

## Position Description

POSITION DETAILS	
Date of PD	November, 2020
Position Title	Executive Director, City Assets and Operations
Position Grade	Executive Director
Directorate   Business Unit	City Assets and Operations
Reports to	Chief Executive Officer
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

### POSITION OVERVIEW

This position is responsible for providing executive leadership for the delivery of a wide range of services and projects, the management of Council facilities and assets, and to ensure maximum benefit for the community in alignment with the Community Strategic Plan. The position reports directly to the Chief Executive Officer and as a member of Council's Executive Team, the Executive Director, City Assets and Operations provides strategic support for the whole Council.

### KEY RESPONSIBILITIES

- Effectively contribute as a member of the Executive Team in Council-wide strategy setting, corporate planning, performance management and proactive support of cross-functional initiatives.
- Ensure the provision of timely, accurate and professional advice to the Council, Chief Executive Officer and other key stakeholders in relation to Council assets and operational issues and opportunities.
- Effectively implement the priority services, projects and initiatives identified in Council's Operational Plan in a timely, cost effective and operationally efficient manner.
- Provide executive oversight for the effective and efficient management of a range of Council services, facilities and assets including but not limited to:
  - Capital Projects
  - Certification Services
  - Civil Infrastructure Planning
  - Civil Works Construction & Maintenance
  - Cleansing Services
  - Trades, Facilities & Fleet.
  - Ranger & Parking Services
  - Parks Maintenance
  - Health & Building Services
  - Open Space & Natural Resources
  - Sustainability & Waste

- Provide executive oversight for the management of other Council services, facilities and assets similar in type and function to those set out above and as advised in writing.
- Ensure that all functions and activities of the City Assets and Operations Directorate are aligned to the strategic directions of Council including the Community Strategic Plan.
- Proactively lead a productive, aligned and engaged workforce in a collaborative and customer-focused culture.
- Ensure effective community consultation and engagement relating to Directorate planning and operations.
- Ensure sound financial and business management of Directorate activities including preparation of Business Unit operating plans and budgets, timely financial reporting, asset management planning, risk management and effective business systems and controls.
- Ensure monitoring systems are in place to assess the Directorate's performance against agreed goals and objectives, and ensure the effective implementation of strategies that will continually enhance performance including improved customer outcomes.
- Represent Council at high level meetings including negotiations as required to ensure the achievement of best outcomes for Council.
- Ensure good governance and comply with relevant statutory requirements in areas of responsibility.
- Always take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Act consistent with Council's values and contribute to the development of a strong corporate culture. This includes acting ethically, honestly and with fairness and ensuring that EEO and the principles for a culturally diverse society are complied with at all times.

#### Key Selection Criteria

##### Qualifications

- Undergraduate degree in management or relevant discipline (MBA desirable)

##### Knowledge and Experience

- At least 10 years' experience at senior management level and in multidisciplinary environment leading delivery of diverse assets and operational services.
- An understanding of Local Government and its regulatory environment.
- Demonstrated high level experience in both project and contract management.
- Strong experience and success managing organisation finances, including budgetary processes at a strategic level.
- Political astuteness, and ability to provide leadership in a frequently highly political arena.

- Demonstrated ability to create a strongly engaged, high performance workforce and organisational culture.
- Proven success leading change and implementing continuous improvements to efficiency and effectiveness.
- Demonstrated experience in the development and delivery of corporate strategies in a high performing, senior management team environment.
- Demonstrable experience of business management, planning, negotiation, problem solving and influencing.
- Advanced written and oral communication skills including ability to prepare and present complex technical reports, proposals and submissions.
- Demonstrable people leadership skills.
- Ability to build and maintain constructive working relationships across all levels of the organisation and with external stakeholders and commercial partners.