



Manager Assets and Services Application Package

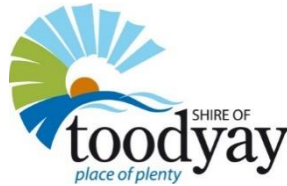
Contact:

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ADVERTISEMENT



Manager Assets and Services Shire of Toodyay 3 year contract

The position of Manager Assets and Services reports to the Chief Executive Officer and is a member of the Shire's senior management team. Accountabilities include leading the Works and Services team, Asset management as well as the development and delivery of strategies and plans that service the objectives of the Shire's Integrated Strategic Planning Framework.

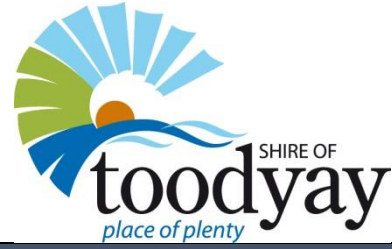
Applicants must be qualified Engineers, with experience in similar functional responsibilities. As the face of the organisation, you must be able to demonstrate a devotion to customer care and commitment to excellence, and the ability to coach and mentor your team and lead by example.

The position is offered under a performance based contract of up to three years. To attract the right candidate, the Shire is offering, an attractive base salary of \$115,000 to \$125,000 per annum, in addition to superannuation, private use of a fully maintained Shire vehicle as per policy, professional development, five weeks annual leave and a uniform allowance as per policy.

For an application package containing full position details and further information on how to apply, please visit www.toodyay.wa.gov.au For more information on the position, contact Lydia Highfield via email highfieldlydia@gmail.com or on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com by **COB Tuesday 3 November 2020**.

POSITION DESCRIPTION



POSITION DETAIL

| | |
|-----------------------|--|
| TITLE: | Manager Assets and Services |
| DEPARTMENT | Works and Services |
| CLASSIFICATION | Local Government Industry Award 2010 – negotiated |
| COMPLEXITY | High level of complexity. Manage employees, budgets, work programs or major projects for the Shire using a broad range of skills. It requires analytical reasoning and the ability to interpret broad and at times complex information. Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services within scope of decision making is also required. |

PUPROSE OF ROLE:

To assist the Chief Executive Officer in delivering outcomes in the Shire’s Council’s Strategic Community Plan and Corporate Business Plan specifically in the efficient planning, management and delivery of infrastructure and services and maintaining shire built assets.

Leads and manages a team of people with positive results and successfully implements change management strategies as and when required.

OTHER REQUIREMENTS:

- Act in a professional manner and in the best interests of the Shire at all times
- Maintain confidentiality
- Develop asset management plans in collaboration with Manager Corporate and Community Services
- Provide advice and guidance to the Chief Executive Officer and Council in area of expertise
- Demonstrate commitment to the organisation and community as a role model for all staff
- Foster and support a risk management and work safely in line with all Occupational Health and Safety and Codes of Practice
- Work in accordance with all Council policies, procedures and Code of Conduct
- Ensure compliance with relevant legislation and Shire policies (e.g. procurement, integrated planning and reporting framework, EEO)
- Provide overall support, coordination and supervision of Assets and Works employees
- Some out of hours work and travel to and from events/meetings are required to fulfil the duties of this role

DELEGATION OF AUTHORITY:

Makes determinative decisions and is accountable under delegated authority. Influences day-to-day and/or strategic direction of a department. Has day to day management of employees. Any significant issues and employee performance matters will be brought to the immediate attention of the CEO for determination.

KEY ACTIVITIES:

Leadership

- Promote and model professional behaviour consistent with the Shire’s Code of Conduct, and organisational values
- Develop, promote and encourage positive, productive and cohesive teams throughout the organisation
- Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers
- Recruit, select staff and conduct yearly reviews for the Works and Services directorate

- Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness
- Provide general and technical guidance, advice and direction to Works and Services staff.

