

Upper Lachlan Shire Council



Position	Manager Infrastructure Delivery
Reports to	DIRECTOR INFRASTRUCTURE
Group	INFRASTRUCTURE
Band/Level	B3/L4
Grade	19
Date revised	2026

Primary Purpose

To lead and manage Council's Infrastructure Delivery department to ensure the effective, efficient and safe delivery of Council's civil infrastructure construction and maintenance programs.

The position is responsible for coordinating works programs, resources, budgets, contractors and operational teams to deliver the actions of Council's Operational Plan and Delivery Program and agreed services and functions, and to contribute to the effective delivery of Council's infrastructure priorities.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Portfolio

Road construction and rehabilitation	Road maintenance
Signs and associated infrastructure	Bridges and associated structures
Road corridor assets maintenance and construction	Emergency and disaster response and recovery works
Stormwater and drainage works associated with infrastructure delivery	

Accountabilities

- Deliver the services and functions of the Infrastructure Delivery portfolio in accordance with relevant legislation, adopted plans, policies and procedures.
- Develop, implement and monitor annual and forward works programs to achieve Council's adopted service levels, priorities and key performance indicators (KPIs).
- Manage infrastructure construction, rehabilitation and maintenance programs within approved scope, budget, timeframe and quality requirements.
- Have input to development and management of operational and capital budgets, cost estimates, project schedules, resource requirements and expenditure forecasts. Monitor

works and project performance and address variations, risks and delivery issues within delegated authority.

- Coordinate Council workforce, plant, materials and contractors to support efficient and cost-effective delivery of infrastructure works.
- Manage procurement, tendering, contracts and contractor performance in accordance with Council policies, procedures and delegations.
- Ensure infrastructure works comply with relevant legislation, standards, specifications, environmental, WHS and risk management requirements.
- Provide professional technical and operational advice, reports and recommendations on matters within the position's area of responsibility.
- Maintain effective working relationships with Council staff, contractors, consultants, government agencies and other relevant stakeholders.
- Lead, develop and manage Infrastructure Delivery employees, promoting accountability, collaboration, performance and continuous improvement.
- Coordinate Infrastructure Delivery resources to support Council's response to emergency events and subsequent infrastructure recovery works as required.
- Act as Deputy Local Emergency Management Officer (LEMO), and where required act as LEMO during periods of absence or unavailability of the Director Infrastructure.

The employee may be required to undertake other duties, projects or tasks as directed by the Director Infrastructure that are within the employee's skills, competence, training and level of responsibility.

Key relationships

Internal	External
Manex	Government agencies and authorities
Asset Management and Engineering/Design functions	Local Government Bodies and professional associations
Other Council departments and operational teams	Contractors and consultants, Utilities and service providers, Business and community representatives

Essential Criteria

1. Degree qualification in Civil Engineering or a related discipline with demonstrated contemporary experience relevant to the position; or substantial contemporary experience in a similar role supported by appropriate ongoing professional development.
2. Demonstrated management level knowledge and experience in the planning, programming and delivery of civil infrastructure construction and maintenance, including roads, bridges, stormwater/drainage and road corridor infrastructure.
3. Demonstrated experience in project and contract management, procurement, contractor management, budget development and management, works programming, cost estimating, scheduling and resource planning for civil infrastructure works.
4. Demonstrated experience leading, developing and managing operational employees and teams to achieve agreed work programs, service levels and organisational objectives.
5. Demonstrated ability to identify and manage operational, project, WHS and service-delivery risks.

6. Highly developed communication, stakeholder engagement, negotiation, analytical and report-writing skills to achieve practical outcomes and support effective decision-making.
7. Demonstrated ability to manage competing priorities and deliver works and services within approved budget, timeframe and quality requirements.
8. Demonstrated contemporary knowledge of legislation, standards and practices relevant to local government civil infrastructure construction and maintenance.
9. Current Class C driver's licence.

