

INFORMATION PACKAGE

Shire of East Pilbara

Director Infrastructure Services

Job code: #003

Full-Time, 5-Year Fixed Term | Newman | Subsidised housing and motor vehicle provided

Opportunity knocks! The Shire is growing and we need a leader that wants to grow with us. Are you ready to take up the challenge of this critical leadership role?

You will have:

- Tertiary qualification in a Civil Engineering discipline along with a minimum of 5-years' experience at a management level in a multi-functional Infrastructure and related development services.
- Well-developed knowledge of legislative requirements applicable to the operations of Infrastructure and associated development services.
- A high degree of working knowledge of plant and equipment capabilities, including its operation and maintenance.
- Highly developed interpersonal communication, analytical, conceptual, problem-solving and emotional intelligence skills, along with the ability to liaise effectively and professionally with a range of internal and external key stakeholders.
- Well-developed budget and financial management skills.
- Demonstrated ability to lead, manage, develop and motivate multidisciplinary teams.

Remuneration and Benefits:

- Base salary range is between **\$181,000 and \$212,000** per annum plus....
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), *plus....*
- Subsidised housing with subsidised water and electricity *plus*,

- Unrestricted use of a motor vehicle with fuel included, *plus....*
- Relocation expenses paid - up to \$10,000 intrastate (or \$15,000 interstate) (if applicable) excludes Newman residents, *plus....*
- Eligibility for Long Service Leave, *plus....*
- 5 weeks Annual Leave plus one Rostered Days Off every 19 working days (if applicable), *plus....*
- Professional Development is encouraged, *plus....*
- Discount on gym, recreation and aquatic centre memberships.

Make this role your own in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART** - **Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidate is received.

For enquiries relating to the application or recruitment process and role specific enquiries, please contact **People and Culture Business Partner** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

Canvassing of Councillors or Selection Panel Members will disqualify

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Director Infrastructure Services

Directorate

Infrastructure Services

Reports to

Chief Executive Officer

Position Number

#003

Position Level

LGIA 11 Fixed Term

Position Summary

This is a key leadership position responsible to the Chief Executive Officer, and in collaboration with the Executive Team, providing operational leadership and good governance to the Shire of East Pilbara in order to achieve the strategic plans, goals and objectives determined by the Chief Executive Officer and Council. You will be responsible for the effective and innovative management, planning and provision of programs, projects and teams within area of responsibility, ensuring consistent delivery of Council's goals and objectives. Being part of the Executive Team, contributing effectively within this group by driving and engaging internal and external stakeholders through a range of activities to deliver key outcomes is an inherent requirement of the role. The position requires clear thinking, resilience and relentless execution delivered through a confident and professional approach to apply sensible decisions to make leaps in operational efficiency and service delivery. While primarily and residually based in the Pilbara Town of Newman, the position is required to work from any location in accordance with the service needs of the Shire of East Pilbara and / or in accordance with operational requirements.

Key Service Areas of Responsibility:

- Civil Operations
- Infrastructure Design & Development
- Infrastructure Maintenance
- Parks & Gardens
- Capital Project Management & Delivery
- Waste Management

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Ensuring employee and customer satisfaction, engagement and excellence;
- Leading, guiding and navigating the management of employees under supervision, while developing and mentoring key talent;
- Supporting good governance through the application of good decision making and consistency of application;
- Building a team of high functioning professionals to deliver projects and outcomes for and on behalf of the Shire;
- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for large, complex and high-risk projects;
- Actively contributing towards the achievement of financial measures around margin, utilisation management and direct costs ensuring efficiencies and quality of service;
- Proactively report upon, and mitigate, organisational risks.

Role Accountabilities

Service delivery

- Contribute to the development and implementation of plans, systems, processes, procedures and policies, which ensure sound business management and achievement of strategic and operational objectives for the directorate in line with Council direction and objectives.
- Participate in the development of strategic plans and forward planning to meet the



expectations of the community and in line with Council objectives on technical and development matters.

- Continually evaluate, monitor and instigate appropriate change within the directorate to ensure a level of service delivery consistent with Shire policy and financial considerations.
- Prepare detailed reports and agenda items and provide advice on developments within the directorate for committees or full Council as appropriate.
- Ensure the effective management of local resources assigned to Technical and Development Services and prepare and monitor financial and budgetary requirements of the Directorate.
- Provide timely and accurate advice to the Chief Executive Officer and Council, which enhances informed decision making.
- Establish effective liaison with key stakeholders and community groups ensuring enhancement of a positive image of the Shire.
- Attend Council and other meetings as required and represent the Shire at meetings with Government and other agencies.
- Maintain awareness of trends and actively participate in Local Government reform process.
- Maintain a focus on risk assessment, quality assurance and management of large complex and high-risk projects and activities.

