



Wudinna District Council

MANAGER WORKS & INFRASTRUCTURE SERVICES

APPLICATION PACKAGE

Dear Applicant

Thank you for your interest regarding the position of Manager Works & Infrastructure Services with the Wudinna District Council.

The following information is provided to assist in the preparation of your application:

- A copy of the advertisement;
- Guidelines for applying for the advertised position;
- A position description for this role;
- Performance Evaluation and Review Program (PERP) documentation;
- Information on employment terms and conditions;
- Information on the remuneration package;
- An application checklist.

ADVERTISEMENT



Wudinna District Council

MANAGER WORKS & INFRASTRUCTURE SERVICES 5 YEAR CONTRACT

- **An exciting and challenging opportunity to work in a community expected to experience significant growth and development in the short term.**
- **A Local Government Role.**
- **Be part of shaping and managing the growth and development of the district.**
- **Providing a diverse range of services and facilities to residents.**

Located in Wudinna on the Central Eyre Peninsula we are looking for the right candidate to play a part in working with Council, the Community and Functional Management Team developing and managing the community's future.

Reporting to the Chief Executive Officer, this is a role as a key member of Council's Functional Management Team. Key areas of responsibilities include management and delivery of the capital works programs and operational budgets. This includes developing, implementing and delivering goals, services, and programmes in relation to the following portfolios:

Assets - Asset Management Plans (AMP) are developed and maintained to develop long term renewal and upgrade programmes.

Works - Road network construction, maintenance, grading and re-sheeting programmes in addition to ensuring Council's major plant and equipment is properly serviced and maintained.

Operations – Maintenance and refurbishment of Council Parks and Gardens programme and adequately maintaining related infrastructure including Council Aerodromes.

Infrastructure – Management and maintenance of Council's stormwater and community wastewater management schemes (CWMS).

Preferably you will have a formal qualification in Civil Engineering, Design, Construction or related field with a minimum of five years senior management experience within Local Government or related industry sector. A sound understanding of financial management including the preparation of budgets and forecasting across capital works projects together with strategic planning are encouraged to apply.

The role offers an excellent lifestyle and salary package which includes a fully maintained vehicle for work and private use.

Further information about the position and how to apply is available on Council's website – www.wudinna.sa.gov.au or by contacting the Chief Executive Officer, Alan McGuire by phone on (08) 8680 2002.

Written applications including contact details of two current referees and full details of qualifications and experience should be marked "Private and Confidential" and forwarded to the undersigned at admin@wudinna.sa.gov.au, delivered in person to the Council office or mailed to PO Box 6, Wudinna SA 5652 by **5pm Friday, 30 October 2020**.

Alan McGuire
CHIEF EXECUTIVE OFFICER

PREPARING YOUR APPLICATION

Applicants who demonstrate that they meet the requirements for the position and who appear to be competitive, from their written applications, will be considered for interview. The decision to interview will be based on the information that you provide in your application.

Your application should be typed. If this is not possible, ensure that your writing is clear and easy to read.

To enable a valid assessment of your application, it must include the following information.

1. **Covering Letter** which:

- Demonstrates that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties;
- Provides an outline of your career and highlights the skills and experience you can bring to this position.

2. **Resume (Curriculum Vitae)** which is comprised of:

- Personal details - name, geographic address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and brief details of each position's responsibilities.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

3. **Other Documents**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid potential loss or damage to originals.

The Council may require originals (or the provision of other supporting evidence) of all claimed qualifications as a condition of employment.

The successful applicant will be required to obtain and provide to the Council a *National Police Certificate* before commencing employment.

4. **Referees**

Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

5. **Contact Details**

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

SUBMITTING YOUR APPLICATION

The closing date for applications is **5pm Friday, 30 October 2020**.

Written applications should be marked "Private and Confidential" and forwarded to the Chief Executive Officer at admin@wudinna.sa.gov.au, delivered in person to the Council office or mailed to PO Box 6, Wudinna SA 5652.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. A faxed or emailed copy of an application sent before the closing advertised date would also ensure its acceptance.

INTERVIEWS

The location for interviews will be face to face in Wudinna or by an agreed digital communication platform eg. Zoom, Microsoft Teams etc. The final decision to appoint to this position will be taken by the CEO.

Wudinna District Council is an equal opportunity employer and provides a smoke free work environment.