Front Line Management

- Promote and facilitate a quality customer service culture across the organisation
- Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all stakeholders
- Assist the CEO in enhancing the image of the Shire.

Service Management & Administration

- Ensure the effective and efficient management of:
 - Shire Infrastructure
 - Depot Facilities
 - All plant equipment/Fleet Vehicles
 - Parks & Reserves
 - Waste Management facilities and contracts
 - Emergency services
- Develop a forward capital works plans for infrastructure assets and annual program of works
- Ensure all works are delivered in accordance with asset management plans, design plans, project plans & to appropriate technical specifications, scope of works and budget provisions
- Prepare annual budget for works and services and ensure procurement activities/tenders and contracts are in line with requirements both internal and external to the organisation
- Participate in corporate planning and strategy development activities as required
- Ensure appropriate administration processes are maintained to achieve key outcomes
- Work effectively with other managers and staff to ensure compliance and regulatory requirements are not breached.

Technical

- Provide accurate, concise and timely advice when required on matters relating to works and services operational activities
- Ensure all technical and or relevant information is provided to the CEO and or Council with regard to infrastructure assets. And when required, design and implement a suitable programming of works to alleviate complications as they arise or are foreseen
- Advise the CEO with respect to all components of the Works Program varying from the adopted budget of the Council
- Report to the CEO on progress of works, condition of plant and other matters considered pertinent or when requested to do so
- Attend Council and Committee Meetings as required by the CEO for the purpose of providing engineering and or technical advice that will assist and inform decision making.

Performance Criteria

All are essential unless otherwise denoted

Skills, Knowledge & Experience

- Proven experience in a management role within an engineering department or organisation, in either the public or private sector
- Highly developed leadership and management skills
- High level communication skills (written and verbal)
- Demonstrated issues resolution and negotiation skills
- Clear communicator with the ability to positively influence and advocate
- Working knowledge of Local Government including funding frameworks and guidelines (highly desirable)
- Comprehensive knowledge of Regulatory and Compliance legislation affecting Local Government activities
- Experience in policy/procedure development
- Proven abilities in planning, budgeting & scheduling
- Sound knowledge of asset management planning and implementation
- Sound knowledge of road funding programs
- Demonstrated experience in delivering a complex maintenance and capital works program using modern business practices
- Detailed knowledge of engineering, construction and maintenance requirements of infrastructure assets
- Working knowledge of ICT, particularly that applying to PC-UIS and Roman Road Management Systems
- Detailed knowledge of contract administration and local government procurement and tendering processes
- Experience in managing projects, road construction and maintenance

Qualifications and or Training

- Degree level qualification in Civil engineering or related field
- Post graduate qualifications in management (Desirable)

Licences/Clearances & Checks

- Current WA driver's licence
- Federal Police clearance

ORGANISATIONAL RELATIONSHIPS

- This position reports directly to the Chief Executive Officer
- Supervision of Others – Works and Services staff (20 FTE)

Internal Liaison

- Chief Executive Officer
- Elected Members
- Managers
- Shire employees
- Consultants

External Liaison

- Local Government sector
- State/Federal Government agencies
- Community stakeholders
- Consultants and other representatives
- Funding bodies

ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities and other requirements of this role. These may be amended from time to time

