



Manager Infrastructure

Central Goldfields Shire Council

Success Profile – September 2020



Davidson
Executive & Boards



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Manager Infrastructure



- Provide exceptional outcomes to the community
- Focus on innovative ways to deliver services and programs
- A great place to live, work and explore

Central Goldfields Shire Council is situated right in the geographical centre of the state of Victoria within one hour's drive of the regional centres of Ballarat and Bendigo and just two hours from Melbourne. With a rich history and wonderful community feel, it boasts a vibrant and diverse culture with the benefits of a regional lifestyle. Seeped in goldmining history and nestled amongst a scenic state forest, the region is a popular and picturesque place and home to some of the finest recreation and sporting facilities in regional Victoria.

Having emerged from a period of restructure under administrators and with a new contemporary CEO at the helm, Central Goldfields Shire Council is set to become the next progressive, innovative "vibrant, thriving, inclusive" council in regional Victoria.

Committed to achieving the best outcomes for their local community, Central Goldfields Shire Council are seeking passionate, innovative and community minded leaders who want to make a difference to residents and the region whilst balancing their lifestyle and career.

As a key member member of Councils management team, the Manager Infrastructure will be expected to exude the exemplary leadership attributes that exist already in the team and that model collaboration, commitment to excellence and innovative thinking.

Reporting to the General Manager – Infrastructure, Assets and Planning, the Manager Infrastructure will develop, maintain and coordinate effective delivery of infrastructure services for Central Goldfields Shire Council, including engineering and civil works, design, waste management, asset management, contract management and development of Council's capital works program. Furthermore, the Manager Infrastructure will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments and will contribute to the long term strategic and financial direction of Council.

To be considered for this exciting opportunity Central Goldfields Shire Council are seeking a highly motivated and innovative leader who has significant experience in contract management, civil works design and supervision, and asset management. You bring significant technical expertise in all aspects of the design, development and delivery of civil projects and have a thorough understanding of procurement, financial management, contracts and the relationship between planning, design and construction in a project delivery environment. You possess an engaging interpersonal style, the ability to build strong rapport and a commitment to enhancing relationships with various stakeholders including contractors, consultants, government agencies and the community. Whilst public sector experience is not essential, tertiary qualifications in Civil Engineering including eligibility for Engineers Australia membership is a minimum requirement for this role.

Located in a stunning part of regional Victoria with an enviable lifestyle, Central Goldfields Shire Council is place where you can truly progress your career and enjoy the best of what the region has to offer.

Central Goldfields Shire Council recognises that the strength of its workforce is enhanced by the diversity of its people and, as such, is open to considering flexible working arrangements.

About Central Goldfields Shire Council

Located at the geographic heart of Victoria, Central Goldfields Shire is home to just over 13,000 people. Maryborough is the Shire's major business centre and is a health and retail centre for surrounding towns including Castlemaine, St Arnaud, Avoca, Talbot, Carisbrook, and Dunolly.

The Shire is part of the Goldfields Tourism Region, with many visitors coming to see the historic buildings and townships that date back to the 1850s when the region supported a prosperous gold mining industry, as well as visitors to the annual Energy Breakthrough event and the Highland Gathering. Central Goldfields Shire is bounded by Northern Grampians Shire in the north-west, Pyrenees Shire in the west, Hepburn Shire in the south, Mount Alexander Shire in the east and Loddon Shire in the north-east. Maryborough is the Shire's major business centre with a population of around 8,000. Other townships include Bealiba, Carisbrook, Dunolly, Majorca, Talbot, Bowenvale-Timor, Daisy Hill – all of which feature iconic heritage architecture.

Agricultural industries are spread across the municipality and include grain, sheep grazing and broiler farming. The Shire is also home to a number of major manufacturing, infrastructure, agricultural, freight, printing and food production companies. The Shire's road network assets include 512 km of sealed roads, 768 km of gravel roads and 110 bridges. Residents have access to affordable housing and a wide variety of health services, schools and recreational facilities.



Central Goldfields Shire Council Culture and Lifestyle



Located in the geographical centre of Victoria and nestled amongst state forest, the Central Goldfields Shire covers some 1550 square kilometres.

Maryborough is the shire's major business centre with a population of around 8000 people. Other smaller towns in the Shire include Bealiba, Carisbrook, Dunolly, Majorca, Moliagul, Talbot, Bowenvale/Timor and Daisy Hill. The towns and rural districts surrounding these centres are famous for their colonial architecture and significant agricultural industries. The Central Goldfields has a unique combination of natural qualities; manufacturing, retail and agricultural sectors; historical significance, and is strategically placed in terms of economic and tourism potential.

Quality health and education services are at your fingertips along with developing connection and transport services between Melbourne and the major regional cities of Bendigo and Ballarat. The Shire is currently experiencing significant economic growth with key infrastructure projects on the go, retail developments on the way and major residential developments reaching fruition. Life in the Central Goldfields Shire offers both the peace and tranquillity of rural life and the convenience of city amenities. Central Goldfields certainly is a great place to live, work, retire and invest.

For more information visit: <https://www.centralgoldfields.vic.gov.au/Business-and-Tourism/Tourism>



Vision, Purpose and Values



VISION / PURPOSE

To be a vibrant, thriving, inclusive community.

To achieve the best outcomes for the local community and having regards to the long term and cumulative effects of decisions.



COMMUNITY AND CUSTOMER FOCUSED

- We ensure the community and our customers are at the centre of everything we do.
- We communicate openly and honestly and take responsibility for our actions.



COLLABORATIVE AND INCLUSIVE

- We work together to deliver the best outcomes for our community.
- We appreciate and learn from each other's expertise and respect different views and perspectives.

