POSITION DESCRIPTION

Position Details

Position Title:	Works Engineer
Position Number:	34006-1
Reports To:	General Manager Engineering & Environmental Services
Department, Section, Stream, Unit:	Engineering & Environmental Services, Works Engineering
Remuneration:	As per Schedule B of the Contract of Employment
Form of Engagement:	Contract of Employment (3 years) – Senior Managers and Professional Employee or Contractor
Hours of Duty:	36.25 Hours per week
Place of Employment:	Mundubbera
Incumbent:	
Employee No:	

Our Mission

Our mission is to work closely with the people of the North Burnett to make our region efficient, effective and economically strong. We will maintain the individual personality of each of our unique communities, and lead our naturally beautiful region into the future.

The vision and mission will be addressed under five key topics:

- Infrastructure,
- Social wellbeing,
- Economic development,
- Environmental management,
- Governance.

Position Objectives

The Engineering and Environmental Services Department manages Council's finances, infrastructure and technical systems and provides a range of services and facilities to enhance the lifestyle and liveability of the North Burnett Region.

The role of the Works Engineer exists to assist the General Manager Engineering and Environment with a broad range of local government engineering activities including forward planning of works, liaison with external authorities in relation to future works projects, consolidation of various engineering related programs, development of appropriate engineering standards for

implementation within the Regional Council and ensuring that the various engineering operations of Council are contained within budgetary constraints and time schedules.

This role is responsible within the Engineering and Environmental Services Department for:

- Ensuring, through the commitment to excellence in the strategic leadership of the Department's management and operational teams, the delivery of:
    - optimum capability, accountability, transparency and probity of the Section.
    - quality professional advice to Council in policy and decision making, resulting in a strong and trusting relationship between the Section, the Department and the Council.
    - the achievement of efficient, effective and quality outcomes for the Section.
    - a professional service to the Section's customers and the community that is responsive to change and realizes solutions through innovative approaches.
    - a positive workplace culture that encourages and rewards excellence and supports continuous improvement.
- Leading the implementation of such aspects of the Department's and Section's operational plan, budgets, policies and programs that fall within the Section's responsibilities in a manner as to achieve high performance against expected outcomes.
- Working collaboratively with the General Manager and other members of the Executive Leadership Team to ensure the successful integration of strategic planning across the Department and Section and to engender a spirit of cooperation and mutual support between operational areas in the pursuit of service excellence.

POSITION REQUIREMENTS

a) Skills & Competencies

- Superior communication, consultative, interpersonal and negotiating skills (both oral and written).
- Demonstrated ability to work collaboratively with executive and management teams at strategic and operational levels.
- Ability to prepare reports for presentation to the Chief Executive Officer and Council.
- Demonstrated initiative and ability to manage time and workload.
- Demonstrated high levels of personal integrity and ethics in management practice.
- Demonstrated commitment to the maintenance of ongoing knowledge of contemporary management issues and practices, particularly as relate to individual managerial effectiveness.
- Strong analytical and problem solving ability.
- Demonstrated ability to prioritise and meet deadlines.
- High level of computer based systems skills including business related application software (ie Microsoft Office).
- Demonstrated orientation towards strategic management principles.
- Demonstrated ability to conceive and manage operational planning processes.
- Proven track record in the pursuit of quality services including setting and meeting of high standards and a strong customer focus.

- Demonstrate a high level of commitment to the organisation and align their work values against the North Burnett Regional Council Code of Conduct.
- Demonstrated ability to lead, motivate, encourage, coach and direct the efforts of others towards the completion of plans and achievement of determined objectives in an environment which provides leadership to and ongoing personal development opportunities for individuals.
- Demonstrated ability to lead innovation and change.

b) Knowledge

- Local Government administrative systems and processes (desirable).
- Legislation and standards relevant to Local Government.
- Financial operations and strategy.
- Governance and risk management.
- Corporate planning and communication.
- Information technology networks and systems.
- Community development and services.

c) Qualifications and Experience

- Possess appropriate experience in the functional requirements of this position.
- Demonstrated ability to lead a multi-faceted Department where multi-tasking is often required to achieve outcomes.
- Current 'C' class open drivers license.
- Tertiary qualifications in a relevant desirable, including post graduate qualifications; and other such qualifications in management as would be advantageous to the carrying out of the duties of Works Engineer.
- Experience in a local government setting (desirable).

d) Training Requirements

- Internal / external training to ensure position holder maintains a satisfactory level of knowledge and skill base.
- Attend workshops and seminars relevant to ensuring ongoing professional development.

KEY RESPONSIBILITIES

The role is specifically accountable for:

<u>Leadership:</u>

Creating the appropriate leadership environment for the Section by setting personal example and specifically for developing competencies in the Sections supervisory teams that will ensure the efficient and effective implementation of Council policies, programs and decisions.

