

General Manager Infrastructure & Strategy

No. K006



Position Package

Closing date: 4.00pm 3 October 2024



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ADVERTISEMENT

GENERAL MANAGER INFRASTRUCTURE & STRATEGY

We are looking for an experienced person with ambition and enthusiasm to provide strategic leadership within the Infrastructure and Assets team. Qualifications and experience in civil engineering, project management or a related field will be highly regarded.

This position is responsible to oversee and deliver all operations and functions for all Infrastructure and Assets activities including project managing the Shire's projects and other capital building projects from inception through design development to completion, developing tender documentation, reviewing the capital works program and assisting in construction management during project implementation.

Competitive salary package is offered including cash salary up to \$145,000 p.a. 14.5% superannuation, motor vehicle, modern housing, professional development and other benefits subject to 3 - 5 year contract.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email moh.aeson@katanning.wa.gov.au.

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to moh.aeson@katanning.wa.gov.au or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 3 October 2024.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We actively encourage people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Peter Klein
CHIEF EXECUTIVE OFFICER

SHIRE PROFILE

Katanning is the regional centre for the Upper Great Southern Region of Western Australia and is located 283kms southeast of Perth.

The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH facilities, export abattoir, major transport operators and agribusinesses.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds. One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.



COUNCIL INFORMATION

COUNCIL

Shire President: Cr Kristy D'Aprile
Deputy Shire President: Cr Liz Guidera

Councillors:

Cr John Goodheart
Cr Matthew Collis
Cr Michelle Salter
Cr Ian Hanna
Cr Paul Totino

Office: 52 Austral Tce
KATANNING WA 6317

Postal: PO Box 130
KATANNING WA 6317

Email: admin@katanning.wa.gov.au

Website: www.katanning.wa.gov.au

Telephone: (08) 9821 9999

COUNCIL STATISTICS

Population: 4,197
Area: 1,518 km sq.
Distance from Perth: 283km
Length of Roads: 255km sealed, 528km unsealed.

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Cobline, Coyrecup, Ewlyamartup

Council meets on the fourth Wednesday of each month.

POSITION DESCRIPTION

Title:	General Manager Infrastructure and Strategy
Classification:	Contract
Position Number:	K006
Base Level:	Level 10
Employment Basis:	Negotiated
Department	Infrastructure and Strategy

1. Position Objectives

- To develop, implement and deliver Council's requirements and outcomes to ensure the key responsibilities and functions in infrastructure and asset management strategies and systems in managing property assets are met.
- To deliver capital development projects from inception to completion.

2. Key Responsibilities/Duties

2.1. Corporate Outcomes

- Work with the Chief Executive Officer and other members of the Management team, members of Council and the Shire of Katanning employees to ensure effective leadership and management of the Infrastructure and Strategy department.
- Contribute to the strategic development of the Shire of Katanning's Strategic Community Plan and align operational services, assets and other resources and strategies.
- Oversee strategies to achieve and maintain commercial orientation of Infrastructure and Assets and other infrastructure.
- To continually look to enhance the image of the Shire, and to maintain and develop relationships that reflects and demonstrates the core values of the organisation.
- Assist the Chief Executive Officer with all economic development initiatives and ensure that any opportunities are highlighted and acted upon when available.

2.2. Asset Management:

- Develop land and buildings asset management plan.
- Develop forward property works program including budget preparation and reporting.
- Manage the development of facilities and properties management plans for all Shire owned assets.
- Prepare reports and recommendations for the CEO and Council with regards to asset management strategies and initiatives.
- Assist with business case development for fund sourcing initiatives.

2.3. Project Management:

- Develop a project management framework to deliver projects on time and on budget.
- Develop project management plans including but not limited to works breakdown schedule, budget and financial phasing, communication, risk management and implementation strategy.

- Coordinate and regularly report progress to various stakeholders.
- Estimate and monitor approved budget. Identify financial risks if any.
- Undertake research, risk assessment and analysis when required.
- Develop project briefs and tender documents.
- Facilitate and manage the tender process in compliance with local government purchasing legislation.
- Conduct community information sessions and attend council meetings when required.
- Ascertain compliance to various regulations relating to projects such as permits, licenses, funding agreements and acquittals, etc.
- Review external documents – design plans and specifications. Facilitate consultations with other stakeholders for approval as necessary.

2.4. Infrastructure Management

- Ensure outcomes are delivered, including program and project delivery of the department.
- Responsible for Construction and maintenance schedules and plans of all capital and operational infrastructure networks throughout the Shire, including but not limited to roads, pavements, drainage, culverts, buildings, waste etc.
- Manage all tenders relating to infrastructure projects or services in accordance with legislative requirements.
- Oversee the purchasing and maintenance of all new and existing plant and equipment as per the Plant Replacement Program.
- Prepare, plan, implement and review asset management advice and information.
- Prepare and implement the construction and maintenance schedules and plans of all Shire buildings and equipment.
- Administer and oversee applications for funding for the department.

2.5. Regulatory Services

- Ensure outcomes are delivered in the planning, building and environmental health services in accordance with relevant legislation.
- Oversee all Ranger duties and assist with Emergency services.
- Administer and oversee applications for funding for the department.
- Foster relationships with State and Federal Government, and other external customers.
- Prepare and collate information for distribution at Council Meetings and for other internal or external customers as required and as requested.
- Develop education programs and activities to encourage and promote the community's compliance with legislative requirements.

2.6. Financial

- Develop, monitor and amend Council's Asset Management Plan, Plant Replacement Program and other Integrated Planning & Reporting Framework documents.
- Provide input and information in relation to other operational and strategic documents or plans, including annual budget.
- Ensure that all capital, and maintenance work that is completed within the Infrastructure department is within budget, and value for money.
- Develop budget estimates of infrastructure works in forward capital works plans, and in the Long-Term Financial Plan that meet with agreed service levels.

2.7. Staff Management:

- Promote and model professional behaviour consistent with the Shire's Code of Conduct, and organisational values.
- Develop, promote and encourage positive, productive and cohesive teams throughout the organisation.
- Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers.
- Recruit, select staff and conduct yearly reviews for the Infrastructure and Assets department.

- Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness.
- Provide general and technical guidance, advice and direction to Infrastructure and Assets staff.

3. Behaviour and Conduct:

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support team efforts

4. Occupational Health and Safety and Risk Management Responsibilities

- Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions and safety management practices.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified or
- Participate in activities associated with the management of workplace safety
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures
- Must comply with the Council Work Injury Management Programme

5. Organisational Relationships

- Responsible to the CEO

6. Internal and External Liaisons

Internal

- CEO, General Managers and Council as appropriate
- Other Shire staff

External

- Public utilities and authorities
- Suppliers
- Contractors
- General Public

7. Extent of Authority and Responsibility

- Manage Regulatory Services team
- Manages project management team

8. Selection Criteria

Essential

- Demonstrated experience in a senior management position relating to operational, technical and/or regulatory services.
- Highly developed interpersonal skills with the ability to develop effective working relationships.
- Demonstrated experience in project management and planning processes.
- Demonstrated skills in building and managing stakeholder and customer relations.
- Demonstrated experience in building organizational capacity and empowering teams.
- Sound knowledge of human resources management practices including Equal Employment Opportunity and Occupational Safety and Health.
- Highly developed financial management skills with the ability to plan, develop, monitor and control complex budgets.
- C Class Driver's License.
- National Police Clearance (not less than 6 months old).

Desirable

- Working knowledge of Local Government administration and procurement processes.

- Relevant tertiary qualifications in Civil Engineering, Project Management or relevant discipline.
- Experience with Asset Management and/or GIS systems.

9. References

- The details of two referees will be requested during the application process.

REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

Location	The position is based at the Shire of Katanning Administration Building
Industrial agreement	Local Government Industry Award 2020, Negotiated
Salary	Up to \$145,000 per annum depending on qualifications and experience.
Employment Basis	Up to 5 years fixed term contract
Superannuation	Superannuation of up to 14.5% based on 11.5% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employee's contributions.
Annual leave	5 weeks leave paid annually.
Personal/carer's leave (recognised as sick leave)	Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care.
Compassionate Leave	2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family.
Housing Rent	Nil
Utilities (power, water & Wi-Fi)	Annual allowance of \$3,500
Motor vehicle	Private use of Shire vehicle, subject to conditions.
Clothing allowance	\$360.00 per financial year.
Probationary Period	A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
Pre-Employment Medical	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.
Closing date	4.00pm 3 October 2024 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

General Manager Infrastructure & Strategy

Essential

- Demonstrated experience in a senior management position relating to operational, technical and/or regulatory services.
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Desirable

- Working knowledge of Local Government administration and procurement processes.
- Relevant tertiary qualifications in Civil Engineering, Project Management or relevant discipline.
- Experience with Asset Management and/or GIS systems.

***To be considered for this position applicants must address the Selection Criteria.**

INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for an interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

Situation: provide a brief outline of situation /setting

Task: outline what you did

Approach: outline how you did it

Result: describe what the outcomes were

Resume (curriculum Vitae) which includes:

- Personal details – name, address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your Applications:

The closing date is **4.00pm 3 October 2024**.

Email: moh.aeson@katanning.wa.gov.au

By Hand: Shire of Katanning Administration and Civic Building, 52 Austral Terrace, KATANNING

Attention: Peter Klein, CEO

Post: PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.