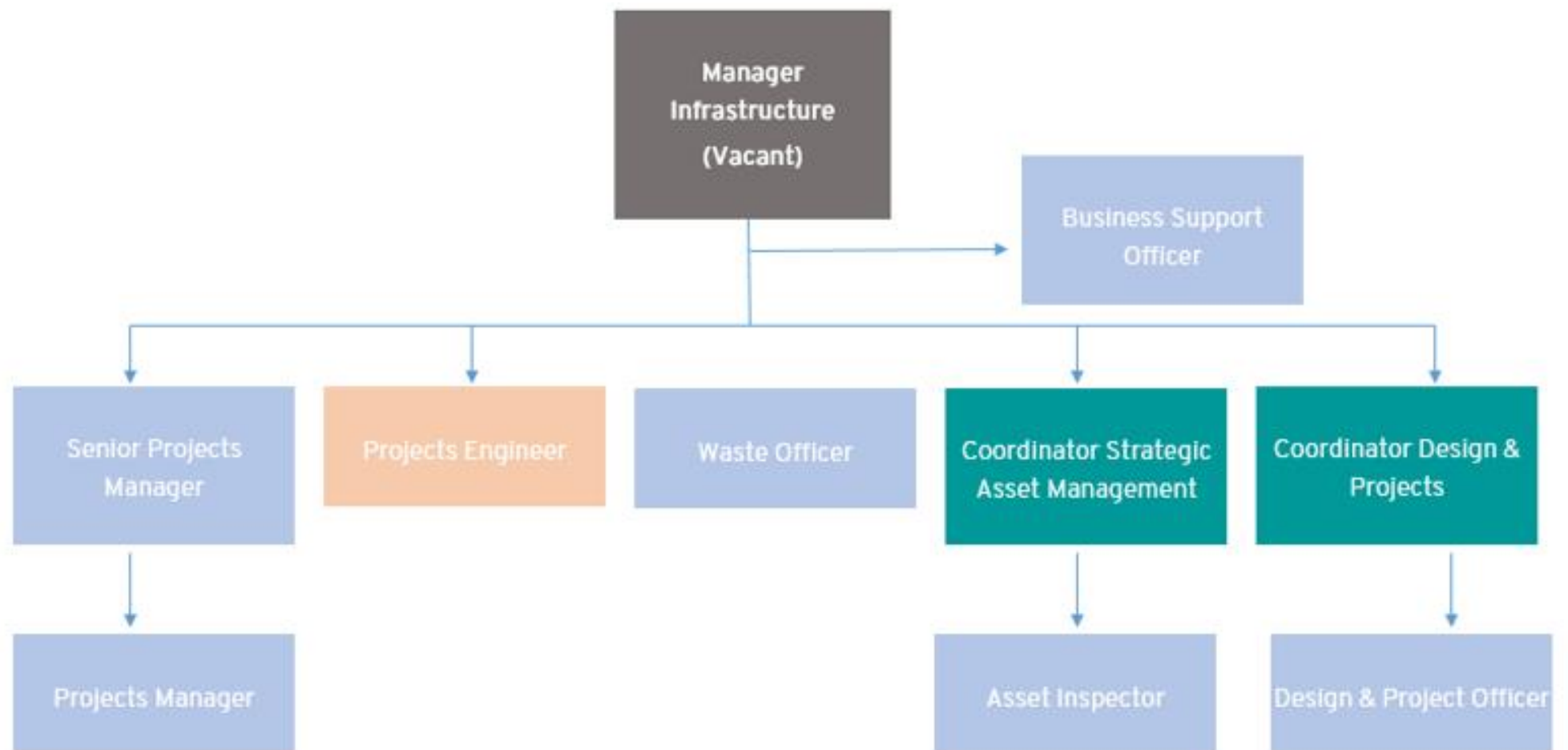


CHALLENGE THE STATUS QUO

- We explore new and innovative ways to work and deliver services and programs.
- We try new things and learn from our mistakes.

Organisational Structure

**INFRASTRUCTURE
ASSETS AND
PLANNING
DIRECTORATE
INFRASTRUCTURE**





Role Overview

Title	Manager Infrastructure
Remuneration	\$145 - \$150 TRP
Directorate	Infrastructure, Assets and Planning
Department	Infrastructure
Appointment Type	Permanent Full Time
Location	Maryborough Office all employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements
Reports to	General Manager – Infrastructure, Assets and Planning
Supervises	Coordinator Assets Project Engineer Coordinator Design and Projects Business Support Officer
External relationships	State and Federal Government departments, other local Councils and authorities, regional waste group, professional engineering and infrastructure bodies.
Internal Relationships	All other staff

Position Summary

The Manager Infrastructure will develop, maintain and coordinate effective delivery of infrastructure services for Central Goldfields Shire Council, including engineering and civil works, design, waste management, asset management, contract management and development of Council's capital works program.

The Manager Infrastructure will lead a team made up of Council's asset management team and design team, waste and resource recovery, administration staff as well external contractors.

As a key member of Council's management team, the Manager Infrastructure will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments and will contribute to the long term strategic and financial direction of Council.



Key Responsibilities

Leadership

- As a member of the management team, show exemplary leadership that models collaboration, commitment to excellence and innovative thinking
- Provide leadership in continuous improvement and technical activities within the Infrastructure department
- Provide leadership in community engagement on key projects and policy matters
- Develop and maintain strategic partnerships with relevant stakeholders to promote engagement and mutual benefit
- Establish a customer service culture across the Infrastructure department, supported by relevant customer service performance metrics
- Provide ideas leadership that connects global, national and regional issues with local action
- Represent Council in community, government, professional and business forums
- Collaborate with regional bodies to strengthen advocacy, share resources and achieve better regional and local outcomes
- Provide a high level of application of the professional Engineering and Asset Discipline

Strategy

- Establish, monitor and review of relevant strategies and plans in ways that ensure benefits for Council
- Understand the state and federal government frameworks and legislation integrating these requirements into strategies, plans and recommendations
- Manage all strategies, plans and operations to ensure they align with the established compliance framework and meet legal and policy requirements
- Assist the General Manager Infrastructure, Assets and Planning with forecasting, whole-of-life costing, business cases and sensitivity analysis for major project and service proposals
- Provide sound advice to the General Manager Infrastructure, Assets and Planning about any strategic or operational implications of Council policy determinations and decisions
- Manage development of asset management strategies and plans to that incorporate maintenance and service levels and programs for forward planning of maintenance and capital works
- Develop and renew the 10-year Capital, renewals and maintenance programs for Council's assets
- Lead the development and ongoing maintenance of the systems, processes and projects which form the asset management system

Operations

- Plan and deliver Council approved capital works projects on budget and on time
- Monitor the condition of assets used in service delivery and with the approval of the General Manager address asset shortcomings to ensure they are fit-for-purpose and provide the community with expected levels of service

- Identify innovative models of service delivery and refer these to the General Manager for consideration
- Plan and deliver accurate documentation and design for projects to be carried out by Council

Networking

- Maintain a network of contacts, both across local government and other government departments and authorities to ensure currency of knowledge and awareness of new initiatives or potential changes that may impact on Council
- Represent Council at external meetings, functions, or on committees as approved by the General Manager
- Engage and liaise with all other teams in gaining support and commitment towards achieving corporate goals in regards to asset management
- Maintain relevant industry memberships to allow further networking and awareness of industry developments relevant to local government

People Management

- Lead, coach and manage staff in a way that fosters a collaborative culture and supports learning and innovation
- Coordinate and prioritise the use of department resources as directed by the General Manager Infrastructure, Assets and Planning
- Manage direct reports to ensure timely delivery of all department responsibilities
- Ensure the department has needed skills and staff have real opportunities for career development by actively managing the attraction, retention and development of talent



Organisational Responsibilities

Council values	<ul style="list-style-type: none">▪ Demonstrate and encourage behaviour in line with Council's adopted values
Customer Service	<ul style="list-style-type: none">▪ Accountable for the department complying with the Customer Service Charter
Behaviour	<ul style="list-style-type: none">▪ Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination▪ Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">▪ Identifying, managing and minimising risk to Council▪ Contributing to Council's Risk Register▪ Ensuring that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">▪ Ensuring the department maintains Council records:▪ Within the approved record management system; and▪ In an accurate and timely manner
Legislative framework	<ul style="list-style-type: none">▪ Accountable for all legislative and regulatory obligations relevant to the department
Emergency management	<ul style="list-style-type: none">▪ May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan





Ideal Candidate – Knowledge, Skills and Abilities

Accountability and extent of authority

- Responsible for the development and provision of strategies, policies and effective service delivery for Infrastructure functions
- Direct responsibility for Council's Infrastructure Department, including annual budget, and for ensuring that those activities comply with the Local Government Act, relevant regulations and standards
- Has authority to liaise with Councillors, state government officials, community groups, ratepayers and other key stakeholders
- Decisions and actions taken will have a significant effect on the programs or projects being managed or on the public perception of Council
- Work quality will have a significant effect on the strategies and policies that are adopted

Judgement and decision making

- Involved in both problem-solving and policy development
- Problem solving by applying theory and precedent to new situations
- Identifies and analyses a wide range of options prior to developing policies and strategies
- The ability to recognise when it is not appropriate to use standard methods, procedures and processes
- Is a specialist in their field of expertise and may need to seek guidance from outside of the organisation

Specialist skills and knowledge

- Understands Council's values, aspirations and long-term objectives
- Understands the socio-economic, legal and political environment Council operates within
- Is proficient at applying civil engineering, major projects, civil design and asset management knowledge when problem solving
- Has research, analytical and investigative skills that enable the finalisation of policy and strategy for approval by the General Manager Infrastructure, Assets and Planning
- Uses professional engineering knowledge and skills in the search for solutions to new problems and opportunities which are outside the field of specialisation
- Is familiar with the principles and practices of budgeting, financial management and procurement

Management skills

- Build a successful team that includes tertiary qualified employees and employees with extensive experience
- Manages multiple tasks, prioritises, organises and plans to achieve objectives and goals, recognising internal and external constraints and opportunities
- Understands and applies personnel policies and practices including equal opportunity and occupational health and safety

Interpersonal skills

- Has the ability to persuade, convince and negotiate with a broad range of internal and external parties, including members of the public
- Communicates effectively at all levels within Council
- Effectively presents written and verbal information to staff at all levels, including Executive Team members
- Has the ability to represent Council to a range of external stakeholders, government departments and other Councils



Qualifications & Experience

1. Tertiary qualifications in Civil Engineering along with significant experience
2. Qualification at post-graduate level in management or a specialised field
3. Significant experience in contract management, civil works design and supervision, and asset management
4. Must have had extensive and diverse experience in the broad field of Civil Engineering, including in design of municipal works design and supervision
5. Knowledge of the political, legal and socio-economic environment within which local government operates and an appreciation of the external factors that impact Council business
6. Experience in developing/contributing to long-term strategies and policies relating to asset management, and civil work programming
7. Ability to communicate clearly and effectively both verbally and in writing
8. Demonstrable ability to provide leadership to a diverse workforce; to motivate staff; to resolve conflict; to encourage innovation and to actively demonstrate Council's values at all times
9. Experience in introducing innovative work practices and solutions to produce the best outcomes for the organisation, community and other stakeholders
10. Willingness to undertake a National Police Check

Note: Appointment is subject to the successful completion of this check



For further information

For further information or a confidential discussion, please contact:



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