

## POSITION DESCRIPTION

<b>Position Title:</b>	Director Infrastructure
<b>Directorate:</b>	Infrastructure
<b>Directly reports to:</b>	Chief Executive Officer
<b>Positions under Direct Supervision:</b>	Manager Projects Manager Assets & Design Manager Parks & Environment Manager Claremont Aquatic Centre Senior Administration Officer

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all our colleagues and customers.
- **Integrity:** We are open, accountable, and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## KEY OBJECTIVES OF THIS POSITION

- Collaborate with the Chief Executive Officer and Executive team to implement the strategic and corporate direction of the Town.
- Exercise effective leadership and management in the provision of Capital Works; Asset Management, Engineering, Parks and Natural Area Planning, Design, and Maintenance; and oversight of the Claremont Aquatic Centre.

### **Objective 1: Efficient and Effective Leadership**

- Provide professional direction, coaching and motivation to staff, ensuring the strategic objectives of the Town are delivered in line with Council policies and work procedures.
- Nurture and assist the continual development of all work areas and staff through communication, coaching and facilitation.
- Provide political leadership for the Directorate.
- Provide positive representation of the Town at functions, events, and external meetings.
- Be an active, positive and contributing member of the Town's Executive Team.

### **Objective 2: Strategic Planning, Policy Development and Reporting**

- Contribute to the review and implementation of 'Claremont Ahead', the Town's 10-year Strategic Community Plan, and the 4-year Corporate Business Plan.
- Present and provide advice / guidance on issues relating to Infrastructure in the Town.
- Regularly review relevant policies and procedures and oversee the amendment of such documents where necessary.
- Prepare and oversee high quality Council Reports for the Directorate.

### **Objective 3: Proactive Staff and Program Management**

- Develop high level plans for the delivery of infrastructure services and projects, including a robust Strategic Asset Management Plan to inform the Town's Corporate Business Plan and Strategic Community Plan.
- Oversee the implementation of the Town's Infrastructure program in a proactive, well-planned manner.
- Ensure the Directorate operates within the Code of Conduct and other Town guidelines, policies, and procedures.
- Ensure that the roles, duties, and responsibilities of all staff within the Directorate are clearly defined and communicated.
- Manage the Performance Achievement Cycle and staff development plan for the Directorate.

### **Objective 4: Governance and Statutory Requirements**

- Oversee the governance responsibilities of the Directorate and liaise and report to the CEO on these issues.
- Attend Council and committee meetings as required.
- Ensure that Directorate records are maintained to the required standard.
- Ensure the Infrastructure annual budget is accurate and relates to forward works plans.

**Objective 5: Communication, Negotiation and Partnerships**

- Foster and maintain strategic partnerships and networks, particularly in relation to community and stakeholder engagement, participation, and service provision.
- Negotiate with stakeholders, multi-level government agencies and private organisations regarding the funding and development of community services / facilities to maximise resources available for planning and development related projects.

**Objective 6: Work Health and Safety (WHS)**

- Facilitate continual improvement and cultural beliefs around WHS and wellbeing.
- Actively promote and disseminate WHS legislation, regulations, management systems and information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Ensure appropriate resources and budget allocations are available for resolving WHS issues and improving the Town's WHS systems and staff training.

**Objective 7: Corporate Responsibility**

- Employ and be accountable for ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate a high-level commitment to customer service in accordance with the Town's Customer Experience Charter.
- Promote the development of efficient work practices and appropriate use of resources.
- Provide direction and achievable goal setting to staff, while consistently demonstrating the organisation's values.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

**Objective 8: Continuous Improvement**

- Facilitate and lead cultural change and continuous improvement.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

**SELECTION CRITERIA****Essential**

- Demonstrated leadership skills and political acumen, preferably in a local government environment.
- Extensive experience in strategic planning, financial management, business improvement and management of multi-disciplinary areas, programs and projects.
- Ability to work independently and make high level decisions autonomously.
- High level communication skills to positively influence Council and community relations.
- Ability to lead multi-disciplinary teams and manage staff performance to deliver services in line with the Town's values, standards and policies
- Relevant tertiary qualifications and/or equivalent industry experience.

**Desirable**

- Tertiary qualifications in leadership, management or business
- Experience in asset management planning.
- Understanding and knowledge of relevant *Work Health and Safety Act 2020*, Regulations and legislation.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualifications (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

## Signatures

Chief Executive Officer	
Signature	Date
Employee	
Signature	Date