

Manager Roads & Facilities

Position Number	1072
Directorate	Infrastructure
Service Unit/Department	Roads and Facilities
Location	Municipal Depot, Selkirk Drive, Horsham / Civic Centre, 18 Roberts Avenue, Horsham
Position Classification	Senior Executive Officer
Position Appointment	Permanent/Ongoing (Senior Officer Contract)
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Director Infrastructure
Supervises	Coordinator Civil Works, Coordinator Commercial Enterprises, Coordinator Facilities Management
Working with Children Check Required	No

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or other forms of harassment

1. Position Objectives

This role manages the Roads and Facilities Department and all of its functions and relevant personnel, focussing on core service delivery areas including road construction and maintenance, building and facility maintenance and oversight of Council's livestock exchange. This role has a significant focus on developing and implementing systems and relationships to enhance productivity and service delivery to our community while demonstrating compliance with regulatory standards.

2. Key Responsibility Areas

- Manage the following functions and associated staff, relationships, assets and resources within the Roads and Facilities Department, under the direction of the Director Infrastructure:
 - Civil Works
 - Horsham Regional Livestock Exchange
 - Facilities Management
- Maintain high levels of expertise in the disciplines associated with this role to enable strong technical guidance and direction to staff in the execution of their duties.
- Review and improve the Department's OH&S systems and methods and maintain a strong focus on enhancing OH&S outcomes, with support from Council's OH&S team.
- Develop and implement policies, procedures, plans and works programs for the delivery of services for the functional areas within the department, and provide regular reports on these activities for the Director, Executive or Council as sought by the Director.
- Ensure recruitment, training, development and performance management of all relevant staff is consistently undertaken in accordance with Council processes and procedures.
- Assist in refining relationships and the partnership operation of the Infrastructure Directorate in relation to efficient and appropriate assignment of tasks within the Roads & Facilities Department, between Departments within the Directorate, and other departments more broadly.
- Liaise and engage with relevant officers on OH&S, risk, environmental, Aboriginal heritage, land-use planning, sustainability, gender equity and other requirements to ensure the planning and implementation of Council's programs are compliant with relevant legislation, regulations and safe work procedures. Implement and maintain systems that facilitate the provision of regular reports to the Director to demonstrate this compliance, in particular in areas such as OH&S, the Road Management Plan and Heavy Vehicle National Law, and achievement of

identified customer service levels.

- Monitor the customer request system and liaise with appropriate Coordinators to provide a responsive and effective customer service system, and regularly report to the Director on the achievement of targets for response to these requests.
- Review financial reports for each functional area and report any significant variations (actual or anticipated) and how they will be addressed to the relevant Coordinators and the Director.
- Regularly develop, review, improve and document procedures and systems in pursuit of continuous improvement.
- When required, attend advisory committee meetings to advise on operational and capital works programs.
- Be available to act in the role of Director Infrastructure in their absence on leave (this function may also be undertaken by other personnel).
- Actively participate in the Manager and Leadership groups and meetings, to support peer and professional engagement, relationships and development.
- Engage in all other relevant duties assigned by the Director Infrastructure, as and when required.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Accountability and extent of Authority, Judgement and Decision Making

- Accountable to the Director Infrastructure for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply.
- Makes independent decisions relating to implementation, planning and organisational aspects of various projects under own control. Freedom to act is subject to conforming to broad goals, policies, budget guidelines and approved programs.
- Responsible for financial administration details of projects under own control, in accordance with the annual budget.
- Responsible for quality and quantity of outcomes of projects under own control.
- Makes recommendations on departmental works planning, budgeting processes, and organisation arrangements, together with technical and general policy issues.

4. Skills and Knowledge

- A tertiary qualification in civil engineering or similar discipline of relevance to the functions of the department is highly desirable.
- It is also desirable that the incumbent hold Engineering Registration in Victoria to ensure adequate supervision of specialist areas, in particular in the Civil Works and Facilities Management teams.
- A post graduate qualification in management or engineering related discipline is desirable.
- Comprehensive knowledge and understanding of works administration, budgeting and financial procedures.

5. Management and Administrative skills

- Considerable experience in the direction and leadership of a diverse group of employees so that expected outcomes are achieved and problems solved.
- Ability to simultaneously and effectively set goals, targets and priorities; plan and manage time; organise and supervise others, and satisfactorily achieve objectives within a timetable.
- Understanding of and ability to implement personnel practices, including training and development, equal opportunity and occupational health and safety.
- Ability to produce and provide relevant reports to Council and other internal and external stakeholders.
- Good computer skills, in particular those relevant to the asset-based service delivery, maintenance management and customer request services.

6. Interpersonal skills

- Excellent written and verbal English communication skills, with the capacity to engage constructively with staff and other stakeholders and build authentic relationships.
- Able to cooperate and work with other staff in a team environment, including the ability to discuss and resolve issues and problems, and to work individually as required.
- A high level of emotional intelligence and self-awareness, and active, consistent demonstration of the Organisation's Values.

- Able to build trust and respect with colleagues and community members and lead issues and people in a constructive and effective manner.
- A strong customer-service focus, with an appreciation and respect for both internal and external customer needs and sensitivities, contributing to enjoyable and productive environments.

7. Qualifications and Experience (Selection Criteria)

- A tertiary qualification in civil engineering or similar discipline of relevance to the functions of the department.
- Desirably, the incumbent would hold Engineering Registration in Victoria.
- A post graduate qualification in management or engineering related discipline is desirable.
- A minimum of five years' recent experience in an operations management or a senior leadership role, and demonstrated experience in some or all of the fields relevant to the position.
- Experience in the management of a range of multi-disciplinary staff.
- Strategic planning and development experience.
- Relevant project management awareness and experience.
- Experience in the delivery of outcomes with a strong customer and accountability focus.
- A broad understanding of the regulatory environment associated with the Road Management Act, Heavy Vehicle National Law and building construction in Victoria.
- Understanding of the Victorian Local Government Act and Occupational Health and Safety Act.
- Able to pass a pre-employment medical examination, Police records and other referee checks.
- Current motor vehicle driver's licence.

KEY SELECTION CRITERIA:

- Relevant formal qualifications.
- Extent of relevant experience, involvement and knowledge.

- Demonstrated success in the planning and delivery of operational programs.
- Human resource and change management experience.
- Emotional intelligence and demonstration of values.
- Communication, leadership, presentation and problem-solving abilities.
- Computer and administrative skills and abilities.
- Current driver's licence.

8. Organisational Relationships

Reports to:	Director Infrastructure
Supervises:	Coordinator Civil Works Coordinator Facilities Management Coordinator Commercial Enterprises
Internal Liaisons:	Manager Waste and Environment Manager Engineering and Assets Managers Arts, Culture & Recreation Manager People & Culture and support staff Other Departmental Managers and staff
External Liaisons:	The Public Service authorities Government departments, in particular Department of Transport and Planning Contractors Consultants Suppliers

9. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

10. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Culture
Horsham Rural City Council
PO Box 511

Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

11. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Culture Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: