

POSITION DESCRIPTION

Director Engineering, Environment and Regulatory Services

Title:	Director Engineering, Environment and Regulatory Services
Division:	Engineering, Environment and Regulatory Services
Salary Package:	As per Contract of Employment
Reports to:	Chief Executive Officer

Position Objectives:

The Director provides leadership to the Engineering, Environment and Regulatory Services Department and ensures the responsive and effective advice to the CEO and delivery of services to the McKinlay Shire Council and its community. Effective leadership is the primary objective of this position.

The Director ensures that the natural and built environment is maintained and developed to support existing and future lifestyles. The role encourages the Council and its community to share responsibility for the management of this asset through an ongoing strategic planning and development of key strategic linkages. The Director ensures a high level of service by efficiently and effectively enforcing various Acts, Regulations and Local Laws as delegated by Council.

This role contributes to the efficient and productive day to day operation of the organization and maintains and fosters a team spirit amongst staff of the Directorate. The Director plans, implements and reviews the provision of services to ensure that they continue to meet the objectives of the Council's Corporate Plan, Operational Plan, Budget and the expectations of Council, the CEO and Community.

Organisational Relationship

a) Accountable Supervisor:

- Chief Executive Officer

b) Liaises with:

- Mayor and Councillors
- Other Local Governments
- Federal and State Government Department Representatives
- Executive Management Team
- Community Member

c) Supervises:

- Depot Administration Officer
- Works Manager

- Environmental and Regulatory Services Team Leader
- Workshop Supervisor
- WHS/QA Officer
- Airport Support Officers
- Contractors and Consultants

Role of the Department

The Engineering, Environment and Regulatory Services Department is one of two Departments within the Council. It's role is to:

1. Provide Sustainable Asset Management services including the preparation of the Capital Works Program, Resource Planning and financial management of the infrastructure assets;
2. Provide Project Management Services to the Council including development of scope, engineering design, planning and estimation of costs.
3. Ensure that the natural and built environment is maintained and developed to support existing and future lifestyles.
4. Ensure a high level of public order and safety by efficiently and effectively enforcing all Acts, Regulations, Policies and Local Laws as authorized by Council. This includes, but is not limited to Animal Control, Pest Management, SES, Disaster Management and Waste Management.
5. Be responsible for and ensure coordination and management of all road construction and maintenance programs, including DRFA, RPC, TIDS, R2R, RMPC and Shire programs.
6. Manage the Council assets and programs involving these assets, including urban services and town maintenance, water and sewerage services, fleet, buildings, land, roads and Livestock centre facility. Provide Infrastructure and Works administration, involving Tender and Contract administration, policy development, budget development and control.

The above key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

Duties & Responsibilities

1. Lead the preparation of funding applications, infrastructure planning, engineering design, estimation of costs, scheduling of works, consultation and delivery of projects, programs and management of the infrastructure portfolio of the Council;
2. Lead the planning, review, update, documentation of service levels, development of the Asset Management Plans, development of the 10 years works program and development, review and update of the infrastructure component of the Long-Term Financial Plan for Council;
3. Lead the delivery of Council's Land Use Strategic Planning Documents and discharge Council's responsibility with respect to Roads Act, Chain of Responsibility Act, WHS Act, Sustainable Planning Act, and other legislation relevant to the role;

4. Lead the ongoing efficiency of internal operations and improvement in the use of Council's resources using the principles of business excellence.
5. Lead, mentor and create a workforce culture that focuses on efficient and effective delivery of quality customer service
6. Lead the delivery of Development Assessment Services, which comply with the Integrated Development Assessment.
7. Lead the delivery of the Work Health and Safety requirements of the Council and ensure that the regulatory requirements are met in relation to staff of the organisation.

Organisational Leadership

Lead the planning, and delivery of the infrastructure component of the Community Plan;

- Lead advice and reporting to the Council, the Mayor and CEO on Engineering, Environment and Regulatory Services;
- As a member of the Executive Management Team (EMT), actively contribute to the strategic and performance management of the organisation; provide leadership and foster cooperation and communication across the departments;
- Develop and implement effective communication processes with Councillors, staff and the community.

Management

Manage the performance of the directorate through effective leadership, setting goals. Direction and outcomes including:

- Foster accountability through setting expectations and monitoring performance against those expectations;
- Develop, implement and review strategic and operational plans to the extent required to ensure the directorate meets Council's strategic objectives efficiently and effectively;
- Lead by discharging Council's responsibilities with respect to applicable legislation such as NHVR, CoR, Roads Act, Planning Act and other legislation associated with this role;
- Monitor the performance of the directorate in relation to core responsibilities and projects;
- Lead the development, review, and update of Council policies, procedures and processes;
- Implement changes to improve the overall effectiveness and efficiency of the directorate while maintaining Council's goals and objectives;
- Minimise legal exposure of Council through implementation of appropriate compliance programs and risk management strategies.

Strategic Planning

Oversee the development and implementation of key strategic plans within the directorate including resourcing strategies, asset management, land use and town planning including:

- Develop strategies to build capacity within new and existing human resources through performance management, training and professional development;
- Oversee and lead the preparation of financial management and annual budget within the directorate; and
- Other related duties as directed within the scope of the position.

Risk Management

The Council is developing an Enterprise Risk Management throughout the organization and a number of corporate, operational and project risks have been documented.

The position requires you to provide effective risk management including:

- Identification of new risks and review of existing risks within Councils risk register;
- Development and implementation of treatments for identified risks; and
- Nurturing a proactive risk management culture within the organisation.

Department Staff and Resource Planning

The Director Engineering, Environment and Regulatory Services is responsible for the development, review, update, consultation and implementation of Resource Management Plan. The Director is also responsible to direct, lead, provide feedback and discipline staff in accordance with Council policies and accepted industry practice.

Stakeholders

The Director Engineering, Environment and Regulatory Services is responsible for the development and maintenance of a positive working relationships with stakeholders including community organisations, industry groups, developers, State and Commonwealth Government agencies.

Workplace Health and Safety Obligations and Responsibilities

Department Directors are obligated and responsible to the Chief Executive Officer for the health and safety of all employees, contractors, visitors and other persons at workplaces that are under their control.

In fulfilling this obligation Department Directors are to ensure:

- They demonstrate leadership and support of the McKinlay Shire Council's WHS Management System throughout their areas of responsibility.
- Active promotion and facilitation of the WHS Management System throughout their areas of responsibility.
- A safe work environment, safe systems of work, safe plant/ equipment and processes with in their areas of responsibility.
- That personnel training needs are identified and addressed and the personnel under their control are competent to conduct the tasks required of them.
- That all personnel under their control comply with the organisations policies, procedures and applicable legislation.
- The ongoing monitoring of WHS performance indicators with in their areas and facilitate the notification and investigation of incidents.
- The facilitation of the consultation and communication processes within their areas.
- The identification and control of hazards and assessing of risks in their relevant areas of control.

Accountability and Extent of Authority

Supervision Responsibilities: Depot Administration Officer

Works Manager

Environmental and Regulatory Services Team Leader

Workshop Supervisor

WHS Officer/QA

Project Manager (s) and Asset Officer

Contractors and Consultants

Statutory Responsibilities:

To perform duties as per Council's Code of Conduct and policies.

Expenditure:

Refer to Council's Procurement Policy and Procedures, Operational Plan and Adopted Budget.

Liaison Responsibilities:

Mayor and Councillors

Other Local Governments

Federal and State Government Department Representatives

Executive Management Team

Community Members

Selection Criteria

Candidates will be assessed against the following Selection Criteria and are expected to provide no more than a half page for each of the following in their written application:

1. Relevant tertiary qualification in engineering and extensive experience in project management and construction management ideally within a Local Government environment, with a demonstrated ability to perform at an executive level.
Post Graduate engineering related qualifications and RPEQ desirable (address if applicable)
2. Demonstrated experience in the preparation, interpretation and articulation of financial, statistical and business data and information, contracts and project management.
3. High level of skills in tender preparation, procedures and evaluation combined with knowledge of government procurement and contractual requirements.
4. Advanced ability to lead people and plant resources in delivering organisational outcomes in a challenging and fast paced environment.
5. Ability to interpret and apply the Acts and legislation relevant to the position including WH&S and human resources.
6. Ability to influence, negotiate and communicate effectively including the ability to build effective professional relationships with internal and external customers.
7. Experience leading people and directing the culture of the work environment, including purposefully creating a cohesive and responsive team that prides itself on delivering exceptional solutions and projects.