Leadership and Management

- Oversee the operations of Infrastructure Services including other areas within the Shire's boundaries, i.e. Newman, Nullagine and Marble Bar.
- Ensure that the statutory duties prescribed in the Local Government Act are appropriately delegated to staff are fulfilled.
- Provide strategic leadership, direction and generation of contemporary strategies to inform decision-making ensuring consistency of application across the Shire, whilst developing and motivating others.

Financial management

- Works collegially with the Executive Team to deliver comprehensive budget and financial

reporting on projects status, project completions and identifies and reports to Executive significant trends which may impact on the Shire and its achievement of targets and critical KPIs.

- Implement business plans and budgets as determined by the Chief Executive Officer to ensure delivery on local priorities achieve outcomes linked to the Shire's Strategic Plan.
- Management of local resource costs, ensuring a due diligence approach is applied to the management of revenue and expenditure.

Communication

- Communicate effectively and consistently, demonstrating integrity, professionalism, empathy, direction and clear oversight.
- Liaise regularly with internal and external stakeholders to identify and implement opportunities that will assist in addressing community needs.

Professional Conduct & Compliance with Council's Policies, Procedures and Legislation

- Ensure self-compliance with the Shire's Code of Conduct and all internal policies and procedures, as well as maintaining responsibility for compliance and oversight of legislation such as the Occupational Safety & Health Act, Equal Opportunity Act, Local Government Act, and any other relevant legislation.

Other duties

- Undertake any other duties as requested/directed in order to meet operational needs.
- Participate in regular supervision and performance reviews.
- Conduct regular supervision of staff under direct supervision and provide 360° feedback to staff.

Selection Criteria

(Applicants are required to address ONLY the Essential criteria in their written application)

Essential Criteria

(To be considered for this role you must demonstrate the following skills and experience)

- Tertiary qualification in a Civil Engineering discipline along with a minimum of 5-years'



experience at a management level in a multi-functional Infrastructure and related development services.

- Eligible for membership to the Engineers Australia or equivalent.
- Well-developed knowledge of legislative requirements applicable to the operations of Infrastructure and associated development services.
- A high degree of working knowledge of plant and equipment capabilities, including its operation and maintenance.
- Highly developed interpersonal communication, analytical, conceptual, problem-solving and emotional intelligence skills, along with the ability to liaise effectively and professionally with a range of internal and external key stakeholders.
- Highly developed consultation and

negotiation skills including delivering presentations, preparation of feasibility studies and business cases and / or proposals.

- Well-developed budget and financial management skills.
- Demonstrated ability to lead, manage, develop and motivate multidisciplinary teams.
- Demonstrated ability to work under pressure, to prioritise work and to meet / oversee the meeting of strict deadlines ensuring work produced by self and others is of a high standard first time every time.
- West Australian 'C' Class Drivers Licence.

Desirable Criteria

- Knowledge of Local Government functions and statutory obligations.

Remuneration details

Award

This position is offered under a performance based employment contract of between 3-5 years, with an attractive employment package (see below), which can be negotiated.

Cash salary component:

- Annualised salary between \$181,000.00 - \$212,000.00.
- 20.5% Superannuation includes: 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5% of the specified salary.

Relocation expenses:

The Shire will negotiate reasonable relocation expenses with the successful applicant, which will include:

- Removal expenses for furniture and personal effects;
- Family travel costs;
- Transport of one personal vehicle;
- Up to \$15,000 (GST incl.) for interstate candidates and \$10,000 for intrastate candidates.

Accommodation:

- Shire subsidised accommodation is provided with this position.

In addition:

- A fully maintained motor vehicle for business and private use within the State of Western Australia, vehicle value \$21,991.00.
- Communications allowance of \$1,500.00 per annum.
- Uniform allowance as per the Shire's policy.
- 5 weeks annual leave and the eligibility to accumulate rostered days off.
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Parental Leave cover of eight (8) weeks full pay or sixteen (16) weeks half pay as per the Shire's policy.

Hours of Work:

- Minimum is 38 hours per week with the expectation that you will work reasonable additional hours including work after hours, recognition of the additional hours has been built into the annualized salary.

Other Benefits and services:

- Discounts for staff for the use of recreation and aquatic center facilities as per council policy.
- Free health and fitness assessments by qualified staff at the recreation centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at relevant seminars/conferences.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Please submit an up to date resume (max 3 pages) and cover letter addressing the essential criteria (max 3 pages). **Plus**, an outline of the key projects and outcomes you have delivered in the last 2 years (clearly state what your roles was and what you were responsible for delivering).

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. 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.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and we actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Note: A pre-existing condition will not necessarily preclude you from the selection process. The requirements of the position are provided to the medical practitioner prior to the examination, which is paid by the Shire.

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

About The Shire of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.