential country town of Clifton. Located on the rail line halfway between Toowoomba and Warwick, Clifton offers 'acres of opportunity' at affordable prices. Clifton is a picturesque town, particularly when the sunflowers start to bloom on surrounding agricultural properties. A number of Australian films and television series have used Clifton as a background, with the most recent production being the Australian television series 'Wanted'. The classic streetscape of Clifton and its building facades have been used in a number of Australian movies including 'The Thornbirds'.

Cooyar is located on the New England Highway north of Crows Nest. The small town has a general store, community hall, primary school and post office. The suspension bridge in Swinging Bridge Park was rebuilt in 1988 after a devastating flood swept the previous bridge away. Swinging bridge park is located along the banks of Cooyar Creek, where platypus can sometimes be spotted. Cooyar's annual show features great country competitions.

Crows Nest offers an idyllic, safe and affordable country lifestyle, well suited to young families, retirees and first home buyers. Offering many amenities, a rich history, a vibrant art scene and boutique businesses, the town's community spirit is thriving. Its picturesque location, relaxed rural atmosphere, and natural attractions all make Crows Nest a very desirable place to live.



Trails

Goombungee has a population of about 800 and is located 35kms north of Toowoomba. It is nestled amongst the picturesque Darling Downs farming country and is famous for its magnificent jacaranda and silky oak trees. These beautiful trees form the backdrop of the local Jacaranda Day Festival held in early November. A desirable destination for 'day trippers' particularly at weekends when visitors experience country hospitality, antiques, art and gift shopping.

History of the Toowoomba region

Toowoomba's history can be traced back to 1816 when English botanist and explorer Allan Cunningham arrived in Australia from Brazil, where he had been searching for native trees and plant life that would be suitable for the Australian climate. The Toowoomba region has had a vibrant and rich history with many notable historical areas and monuments paying tribute to this heritage.

Toowoomba's parks and gardens



Toowoomba is home to many beautiful parks and gardens. The Toowoomba Japanese Garden is the largest, most complex and traditionally designed Japanese Garden in Australia. It was named Ju Raku En by the designer - roughly translated it means long life and happiness in a public garden.

The meticulously tended Queens Park is home to Toowoomba's Botanical Gardens. Sitting adjacent to the CBD, the park features stunning floral beds, wide open spaces and tree-lined paths. Queens Park is transformed every December with lights for the Christmas Wonderland. It is a focal point for many of the events associated with the annual Toowoomba Carnival of Flowers.

RECRUITMENT PROCESS AND HOW TO APPLY

How to Apply

Please submit your application via the Leading Roles website: <https://www.leadingroles.com.au>.

Please upload:

- A covering letter addressing the *Position, its Opportunities and Challenges* section of this information pack.
- Your CV, preferably in Microsoft Word or PDF format.

Recruitment Process timeframes

<i>Application Period:</i>	Friday 21 December 2018 to Monday 21 January 2019
<i>Closing date for Applications:</i>	5pm on Monday 21 January 2019
<i>Initial Assessment:</i>	21 – 25 January 2019
<i>Council Interviews:</i>	Week commencing 4 th February 2019

**Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.*

Assessing Applications

Initial interviews

Leading Roles will review all applications received and identify suitable candidates to conduct initial interviews with. These interviews will be conducted by Leading Roles via an online web conference or by telephone.

We will assess your application against Council's Selection Criteria as detailed in the Position Description in these initial interviews.

Shortlisting and Council Interviews

Council will determine a shortlist of suitable candidates, and will arrange interviews with Council's interview panel, depending on candidate and council staff availability.

The interview panel will consist of 2 -3 members of council staff. Council may elect to include a non-voting panel member for assessment of technical competency.

Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes.

Following selection of a preferred candidate Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information: *Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.*



Toowoomba

CONTACT

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Carols

ATTACHMENT 1 – POSITION DESCRIPTION

POSITION DETAILS

Position Title and Number:	Principal Infrastructure Operations (1350)
Group:	Infrastructure Services Group
Branch:	Transport and Drainage Planning
Section:	Infrastructure Operations
Current Location:	Toowoomba
Status:	3 yearly renewable contract
Job Family:	Engineers: Civil
Date last reviewed:	June 2018

POSITION OBJECTIVE – *WHAT YOU WILL DO*

The Principal Infrastructure Operations will be responsible for leading the delivery of a broad range of services across survey and civil design, traffic and road corridor operations, transport infrastructure technology, and aerodrome operations for Toowoomba Regional Council. This position will work under broad direction.

POSITION RESPONSIBILITIES – *THE WORK YOU WILL DO*

1. Provide timely delivery of the annual survey and design program for the day labour construction component of the Infrastructure Services Group's Annual Capital Works Program and other Programs as required.
2. Provide timely and professional customer service responses for the full range of traffic and road corridor operations encountered within a large urban and rural Council, including land access certificates, heavy vehicle permits, works on roads permits, event permits, and customer requests.
3. Manage the ongoing development of infrastructure technology systems (including traffic management and flood early warning systems) to enhance the efficiency and safety of the region's transport and drainage networks.
4. Initiate and lead the development and delivery of technology innovations in areas such as street lighting, parking, remote monitoring and energy sustainability to deliver Smart City and related outcomes for Council.
5. Manage the ongoing delivery of aerodrome services for the Toowoomba City Aerodrome and other regional aerodrome facilities.
6. Provide leadership, mentoring and coaching to Principal Engineers and their teams to build technical capability and capacity for integration, cooperation and problem solving and to foster a culture of continuous improvement, teamwork and customer service.
7. Provide specialist advice on policy matters and contribute to their development and review and provide financial, technical and professional advice within the Branch, Group and across Council as required.

8. Build and maintain positive relationships with key stakeholders and contractors to achieve the most appropriate and desirable outcomes for Council, demonstrating high level customer service outcomes. Prepare briefings, presentations reports and advice for Council and other stakeholders as requested in a timely manner.
9. Ensuring that human resources activities within the Infrastructure Operations team are completed such as recruitment and selection, performance management and reviews, training and development and workplace health and safety responsibilities meeting all corporate requirements
10. Develop business planning and annual Operational Plans for your work area and lead the ongoing improvement of the Branch's Integrated Management System for your work area.

POSITION SUCCESS CRITERIA – WHAT YOU ARE REQUIRED TO HAVE

1. Qualification(s), training and/or experience, specific to the role:
 - Bachelor's Degree in civil engineering, or a relevant related qualification from a recognised tertiary institution combined with extensive and diverse related experience.
 - Current unrestricted 'C' Class Driver's Licence.
 - Extensive experience in leadership and management in an engineering environment is essential.
 - RPEQ (Registered Professional Engineer Queensland), or ability to obtain RPEQ within 12 months of appointment (this will be a condition of appointment).
 - Postgraduate qualifications in management are desirable.
2. Leadership/Management Skills
 - Proven ability to manage, supervise, assess, review and provide leadership to a team of Principals and engineering professionals.
 - Proven ability to coach and mentor professional staff to achieve agreed outcomes and standards.
3. Customer Service and Stakeholder Management
 - Demonstrated excellent written, verbal and interpersonal skills, including delivering presentations to management, public forums and customers, and drafting high quality technical and Council reports.
 - Demonstrated excellent customer service skills, both internally and externally.
4. Outcome and Result Focused
 - Demonstrated ability to formulate, provide initiative, implement, monitor and evaluate projects or programs in accordance with Group/Council goals.
5. Technical and Professional Skills
 - Demonstrated ability to provide financial, specialised, technical and professional advice within the Branch, Group and across Council.
 - Substantial knowledge and understanding of legislation applicable to local government and Council's strategic operations with an ability to manage projects within identified timelines, budgetary and legislative provisions or guidelines.

6. Commitment to Council's Organisational Values and Behaviours
- Accountability and Transparency

CORPORATE REQUIREMENTS

- Commitment to agreed Toowoomba Regional Council (TRC) Values and Behaviours and Code of Conduct.
- Adherence with all relevant TRC policies and procedures, Enterprise Bargaining Agreement(s), your contract of employment and relevant legislation, including the *Local Government Act 2009* and *Work Health and Safety Act 2011*.
- Commitment to the obligations and responsibilities outlined in the '*WHS Obligations and Responsibility Statement*' relevant to this position.
- Compliance with all relevant and necessary pre-employment checks, including Medical Assessments, Criminal History Checks and Working with Children Checks.
- Lead and role model customer experience excellence to ensure stakeholder management is undertaken in line with '*Council's Customer Experience Policy*'.

ATTACHMENT 2 – TEAM STRUCTURE