JOB AND PERSON SPECIFICATION



Wudinna District Council

Job and Person Specification

Position	Manager Works and Infrastructure Services
Stream:	Technical Services
Award Classification:	South Australian Municipal Salaried Officers' Award
Salary Range:	Level Up to 7.3 + EBA
Reports To:	Chief Executive Officer
Employee Name:	
Start Date:	
End Date:	Contract Position - 5 year fixed term.

POSITION OBJECTIVES

- To ensure the provision of professional, efficient and effective technical advice to Council, Chief Executive Officer, Managers, staff and the general public.
- Efficient and effective management of Council physical assets, including road network, parks and gardens, aerodromes, cemeteries, refuse sites, refuse collection and infrastructure projects.
- Implementation of Council's Strategic Plan, goals and strategies relevant to Engineering and Works.

ESSENTIAL MINIMUM REQUIREMENTS

Skills

- Management skills to ensure effective functioning of the operations of the department.
- Technical skills including;
 - Specification writing,
 - Contract management,
 - Road and footway construction and maintenance principles, airport operations, cemetery operations, common effluent drainage and maintenance principles, refuse operations,
 - Budget management and estimating.
- Skills in both written and verbal communication.
- Analytical and conceptual skills to develop creative and innovative solutions to complex problems.
- Negotiation skills particularly in the area of industrial relations and contract management.

Knowledge

- Civil engineering construction and maintenance techniques, plant operation and project management principles.
- Legislation and Industrial Awards relating to Local Government.
- Understanding and comprehensive knowledge of Work Health and Safety legislation.
- Asset Management.
- Local Government operations and services.
- Airport operations and statutory requirements.

Experience and/or Qualifications

- Extensive experience in all aspects of civil engineering as it relates to Local Government.
- Local Government Overseers Certificate or equivalent.

- A Diploma of Civil Construction and/or related discipline is desirable or relevant equivalent experience; or
- A Certificate IV in Civil Construction Operations or Supervisor and/or relevant equivalent experience, with several years relevant working experience.
- Certificate IV in Frontline Management, Leadership, or related discipline with several years' relevant experience.
- Experience at management level.

KEY AREAS OF RESPONSIBILITY

Authority

- Delegations and authorities as specified in Council's Delegation and Policy manuals.

Key Accountabilities

The Manager Works & Infrastructure Services is accountable for:

- Providing effective leadership and direction.
- Preparation of Councils short and long term strategic/business plans relevant to the area of responsibility
- Overall responsibility to ensure the professional and effective undertaking and completion of such work in accordance with those plans subject to council and CEO direction
- Developing plans and program which provide a range of cost effective, high quality and customer responsive services.
- Developing performance objectives for the department to ensure appropriate performance standards, procedures and productivity improvement initiatives are encouraged and strategic goals achieved.
- Developing and implementing long term and annual plans covering department programs.
- Monitoring and reviewing the department's operational practices, systems and service outcomes.
- Preparation, monitoring, evaluation and reporting of the Department's annual budget.
- Preparation of costs and managing projects associated with private works contracts.
- Developing strategic responses and managing programs, strategies and policies which address existing and emerging infrastructure issues.
- Managing major infrastructure projects.
- Managing, monitoring and reviewing operational practices and systems of the Wudinna and Minnipa Aerodromes.
- Ensuring statutory requirements are met in relation to staff and work areas under the Manager's control.
- Being a Management representative on the Health and Safety Committee.

Key Performance Indicators

In fulfilling the Key Accountabilities, the Works Manager will:

- Maintain appropriate organisational structures and display strong leadership competencies to ensure highly motivate and performing staff.
- Apply business management skill in managing the financial and physical resources of the Department in achievement of the goals of the organisation.
- Provide initiative and innovative thinking within a context characterised by professionalism and decisiveness in dealing with strategic issues faced by the Department and Council.
- As a member of the Senior Management Team, actively contribute to the development and achievement of the strategic objectives of the Council.
- Establish productive relationships with Elected Members, Chief Executive Officer, Senior Management Team and customers of Wudinna District Council.
- Strive towards achieving best practice and a continuous improvement philosophy in operations management.
- Achieve the annual performance objectives set for the position.

EMPLOYEE RESPONSIBILITIES

Records Management

- Use Council's established records management system for the management of all records, including electronic records.
- Maintain and update Councils records management system.
- Ensure capture of official records into Council's record keeping system upon creation or receipt.
- Not destroy Council records without authority.
- Handle records with care and respect, and ensure the safe custody of records in their possession.
- Not remove official records from Council premises without the express permission from the Chief Executive Officer, unless it is in the course of your normal duties.

Work Health & Safety

In relation to WHS (Work Health Safety), Managers are responsible and accountable for complying with Council's Risk Management & WHS Management systems.

In accordance with the *WHS Act 2012 (SA)*, Division 4 Section 27 Duty of Officers and Council Policies and Procedures the Manager Works & Infrastructure Services must exercise due diligence to ensure that the person conducting the business or undertaking (PCBU formerly Employer) complies with that duty or obligation.

Due diligence includes taking reasonable steps to:

- Acquire and keep up to date knowledge of work health and safety matters and to gain an understanding of the nature of Council operations and generally of the hazards and risks associated with Council operations.
- Ensuring workplace risk controls are implemented and maintained within their areas of responsibility.
- Ensure workplace return to work procedures are applied when staff are injured at work, including the attendance at relevant training and provision of suitable duties for staff returning to work following work related injury or illness.
- Assisting with the return to work of staff suffering work related injuries.
- Ensure that all contractors operate in accordance with relevant Council Policy & Procedures.

The Worker (formerly Employee) has a responsibility, under the *Work Health and Safety Act 2012 (SA)*, Division 4 Section 28 Duties of Workers, to ensure their own health and safety and take reasonable care that his or her act or omissions do not adversely affect the health and safety of other persons.

This includes but is not limited to:

- referring to further information contained in Councils' WH&S and Return to Work (RTW) Policy.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act in relation to safety as work.
- Co-operate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- Actively implementing and working within Council's WHS & RTW policy, supporting Policies and Procedures and Safe Work Instructions.
- Not performing any procedure or task unless appropriate training and instruction has been received.
- Actively contributing to consultative and participative arrangements for the management of WHS.
- Using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment.
- Ensuring that allocated equipment is maintained and in sound operational condition.
- Keeping work areas in a safe condition and assisting to ensure good housekeeping practices are maintained.
- Not interfering with or misusing items or facilities provided in the interest of health and safety.
- Reporting any identified hazards or potential hazards, any accidents, injury, incidents and 'near misses' which arise in the course of work and promptly completing any required documentation.
- Elect Work Health & Safety Representatives.

ENDORSED

EMPLOYEE

SUPERVISOR

MANAGER WORKS & INFRASTRUCTURE SERVICES

Alan F McGuire
CHIEF EXECUTIVE OFFICER

DATE: _____

PERFORMANCE EVALUATION & REVIEW PROGRAM

It is expected that the Manager Works and Infrastructure Services will participate in an annual Performance Evaluation and Review Program (PERP) which will assess performance in accordance with pre-determined performance indicators. The following document is an example of the template used to undertake the PERP.



Wudinna District Council

Performance Evaluation and Review Program (PERP)

Name:

Position:

Manager Works & Infrastructure Management

Review Period:

____ / ____ / ____ to ____ / ____ / ____

Date of Review by CEO:

____ / ____ / ____

PART A – Criteria

Key responsibilities based on JPS objectives, key responsibilities, relevant skills and / or projects previously identified by CEO

Rating

1. Work plans are delivered efficiently and effectively to approved/authorised specification while maintaining compliance with all statutory obligations and addressing stakeholder expectation.

2. High standard of effective leadership and management of works personnel while ensuring appropriate performance standards, productivity and safety of the unit is maintained.

3. Timely oversight and enforcement (as required) of the councils mandated legislative and regulatory obligation

4. Provide monthly (or otherwise as required by CEO) detailed and quality written reports (and advice) to the CEO and Council as required

5. Effective and professional liaison with the local community, clients and all stakeholders including other staff, CEO and Council

6. Effective and professional representation of Council at meetings, forums and other community events

7. Effective participation and contributions as a Senior team member of Council

PART B - CEO's comments regarding any or all of the above criteria ratings

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PART C - Action Plans

The following action plan(s) covering the next 12 months have been discussed between the CEO and Senior Officer as an outcome of the review.

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GRADING SCALE AND CRITERIA

Rating: Employee and Supervisor to score each listed competency from – to 5

5	Outstanding	Competency is highly developed. Considered an outstanding example for others to model and behaviour exemplifies superior performance. Competency is exercised spontaneously requiring little preparation or study. Does not require assistance.
4	Comprehensive	Has a sound understanding of this element. Performs the competency regularly, the indicative behaviours are well developed and performed without difficulty. Assistance is rarely needed in performing this competency.
3	Working	Demonstrates experience in this element and can exercise it within his/her resources. He/she demonstrates the indicative behaviours and can readily utilize them. There are times when he/she would need to refer to a more experienced person.
2	Progressing	Has limited experience or understanding of this element. The indicative behaviours are present but they are not always effectively employed. Could not apply this element within his/her own resources and would be restricted in how far he/she could go before needing assistance.
1	Limited	Has very limited knowledge or ability in this element. Faced with a task requiring this ability, he/she would usually call for immediate assistance. He/she would need support, supervision and direction to complete the task.
-	No Demonstrated Achievement	Aware of information, ideas and situation related to this competency but has not yet had an opportunity to practice it.

Performance Competencies (score using scale above)		Self	Supervisor
1	Contributes & promotes a shared vision for the community and council.		
2	Operates in a way that complies with legislation and regulation.		
3	Achieves agreed goals and delivers results.		
4	Uses initiative and judgement to achieve quality outcomes.		
5	Holds themselves accountable for their actions.		
6	Monitors, evaluates and reports on their performance.		
7	Thinks innovatively and shares ideas for process improvement.		
8	Respects, supports and encourages team members and peers.		
9	Demonstrates, contributes & promotes Council's values to a culture in which those		
10	Demonstrates self-awareness and commitment to personal development.		
11	Proactively manages resources and risk.		
12	Actively contributes to, promotes & monitors work health, safety and well being		

Employee's **for any items that rates you 1 or 2**, outline how will you work to improve these performance competencies over the next twelve months?

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NOTE: *Supervisor shall make a judgement on each question (In some cases the questions may be not appropriate for the staff members under assessment).*

I agree that the review outcomes and any action plans referred above properly reflect the discussions which have taken place between the CEO and myself regarding my work performance with Council over the previous 12 months.

Signature: Date:
Manager Works & Infrastructure Services

Signature: Date:
Chief Executive Officer



Training Needs Assessment

Version No:	3.0
Issued:	August 2009
Reviewed:	20 November 2016
Next Review:	20 November 2019

**To be undertaken annually as part of performance appraisal
To be used in conjunction with the TNA Spreadsheet for the worker**

Name: _____ **Position:** _____

Knowledge:

Has the knowledge required for effective performance of the position changed in the last 12 months?
(E.g. legislation, WHS, policy and procedures) **YES / NO**

If YES, what has changed and what training is required as a result?

Has the required training been provided? **YES / NO**

If YES, what training has been provided and when?

If NO, what training is proposed and when?

Skills:

Have the skills required for effective performance of the position changed in the last 12 months?
(E.g. new plant and equipment, new techniques, new tasks) **YES / NO**

If YES, what has changed and what training is required as a result?

Has the required training been provided? **YES / NO**

If YES, what training has been provided and when?

If NO, what training is proposed and when?

Assessed by: _____ **Date:** _____

EMPLOYMENT TERMS & CONDITIONS

ORGANISATIONAL RELATIONSHIP

Reports to:	Chief Executive Officer
Title:	Manager Works & Infrastructure Services
Classification:	South Australian Municipal Salaried Officers' Award – Up to Level 7 (+EBA)
Department:	Works and Services
Supervises:	Works and Services Department Staff
Internal Liaison:	Chief Executive Officer Senior Staff Other Staff Members
External Liaison:	Public Utilities and Authorities Government Departments Contractors Suppliers Ratepayers, Electors and General Public

AUTHORITY & ACCOUNTABILITY

- Operates under the direction of the Chief Executive Officer, within the scope of the Councils policies and statutory provisions. Liaise directly with Chief Executive Officer in all work related matters.
- Initiates Works Program and has a high degree of autonomy.
- Makes judgments and implements a working methodology.
- Carry out all tasks to the required standards, in accordance with the best practice principles and in manner ensuring safety of both the public and council employees.
- Authority to expend within allocated budget resources.

KNOWLEDGE & SKILLS

- To provide services to ensure duties and services remain at a high standard to the community and to develop and promote the skills and knowledge of depot services.
- Proven supervisory / leadership skills.
- Basic computer skills and understanding of the Microsoft suite.
- Team orientation, experienced as a team member, team builder and leader.
- Strong work ethic and commitment to achievement.
- Well-developed communication and consultation skills.
- Ability to plan, estimate time, material and equipment required for small projects and maintenance jobs.
- Ability to report on jobs and project progress.
- Ability to read plans and set out minor road and drainage improvement and repair works.
- Knowledge of road construction and maintenance techniques and standards.
- Knowledge of the operation of heavy plant and efficient use of allocated plant.
- Knowledge of parks and gardens and landscape irrigation systems maintenance.
- Working knowledge of relevant legislation and regulations including Work Health and Safety, Traffic Code and Local Government Act.
- Basic understanding of industrial awards and award conditions.
- Basic surveying techniques.