This will be evidenced by the Manager:

- Anticipating future needs or directions in a rapidly changing and complex environment and initiate, lead and manage change successfully.
- Creating a sense of success by taking on challenging tasks with confidence, and encouraging creativity and innovation.

- Assisting the General Manager in the realization of the Department's strategic direction.
- Adopting a humanistic focus toward the management and direction of individuals within the Department.
- Showing trust and confidence in the Section's supervisory teams.
- Mentoring and providing constructive feedback on performance to the Section's supervisory teams to improve capability, and promote growth and development.
- Maintaining personal integrity and setting personal standards which reflect ongoing development professionally.
- Leading collaboratively with others and building positive relationships throughout the various levels of Council, both politically and operationally.
- Encouraging all employees of the Section to see themselves as members of a single organisation, albeit with many parts, all of which contribute valuably to the Council's Vision.
- Exercising strong interpersonal skills to engage and communicate effectively with Councillors, staff, Government representatives, Business and Industry and the general public.
- Managing and resolving issues of controversy and conflict with fairness, equity and professional judgement and making the hard decisions when required.
- Exercising skill in advocacy and diplomacy with a balance of tact and determination.
- Manage knowledge and build organizational capability.
- Interpret and convey complex information to different audiences using a range of mediums.
- Providing consistent and thoughtful leadership to the Section to enable the Section to excel in their activities and functions.

<u>Strategy:</u>

- Identify Best Value opportunities to ensure that service delivery planning meets the needs of the community.
- Develop appropriate strategic direction for the Section's functions, consistent with achieving the outcomes contained in Council's Community and Corporate plans.
- Work collaboratively with the General Manager and members of the Executive Leadership Team in the development and implementation of corporate strategy and participate as a team member of various working groups established to define strategic plans to guide the organisation.
- Review organizational policies, process, metrics and culture and provide critical analysis and commentary of current trends to CEO, Councillors and the organization.
- Initiate and coordinate strategic research and preparation of discussion and issues papers for Council.
- Lead and coordinate the management of the human, physical and financial resources of the Section.

<u>Financial Sustainability:</u>

- Effectively implement those aspects of the Council's long term financial strategy and annual budgets as relate to the Section.
- Constantly seek efficiency in all aspects of the Section's resource utilization, including the analysis of relevant costs and benefits for all new initiatives coming before the Council.

- Lead appropriate procurement processes to obtain goods, services, consultancy and advice at the level of delegated authority.
- Ensure that the Section's programs are regularly monitored for economy and efficiency and timely, relevant reporting provided.
- Ensure that the Section's assets, in all their forms, are strategically and sustainably managed.
- Maintain an organisational culture of continuous self-analysis and improvement in order to enhance Council's sustainability.

Sectional Operations:

- Ensure effective change management.
- Develop, implement and monitor the Section's plans and budgets consistent with the Department's and Council's overall Corporate Plan and financial strategy.
- Develop processes for timely monitoring and reporting of the Section's performance against appropriate key performance indicators and industry benchmarks, including contribution to the compilation of the Council's Annual Report and other statutory Returns.
- Lead and direct governance strategies to improve probity, accountability and transparency, including systems to ensure the management of risk.
- Develop, monitor and review the Section's planning and operational systems in order to ensure efficacy in the delivery of the Section's services.
- Monitor the Section's contractor performance in accordance with specifications and statutory requirements.
- Inspire a spirit of teamwork that reflects enthusiasm to share and join with other sections of the organization in order to achieve desired organizational outcomes.
- Ensure the statutory compliance of the Section's functions.
- Provide operational and specialist advice to General Manager and internal and external parties at both strategic and economic levels.
- Assist with the forward planning of Technical Services Department projects, in regard to timing of works.
- Liaise with external authorities to gain the necessary approvals prior to the commencement of works.
- Assist with the management of specific projects as determined by the General Manager.
- Assist with the development of the engineering elements of Council's Operational Plan and 5 year Forward Plan.
- Liaise with external authorities and consultants to ensure that works projects contained within the Operational Plan are available for construction in a timely manner.

Stakeholder Relationships and Consultation:

- Provide high level legislative and policy advice to the General Manager, CEO, Councillors and the organisation.
- Build positive stakeholder relationship and demonstrate a proactive culture of communication and interaction both within and outside the organization.
- Apply understanding of the political, social and legal environment and organizational context of Council to all initiatives and actions.

EXTENT OF AUTHORITY

The incumbent is expected to exercise all necessary actions within the scope of their Key Responsibilities. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorized by the General Manager Engineering & Environmental Services or the Chief Executive Officer.

ACCOUNTABILITY

As Works Engineer, you are accountable for:

- Providing strategic leadership to your Section, influencing and leading change.
- Delivering strong political and business acumen.
- Applying knowledge of those people reporting to his/her direct reports in order to support succession planning.
- Coaching your direct reports.
- Conducting an annual review of overall performance.
- Being consistent and fair in all decisions and actions.
- Recognising people's abilities and experience to build a cohesive and effective team.
- Setting clear, achievable goals and effectively delegating and communicating them to the team.
- Being open to new ideas and facilitate team discussions/feedback.
- Being open and supportive of organisational change.
- Encouraging learning, personal and professional development.

The position may have administrative and legislative delegations including authority to act within established operational and budgetary guidelines and provision of relevant Acts, Regulations, Codes, Council policies, local laws and professional standards. Please refer to Council's delegations register and your supervisor to confirm your delegations.

Managerial authorities will also be agreed with the General manager Engineering and Environmental Services. The Works Engineer authorities are:

- Principle assigner of tasks to direct reports.
- Initiate the removal of poor performing direct reports from the role (within North Burnett Regional Council's protocols and policies).

PERFORMANCE / SKILL STANDARDS

The key responsibilities of this position are completed in line with North Burnett Regional Council's Strategic Plan, established operational and budgetary guidelines, relevant Acts, Regulations, Codes, Council policies, local laws and professional standards.

SELECTION CRITERIA

SC1 Degree in Civil Engineering or similar with at least 5 years practical experience as a Works Engineer, preferably in a local government environment.

SC2 Sound knowledge and skills in Geographical Information Systems (GIS) and MS Suite.

SC3 Experience in gravel road construction and maintenance.

SC4 Experience in project management, work scheduling and plant optimisation.

SC5 Strong team leadership and the ability to influence and manage change.

SC6 Analytical and problem solving skills and the ability to provide quality results within timeframes.

SC7 Effective interpersonal and communication skills.

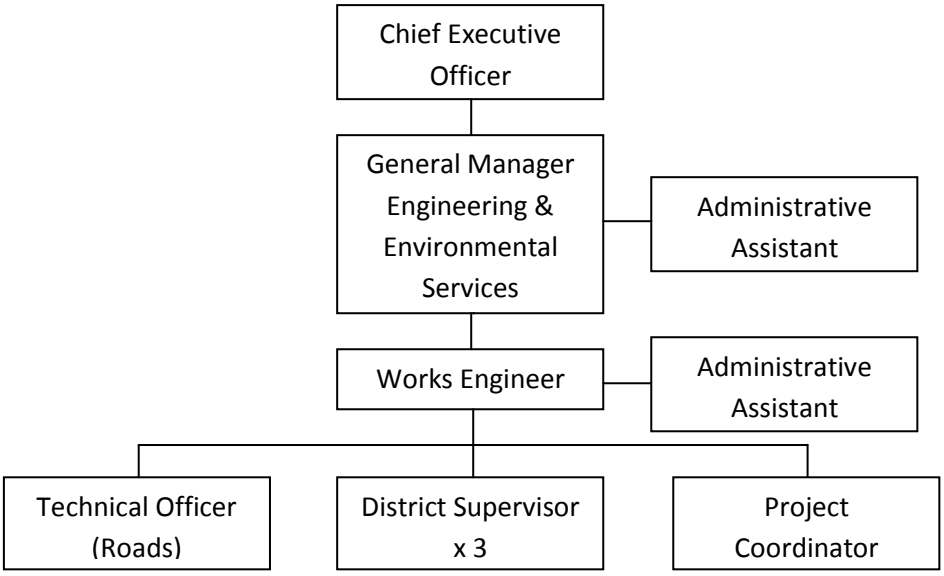
SC8 Current unrestricted “C” Class manual drivers’ licence.

SC9 A demonstrated absence of a relevant criminal history.

Desirable

SC10 Qualification in Traffic Management Design and experience in design engineering.

The structure of your team is shown below:



Other Matters

Work Health & Safety Duties

Work is to be carried out in accordance with SAFEPLAN – Council's Work Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS duties and responsibilities as detailed in the relevant legislative requirements and standards including Council policies and local laws.

Staff Code of Conduct

Work is to be carried out in accordance with the Staff Code of Conduct. All employees are expected to make themselves familiar with the Code and its contents.

Performance Plan

Performance will be reviewed annually against the responsibilities, accountabilities, and behaviours defined in this role description; together with a performance plan developed by the Chief Executive Officer and approved by the Senior Executive Employee Steering Group.

CERTIFICATION BY THE INCUMBENT:

I have read and understood my position description as stated above and acknowledge my duties and responsibilities contained therein.

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE GENERAL MANAGER OR SUPERVISING OFFICER (if applicable):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER (or his/her delegate):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

Additional Remarks / Comments: