

Manager Engineering

Classification:	Common Law Contract
Agreement:	Local Government Industry Award 2020
Directorate:	Infrastructure Services
Location:	Administration Office
Date reviewed:	July 2022
Approved by:	Director Infrastructure

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

- To plan and manage the Infrastructure Engineering office effectively and proactively. Assuring that investigations, design, asset management, property management, project delivery and subdivision and development works are completed in a timely manner and meet Council requirements.
- It is expected that this role in addition to the management of process will be hands on in relation to overseeing investigations, design, project delivery and subdivision control works.
- To develop the skills and support staff to create a competent design team.
- To oversee the Property Team responsible for the administration of the Shire's portfolio of leased and licensed assets, inclusive of staff housing, property maintenance and asset management.
- Develop a productive and harmonious team environment.

Position Key Responsibilities and Duties

Corporate / Organisational:

Planning

- Provide support and advice to the Director Infrastructure in the planning, formulating and estimation of the 10y Capital Forward Works Program and annual Capital Works Program.
- Ensure all capital works projects are within with seasonal requirements, community expectation and financial constraints.
- Through consultation both internally and externally, ensure Levels of Service are established for all areas of operations.
- Manage the Engineering subdivisional and development works approval process in consultation with external and internal stakeholders.
- Provide professional advice as requested on construction, maintenance or operational matters as required.

Organising

- Support the Manager Operations in the preparation, implementation and management of the Shire's Operations.
- Support the Senior Project Engineer in the delivery of Annual Capital Works Program.
- Coordinate all designs and approval processes in accordance with Australian Standards, legislation and guidelines, with consideration of the standards of Council and Engineering best practice that are of a constructible standard.
- Engage, liaise and manage contractors and consultants to provide the required outcomes as necessary
- Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
- Coordinate procurement requirements in relation to quotations and tenders.
- Support the Asset and Building Coordinator to develop and maintain the Shires Asset Management Plan and subsequent tasks, actions and works to maximize the life and value of the Shire's infrastructure assets at the least possible cost.

Leading

- Lead regular engineering team coordination meetings.
- Review the Organisational Development Plan for the Department to ensure training and develop of staff is scheduled and delivered.
- Foster and implement Best Practice Industry Standards.
- Develop a “continuous improvement” culture.
- Ensure the Code of Conduct is understood and adhered to by staff in all day to day interactions and activities.

Controlling

- Control, review and provide timely advice to the Director Infrastructure on all design, asset and projects.
- Assist in the planning and quality assurance of capital works projects.
- Review and develop standard drawings and standards for the Infrastructure Directorate.
- Performance manage staff in a responsible, respectful and timely fashion in accordance with the Shire’s Performance Review Policy.
- Provide regular updates on the progress of design works and projects.
- Review and prepare specifications and tenders, and manage contracts in accordance with Shire Policy and Tender regulations as directed.
- Ensure OSH procedures are implemented including business operating procedures.
- Other duties within the context of the position as required by the Director Infrastructure.

Customer Service

- Provide professional advice to staff and public.
- Ensure that all staff responds in a professional, efficient and timely manner to customers needs.
- Contribute to the establishment and review of defined Levels of Service in all areas.
- Review, action and report exceptions to the Director Infrastructure on all public complaints and works requests as received, including putting in place corrective actions.
- Liaise with community representatives, service authorities and all project stakeholders to ensure compliance with all cultural, environmental and community requirements.
- Liaise with staff from all directorates in relation to ongoing projects, attend and participate in specific Technical Advisory Groups, Council working groups and committees as directed.

Reporting

- Contribute to submissions, reports, grant applications, annual returns, acquittals and other infrastructure related information for Infrastructure as required by the Director.
- Prepare Council agenda items as required.

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Budget:

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Infrastructure Services.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.

- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Director Infrastructure
Supervises:	Senior Engineering Technical Senior Project Engineer Asset and Building Coordinator Senior Property and Leasing Officer
Internal Contacts:	CEO and Executive Management Management Coordination Group and Supervisors Committees and Working Group Members All employees
External Contacts:	Contractors Public Utilities Suppliers Plant Hire Companies Public/Ratepayers
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Preferable candidate will have 5-10 years experience in design of civil projects.
- Sound knowledge of Design Standards.
- Solid drafting skills.
- Sound knowledge of civil engineering (Design construction and maintenance practices, management systems and industry standards.
- Experienced in running a Design office and Engineering project team.
- Excellent OSH knowledge and risk management skills;
- Sound project management skills, including extensive experience in budget preparation, control, monitoring and reporting of infrastructure operations functions.
- Knowledge of Local Government Act, related Acts, Standards and Regulations.
- Experience in quality assurance.
- Excellent written and verbal communication skills and well-developed negotiation skills.
- Advanced skills in computer literacy including MS Word, MS Excel and MS Project,
- Highly developed organisational and leadership skills within a team based environment.

Qualifications and/or Training

- Bachelor of Civil Engineering
- Commitment to ongoing personal and professional development training as required
- Current 'C' class driver's licence.

Desirable:

- Previous experience in Local Government or a similar position