SELECTION CRITERIA – QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- At least 5 years senior experience in engineering construction and maintenance operations.
- Extensive knowledge and proven experience in road construction and maintenance together with parks, gardens and playing field maintenance.
- Sound knowledge of plant, both operational and maintenance.
- Experience in the training, coordination, support and supervision of day-labour employees.
- Ability to plan, estimate time, material and equipment required and report on job and project progress.
- Experience in the planning and supervision of road and drainage construction and maintenance works.
- Experience in reporting on jobs and project progress.
- Skills and knowledge obtained through experience or study sufficient to competently undertake the duties and responsibilities.
- Team orientation and experienced as a team member, team builder and leader.
- Strong work ethic and commitment to achievement.
- Well-developed communication and consultation skills.
- Preparedness to undertake external and on-the-job training and attend conference and seminars as required - to include (but not limited to) training (initial and refresher) for the attainment of skills applicable to the Award classification and the role, work health & safety, Councils policies and procedures and customer service.
- Hold a current C class drivers licence.

Desirable

- Knowledge of parks and gardens and landscape irrigation systems maintenance.
- Working knowledge of relevant legislation and regulations including Work Health and Safety.
- Hold a Work Zone Traffic Management certificate.
- Nationally accredited plant operator's tickets.
- Aerodrome reporting duties.
- Hold a current 'HC' class (manual) Drivers Licence relevant to the operation outlined in the award classification for Level 7 of the Local Government Employees Award.
- Basic understanding of industrial awards and award conditions.
- Demonstrated previous experience working under supervision within a Local Authority.

OTHER REQUIREMENTS

The successful applicant will be required to submit the following documentation. Wudinna District Council will reimburse costs.

- National Police Certificate
- Copies of Certified Qualifications
- Driver's Licence; and
- Medical Certificate

The successful applicant will be required to complete and sign:

1. a declaration in relation to the Councils Code of Conduct,
2. a detailed Employment Application,
3. the following statement in relation to the above Position Description.

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party.

Signature of Incumbent

Date

Signature of Director/CEO

Date

REMUNERATION PACKAGE

Salary:	<p>Cash component of up to \$98,248 per annum depending on qualifications and/or experience.</p> <p>The salary takes into account attendance at out-of-hours meetings as required.</p>
Hours of Work:	<p>Flexible Hours: 8:30am – 5:00pm (76 hours per fortnight).</p> <p>Managers are required to work outside of normal hours to complete tasks or attend to emergencies.</p> <p>It is expected that the Manager attends the Works Department Toolbox Meeting which is held at 7am every Wednesday.</p>
Superannuation:	<p>As per legislation, currently 9.5%.</p> <p>A contributing employee can elect to have any amount of their current salary paid each pay period by the employer into the LG Super Scheme.</p>
Council Vehicle:	<p>Full private use of 4x4 utility vehicle.</p> <p>Such private use of vehicle is in lieu of payment for attendance at meetings and other work that may be required from time to time and such arrangements constitutes a reasonable remuneration package in terms of the award.</p>
District Housing:	<p>The Council will assist in finding suitable accommodation within the area if required.</p>
Telephone:	<p>A mobile phone is made available and includes work and all reasonable personal calls.</p>
Uniform:	<p>The Council provides a uniform/clothing allowance per year as per Council Policy.</p>
Leave Provisions:	<p>Four weeks annual leave is provided. Leave loading has been annualised and included in the annual salary.</p> <p>Sick leave and personal leave is in accordance with the policy provisions.</p> <p>Long service leave is in accordance with the <i>Local Government (Long Service Leave) Regulations</i>.</p>
Professional Development:	<p>The Council supports ongoing development of staff including attendance at training courses and workshops.</p>
Removal Expenses:	<p>The Council will negotiate payment of the successful applicant's removal expenses to Wudinna.</p>

APPLICATION CHECKLIST

Applying for a Vacancy with Wudinna District Council

CHECKLIST

- Covering letter.
- Statement addressing selection criteria.
- Resume (Curriculum vitae).
- Copies (not originals) of supporting documentation.
- Full application has been proof read prior to submission.
- Application copied for personal reference.