Desirable Criteria

1. Formal qualification or professional development in project management, management or a related discipline.
2. Demonstrated experience working in NSW local government infrastructure delivery.
3. Knowledge and experience of Transport for NSW requirements and arrangements relevant to Council road construction and maintenance activities.
4. Relevant quarry or mining competency where required for Council quarry operations.
5. Knowledge of contemporary works, asset and project-management information systems.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

_____ Name (please print)	_____ Signature	_____ Date
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SALARY PROGRESSION CRITERIA



Manager Infrastructure Delivery

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS

Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.

1	Apply relevant civil engineering and infrastructure delivery knowledge to Council's construction and maintenance activities.
2	Effectively manage employees, including work planning, performance management, professional development, motivation and team performance.
3	Develop, monitor and manage operational and capital budgets within approved delegations.
4	Demonstrate sound knowledge and experience in road, bridge, drainage and associated civil infrastructure construction and maintenance.
5	Communicate effectively with employees, management, contractors and other relevant stakeholders.
6	Apply appropriate project-management methodologies to infrastructure works.
7	Effectively use Council's relevant corporate, works, project and asset-management systems.
8	Apply Council's WHS policies, procedures and risk controls within Infrastructure Delivery activities.
9	Undertake procurement and contractor management in accordance with Council policies, procedures and delegations and demonstrate value-for-money considerations.
10	Effectively manage competing operational and project priorities.

STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

The employee must demonstrate effective application of the following additional skills.

1	Apply contemporary project and contract-management practices to infrastructure delivery.
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2	Interpret and apply relevant legislation, standards, specifications, guidelines and Council requirements to infrastructure works.
3	Prepare and monitor works programs, project schedules, resource plans, cost estimates and expenditure forecasts.
4	Undertake research and contribute to the development and review of operational policies, procedures and guidelines relevant to Infrastructure Delivery.
5	Prepare high-quality reports, briefings and recommendations for the Director Infrastructure, Executive Management and Council as required.
6	Demonstrate effective negotiation, conflict-resolution and influencing skills with employees, contractors, management and external stakeholders.
7	Represent Infrastructure Delivery at relevant internal and external meetings, working groups and forums as required.
8	Effectively manage contractors and consultants associated with infrastructure construction and maintenance activities.

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

The employee must demonstrate effective application of the following additional skills.

1	Demonstrate advanced people-management and leadership skills appropriate to the position.
2	Identify, promote and implement continuous-improvement and change initiatives within Infrastructure Delivery.
3	Apply Council's risk-management framework to operational, project and contractual activities.
4	Demonstrate effective presentation and facilitation skills
5	Effectively chair meetings relevant to the position's responsibilities.
6	Demonstrate high-level contract-administration and contractor-management skills.
7	Analyse program and project performance and implement appropriate corrective actions within delegated authority.
8	Demonstrate effective coordination of workforce, plant, contractors and other resources across competing works priorities.

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

The employee must demonstrate sustained and highly effective application of the skills and knowledge required of the position, including.

1	Meet the Essential Criteria and relevant Desirable Criteria of the Position Description.
2	Effectively develop, implement and monitor annual and forward Infrastructure Delivery works programs consistent with Council's adopted plans and priorities.

3	Demonstrate effective compliance with relevant Council engineering, asset-management, procurement, WHS and risk-management requirements within Infrastructure Delivery activities.
4	Demonstrate sustained delivery of infrastructure works within approved scope, budget, timeframe and quality requirements.
5	Demonstrate effective workforce leadership, resource management and contractor management across the Infrastructure Delivery function.
6	Identify and implement measurable improvements to infrastructure delivery practices, productivity, efficiency or service outcomes.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed relevant competency, professional development and/or qualification.
2. Demonstrated and sustained efficiency or productivity improvements within Infrastructure Delivery.
3. Development and/or successful delivery of an agreed innovative infrastructure or operational improvement project.
4. Demonstrated continuous improvement in work practices, service delivery, safety, quality or value for money over an agreed period.
5. Sustained high-level achievement of the accountabilities and performance requirements of the position.

Step Maximum will be subject to determination and assessment by the Director Infrastructure in consultation with the employee. Before assessment at Step Maximum, the employee must have demonstrated achievement of Steps 1, 2, 3 and 4.

Skills and competencies may be obtained and/or developed through formal qualifications, recognised training, professional development, Council-specific competency development, relevant WHS requirements and demonstrated workplace experience.