

POSITION DESCRIPTION

Division: Transport Canberra and Business Services

Branch: Planning & Delivery

Business Unit: Executive

Position Title: Executive Branch Manager
Planning & Delivery

Position Requirements: See below
compliance requirements/qualifications

Position Number: E01164

Classification: Executive Level 1.4

Position Status: Permanent

Position Hours: Full Time 36.45 hours per
week

Reports to: Executive Group Manager
Transport Canberra

Location: Dickson

Last Reviewed: October 2020

DIRECTORATE OVERVIEW

Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

We have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do.

TCCS is a values-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

BUSINESS UNIT OVERVIEW

The Planning & Delivery Branch develops the policies, strategies and services of Transport Canberra. The branch consists of five specialist teams working across the following areas: Strategy & Policy, Systems Management, Transport & Infrastructure Planning, Procurement & Asset Management, and Customer & Communications.

POSITION OVERVIEW

Reporting to the Executive Group Manager Transport Canberra, the **Executive Branch Manager (EBM) Planning & Delivery** is an integral role in enabling strategic policy to be successfully delivered through the operational arms of Transport Canberra. The role will lead Transport Canberra in developing long-term strategies and plans, policies, as well as delivering high-quality customer and community focussed engagement to continually improve the experience of ACT's integrated public transport services, in alignment with Strategic Transport Plan and Government commitments. Supported by a dedicated Branch and working across the Directorate and government, the **EBM Planning & Delivery** will lead the development of policies and associated strategies to improve service delivery and enable outcomes for the community in line with the Government's objectives, with a focus on social, economic and environmental sustainability.

As an executive within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for leading, managing and motivating a diverse team in collaborative outcomes and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives and operational outcomes. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. An appropriate selection

panel will be formed, or special needs addressed, if requested by a member of one of these groups.

WHAT YOU WILL DO

The **EBM Planning & Delivery** will lead the Branch and will work across the Directorate, government and community to deliver exceptional outcomes in the following key areas:

- Lead the development and ongoing management of Public Transport Strategy and associated strategies and plans, including a customer and community engagement strategy, asset and infrastructure plan, and network plan.
- Lead the development and delivery of economic, social and environmentally sustainable and innovative solutions, planning, systems and policies to meet the public transport needs of the community.
- Lead the research and development of innovative approaches for sustainable and customer-centric public transport, including assets and infrastructure that aligns with Government direction and legislation.
- Monitor and evaluate the implementation of activity under the Public Transport Strategy and associated strategies and plans to support the development and evaluation of key policy and strategic objectives
- Lead the development and ongoing delivery of a business analytics and intelligence function, including key performance indicators and a reporting framework, to provide evidence-based insights and to drive business outcomes.
- Lead the delivery and coordination of business support services (assembly business, procurement, contract management, etc) for Transport Canberra.
- Collaborate with operational service delivery elements in the Directorate to ensure integration between strategy and service delivery.
- Continuously improve business process, including where necessary challenging conventional approaches and driving forward change for the sustainable delivery of public transport.
- Lead the development of complex and strategic documents, including budget business cases, Cabinet and ministerial correspondence, high level briefs and other documents, to support the delivery of Public Transport strategies and plans.
- Collaborate and engage with Ministers, the Directorate and key stakeholders including community groups to influence outcomes to deliver strategic public transport outcomes.
- Provide high-quality strategic advice to Ministers, Executive Board and other key stakeholders to support effective decision making on policy direction.

- Represent the Directorate at Government, industry and community forums.

WHAT YOU REQUIRE

The ACT Public Service (ACTPS) Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Leads and values people	<ul style="list-style-type: none">• Motivates and develops people• Values diversity and respects individuals• Builds a culture of improving practice
Shapes strategic thinking	<ul style="list-style-type: none">• Inspires a sense of purpose and direction• Encourages innovation and engages with risk• Thinks broadly and develops solutions
Achieves results with integrity	<ul style="list-style-type: none">• Develops organisational capability to deliver results• Manages resources wisely and with probity• Progresses evidence-based policies and procedures• Shows sound judgement, is responsive and ethical
Fosters collaboration	<ul style="list-style-type: none">• Listens and communicates with influence• Engages effectively across government• Builds and maintains key relationships
Exemplifies citizen, community and service focus	<ul style="list-style-type: none">• Understands, anticipates and evaluates client needs• Creates partnerships and co-operation• Works to improve outcomes

JOB SPECIFIC CRITERIA

Job specific criteria must be addressed in addition to the Executive Capabilities.

- The position requires a person with exceptional leadership and executive management skills and demonstrated capacity to contribute to and support various activities across TCCS is also required.
- Experience in dealing with an extensive range of financial management, people management, government, community and business matters is essential. Knowledge of the ACT Government environment and demonstrated capacity to contribute to and support various activities across the Directorate is also required.
- Experience in development and delivery of economic, social and environmentally sustainable and innovative solutions, planning, systems and policies is required.
- An established record in strategic policy development and implementation, commitment to public service integrity and people management is essential.
- Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.
- Experience in public transport strategy and policy would be a distinct advantage.

Requirements / Qualifications

- Tertiary qualifications in a relevant field will be highly regarded.
- Baseline security clearance.

CONDITIONS OF EMPLOYMENT

The successful applicant will be engaged under a performance-based contract. Employment conditions and benefits, including remuneration, are detailed on the Chief Minister and Treasury Directorate website <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Branch Manager – Strategic Policy & Customer and indicates how frequently each of these requirements would be performed. Please note that TCCS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is located in an Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Requirement to work overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally

Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material or work sites	Never

OTHER	FREQUENCY
Uniform required	Never
PPE required	Occasionally