



POSITION DESCRIPTION

Director of Works

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EMPLOYMENT STATUS	Contract
EMPLOYMENT CONDITIONS	Contract
SECTION	Works
LOCATION	Council Office, 65 Goldring Street, Richmond (required to work across the Shire)
REPORTS TO	Chief Executive Officer

POSITION OBJECTIVE

To lead the Council Works Department in effectively and efficiently achieving and delivering all works programs to required standards and budgets, and as a member of the Executive Team to contribute to corporate governance and strategic planning.

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- High level project management, coordinating grant and tender processes conducting cost analyses.
- Proactively develop, plan, implement and review the annual works program, ensuring that the Works Department delivers the program to all relevant standards and budgets as practical and appropriate. This includes for the following:
 - Road Forward Works Plan consisting of Contract and Capital Works, Roads to Recovery (R2R), Road Maintenance Performance Contract (RMPC), Flood Damage (NDRRA), and Transport Infrastructure Development Scheme (TIDS).
 - Total Management Plan (for water and sewerage);
 - Other infrastructure and maintenance plans including Parks and Gardens, Waste Management and the Aerodrome;
- Foster a productive, efficient and proactive workplace culture within the Works Department and wider Council, being visible to all staff as a leader who leads by example.
- Perform or oversee the technical design of infrastructure.
- Ensure that Council's infrastructure is correctly maintained and operated as required by legislation (e.g. water and sewerage plants, refuse tip).
- Mentor supervisory and key personnel and otherwise encourage the development of the staff's capabilities.
- Undertake recruitment and performance management of works staff as appropriate in accordance with Council's policies and relevant legislation.

- Represent Council in government, business and community forums/meetings (e.g. North West Queensland Regional Roads Group Technical Committee; Local Disaster Management Group), and develop strong networks with government agencies, developers, community representatives, and relevant business and industry groups as required.
- Liaise with the Chief Executive Officer and the Director of Corporate Services to develop the annual budget.
- Prepare high-level correspondence, statutory and other reports as required including submissions for the Annual Report, and regular Council reports.
- Regularly attend Works staff tool-box talks and other staff meetings.
- Engage the services of external consultants and contractors as appropriate.
- As required prepare quotes for private works and tender submissions for works for external clients.
- Review regulatory proposals with regard to current programs and corporate and community objectives.
- Provide excellent customer service to internal and external customers.
- Effectively and proactively perform as a member of the executive team, including willingness to assist outside the direct area of responsibility.
- Carry out duties impartially and with integrity, and with the overall aim of enhancing the reputation of Council.
- Other duties as directed.

QUALIFICATIONS

Essential:

- Tertiary qualifications in a related field (e.g. Project Management, Civil Engineering) and/or extensive relevant experience.
- Minimum requirement of a current Class C driver's licence.
- National White" or Queensland "Blue" Construction Industry Workplace Health and Safety Induction Certification.

Desirable:

- Knowledge of MapInfo and Microsoft Office Suite.

KEY SELECTION CRITERIA

1. Demonstrated substantial experience in the project management of multimillion dollar road construction and maintenance projects. Experience with water and sewerage projects will be highly regarded.
2. Demonstrated executive leadership and strategic management experience in multi-discipline medium-sized organisations, including the ability to foster and enhance strategic performance of a large team in a dynamic environment.
3. Knowledge of, or the ability to rapidly acquire knowledge of, the goals, organisational principles and legislation underlying the strategic direction and activities of civil engineering activities in Queensland Local Government (e.g. Civil Engineering codes and standards,

environmental legislation, Quality Assurance requirements, Workplace Health and Safety legislation, financial reporting requirements).

4. Highly effective written and verbal communication, consultation and negotiation skills, with the demonstrated ability to represent the Works Department and Council at senior levels and to establish and sustain mutually productive partnerships with both internal and external stakeholders.
5. High level of computer skills including the use of MapInfo and the Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate programs (e.g. IT Vision; InfoXpert).

OTHER REQUIREMENTS

- Willingness and ability to perform work outside ordinary business hours, including on weekends if the need arises.
- Mostly office-based position however regular visits to field work-sites will be required.
- Travel will be required for attending meetings, conferences, seminars etc.
- Council's Policies and Procedures and relevant legislation are adhered to.
- Other targets as outlined in the Performance Review are achieved.

DELEGATED AUTHORITY

- Authority in accordance with Council's corporate structure, delegations and statutory powers.
- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual.

WORKPLACE HEALTH AND SAFETY

Supervisors are responsible and accountable to their Coordinator/Manager/Director for the health and safety of all workers, contractors, visitors and other persons at workplaces that are under their control.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

In fulfilling this duty Supervisors are to ensure:

- The provision of leadership, support, active promotion and facilitation of the Richmond Shire Council's WHS Management System throughout their areas of responsibility;
- A safe work environment, safe systems of work, safe plant/equipment and processes within their areas of responsibility;
- That personnel training needs are identified and addressed and the personnel under their control are competent to conduct the tasks required of them;
- That all personnel under their control comply with the organisation's policies, procedures, supervisor instructions and applicable legislation;
- The ongoing monitoring of WHS performance indicators within their areas of responsibility and facilitate the notification and investigation of incidents;

- That the consultation and communication processes within their areas are in accordance with the *Consultation, Coordination and Cooperation Code of Practice 2011*; and
- The control of hazards and assessing risks in their relevant areas of control.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Peter Bennett
Chief Executive Officer

Signature: _____

Date Originated: 18 June 2015

Date Reviewed: 08 October 2021

Employee Name: _____

Employee Signature: _____

Dated: