



Position Vacant

Director of Infrastructure

The Position

Reporting directly to the Chief Executive Officer, and as an integral part of Council's Executive Leadership Team (ELT), the Director of Infrastructure leads the Infrastructure Department in the provision of key programs to the community:

- Delivery of Shire Services and operational programs
- Resource Coordination
- Medium- and Long-term planning of Council works programs
- Delivery of Infrastructure Projects

This position operates under limited direction and exercises a high degree of autonomy to make decisions.

This position has authority to adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council and the community are protected against reasonable loss.

Selection Criteria

1. Ability to provide consistent delivery and continual improvement of service delivery in the 3 key areas:
 - Infrastructure Projects and Planning
 - Resource Coordination
 - Shire Services;
2. Ability to provide a clear direction and vision to all Infrastructure workers and ensure they remain on track to meet their performance targets;
3. Demonstrated ability to work with Council and the CEO to develop and implement a clear plan for the activities of the department in line with the Council Vision and Corporate Plan;
4. Ability to provide a high level of communication and customer service to the community and all workers at Council; and
5. Ability to provide leadership to the department in WHS and organisational culture and ensure all workers have the training and resources they need to work in a safe and healthy manner.

Experience & Qualifications

Work Health and Safety Leadership

- Sound working knowledge of work health and safety practices and the ability to provide leadership and accountability in managing WHS within their department;
- Demonstrated ability to adhere to Council's Corporate Values: Employee Health and safety, Customer Satisfaction, Respect, Teamwork and Accountability; and
- Experience in organisational risk management.

Service Delivery

- Strong analysis and interpretation skills; and
- Demonstrated knowledge of and experience in developing and implementing strategic asset management through frameworks, governance and asset accounting concepts.

Leadership

- Strong leadership and strategic planning capabilities including the ability to align tasks to Council's overall strategic plan;
- Strong organisational skills with the ability to set performance targets and supervise and motivate staff to achieve targets;
- Track record of success in initiating and managing change and delivering outcomes in a diverse service environment;
- The ability to mentor and develop leaders within an organisation.

Strategic Direction and Management

- Demonstrated history of process improvement and effective change management;
- Demonstrated effective leadership and management experience with a business improvement focus, preferably within a Local Government environment;
- Sound working knowledge of legislation relating to Local Government; and
- Demonstrated experience in developing and implementing policies and guidelines in a large and complex organisation.

Communication and Customer Service

- Advanced written and verbal communication skills with the ability to effectively communicate, negotiate and build positive working relationships with all stakeholders.

About Your Benefits

We will offer you:

- A competitive remuneration package of \$200,000 to \$220,000 per annum dependent on level of experience
- A partly furnished house for you to create a home
- Time to relax with family and friends with 5 weeks annual leave and 17.5% loading
- Uniforms so that you never need to find something to wear.

You will find a copy of the Position Description on our website (www.paroo.qld.gov.au/employment) and if you would like further information please contact Denise O'Brien, Manager Human Resources on 07 4655 8400.

Applications close Monday 17 March 2025 and we are looking forward to considering your application and meeting you. To apply please email a cover letter addressing the position responsibilities and your resume outlining your qualifications and experiences to recruitment@paroo.qld.gov.au

For more information about the region visit: <https://www.paroo.qld.gov.au/visit-paroo/visitor-information-centre>

Please note we can only consider your application if you are eligible to work in Australia



Paroo Shire Council Position Description

Title: Director of Infrastructure
Award: Contract
Department: Infrastructure
Location: Cunnamulla

Position Objectives

Reporting directly to the Chief Executive Officer, and as an integral part of Council's Executive Leadership Team (ELT), the Director of Infrastructure leads the Infrastructure Department in the provision of key programs to the community:

- Delivery of Shire Services and operational programs
- Resource Coordination
- Medium- and Long-term planning of Council works programs
- Delivery of Infrastructure Projects

This position operates under limited direction and exercises a high degree of autonomy to make decisions. This position has authority to adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council and the community are protected against reasonable loss.

Reporting Arrangements and Delegations

- This role is part of the Executive Leadership Team, reporting directly to the CEO.
- The Infrastructure Department of Council reports to the Director through the respective team leaders, as shown in the organisation chart.