CHIEF EXECUTIVE OFFICER

NAME: _____ SIGNATURE: _____

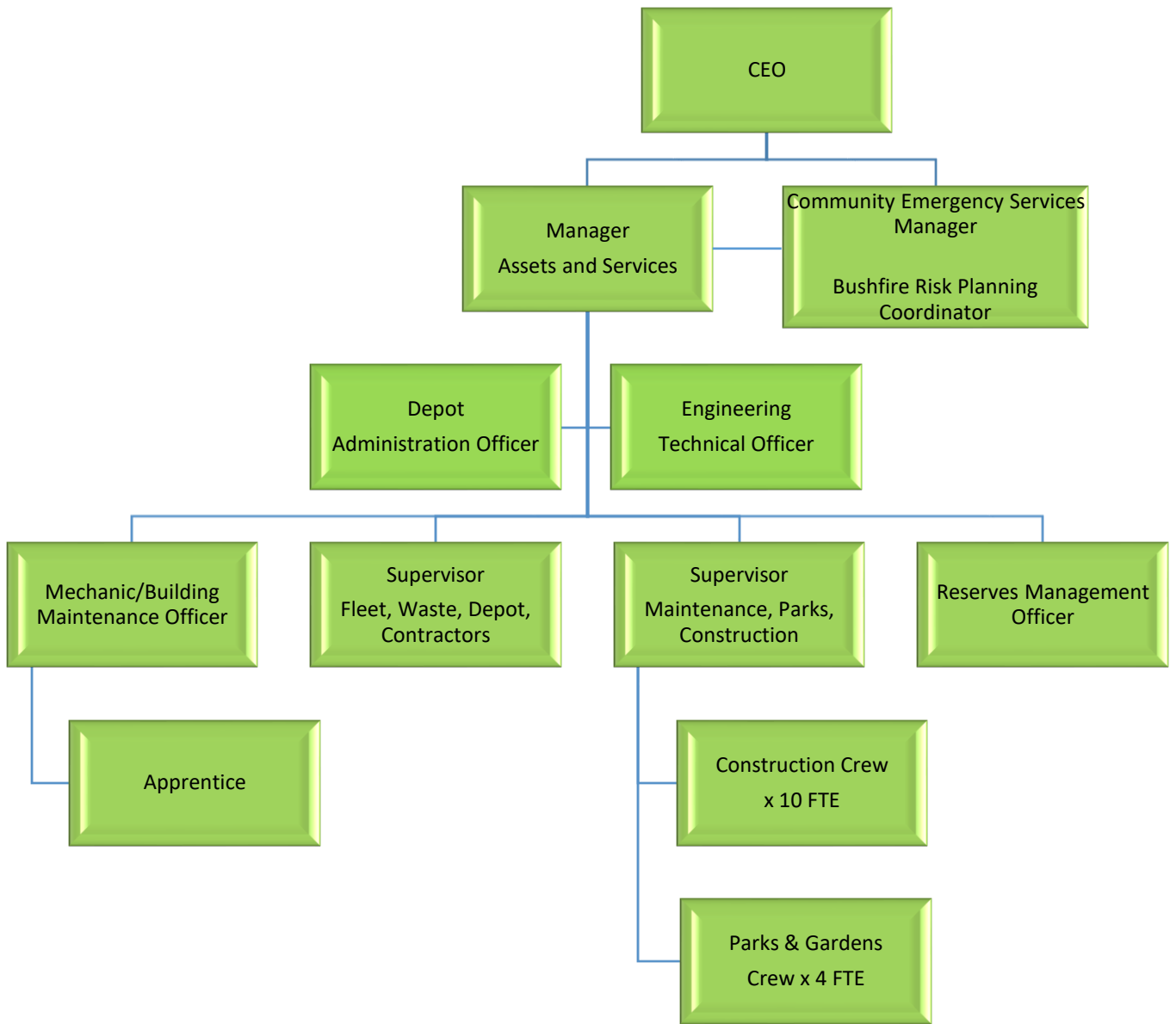
As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

NAME: _____ SIGNATURE: _____

DATE: ___/___/___

DATE OF REVIEW:

___/___/___



Remuneration & Benefits

The position is offered under a performance based contract of up to three years.

- Base Salary - \$115,000 to \$125,000 per annum
- Superannuation SGC at 9.5%
- Motor Vehicle – restricted private use (as per Council Policy)
- Uniform allowance up to \$300 (as per Council Policy)
- Professional development negotiated
- Five weeks annual leave
- Mobile phone

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

Application:

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and suitability for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your application. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties required of the position.

Referees:

Applicants should provide the names and contact details of two current referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.toodyay.wa.gov.au which contains substantial information.