Key Selection Criteria

1. Ability to provide consistent delivery and continual improvement of service delivery in the 3 key areas:
 - Infrastructure Projects and Planning
 - Resource Coordination
 - Shire Services
2. Ability to provide a clear direction and vision to all Infrastructure workers and ensure they remain on track to meet their performance targets
3. Demonstrated ability to work with Council and the CEO to develop and implement a clear plan for the activities of the department in line with the Council Vision and Corporate Plan
4. Ability to provide a high level of communication and customer service to the community and all workers at Council.
5. Ability to provide leadership to the department in WHS matters and ensure all workers have the training and resources they need to work in a safe and healthy manner

Skills and Experience

Work Health and Safety Leadership

- Sound working knowledge of work health and safety practices and the ability to provide leadership and accountability in managing WHS within the Directorate;

- Demonstrated ability to adhere to Council's Corporate Values: Employee Health and safety, Customer Satisfaction, Respect, Teamwork and Accountability; and
- Experience in organisational risk management.

Service Delivery

- Strong analysis and interpretation skills; and
- Demonstrated knowledge of and experience in developing and implementing strategic asset management through frameworks, governance and asset accounting concepts.

Leadership

- Strong leadership and strategic planning capabilities including the ability to align tasks to Council's overall strategic plan;
- Strong organisational skills with the ability to set performance targets and supervise and motivate staff to achieve targets;
- Track record of success in initiating and managing change and delivering outcomes in a diverse service environment;
- The ability to mentor and develop leaders within an organisation.

Strategic Direction and Management

- Demonstrated history of process improvement and effective change management;
- Demonstrated effective leadership and management experience with a business improvement focus, preferably within a Local Government environment;
- Sound working knowledge of legislation relating to Local Government; and
- Demonstrated experience in developing and implementing policies and guidelines in a large and complex organisation.

Communication and Customer Service

- Advanced written and verbal communication skills with the ability to effectively communicate, negotiate and build positive working relationships with all stakeholders.

Qualifications

Essential

- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.
- Tertiary qualifications in Engineering or Project Management and/or extensive experience in a similar position; and
- Construction Safety Induction Card (White Card)

Key Responsibilities and Duties

Service Delivery

- Program all Council works including maintenance programs in accordance with Council's Corporate and Operational Plans and adopted budgets;
- Ensure all essential Council services are provided and maintained to the highest possible standard;
- Coordinate the resources and support services needed to ensure the efficient operation of the department, including Fleet, Waste and Quarry Management;
- Ensure all major projects are managed in line with best practice and are delivered on time and within budget; and
- Ensure all funded programs are compliant with funding agreements and meet compliance requirements.

Leadership

- Provide strategic leadership guidance and support to the Infrastructure team to ensure Council has an effective workforce that complies with legislative requirements and promotes business excellence;
- Participate as a member of the Executive Management Team, and promote cooperation, coordination and the sharing of information between departments in pursuit of Paroo Shire Council's corporate objectives; and
- Mentor and provide training and support to upskill and develop administration skills across Council. This includes developing the capability of leaders within the department.

Strategic Direction and Management

- Identify strategic goals and priorities for Infrastructure and submit recommendations to the CEO for Council approval;
- Develop, in conjunction with the CEO and the Executive Leadership Team, annual Infrastructure Capital and Operating Budgets for approval and implementation; and
- Identify and prepare proposals on future infrastructure projects.

Communication and Customer Service

- Work Collaboratively with, and provide advice and support to, the CEO and other members of the Executive Leadership Team;
- Provide clear and transparent reports to Council, the CEO and other members of the ELT;
- Provide information and advice on infrastructure matters to all members of the organisation; and
- Model responsive internal customer service behaviour in their dealings with all members of the organisation and the community.

Work Health & Safety

- Sound knowledge of Work Health & Safety practices and the ability to provide leadership and accountability in managing WHS within the Directorate;
- Experience in organisational Risk Management;
- Model best practice WHS behaviour and have a commitment to Workplace Health & Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee; and
- Ensure compliance with, and demonstrate a commitment to Workplace Health & Safety, Council's Code of Conduct and other policies and demonstrates appropriate behaviour for a public sector employee.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, Directors, Managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial six-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name..... Date.....

Employee Signature.....

CEO Name Neil Polglase

Date 16/01/2025

CEO Signature