

# Director – Engineering Services

**Our refs: SF22/211**

The Director Engineering is, first and foremost, part of the Strategic Leadership Team that contributes to the leadership of the organisation of employees for Council.

Secondly, the Director leads the Engineering Services Directorate to provide services and projects in accordance with Council's corporate and operational plans, vision, mission, values and team goals.

## **About:**

- Roma, QLD
- Fixed-term (3) year contract
- Competitive remuneration package
- 5 weeks annual leave
- Monthly RDO's
- Salary Sacrifice Facilities

## **Directorate functions:**

- Strategic Road Management, including TIDS and RMPC
- Program Management and Design Services
- Quarry and Quarry Pits
- Strategic Water, Sewerage and Gas
- Project Management Office (PMO)
- Disaster Recovery Funding Arrangements

## **A strong candidate for this role will have:**

- Tertiary qualifications in a Civil Engineering related discipline
- Registered Professional Engineer of Queensland (RPEQ)
- Current C (Car) Class Driver Licence
- General Construction Induction (White Card)

## **To apply:**

Upload your application (including Covering letter & Resume) to Council website [www.maranoa.qld.gov.au/careers](http://www.maranoa.qld.gov.au/careers) by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

**Closing date: 5:00pm Tuesday, 4 October 2022**

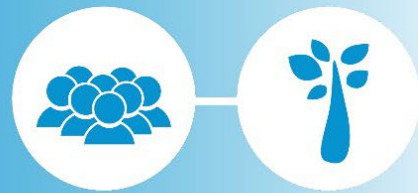
## **For more information:**

Website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

Telephone: 1300 007 662

# POSITION DESCRIPTION

## Director – Engineering



### About the position

#### Profile

Position title	Director – Engineering
Position number	0004
Department	Engineering Services Directorate
Current location	Roma Infrastructure Office / Depot
Classification	Contract
Reports to	Chief Executive Officer
Date last reviewed	4 August 2022

#### Purpose

The Director Engineering is, first and foremost, part of the Strategic Leadership Team that contributes to the leadership of the organisation of employees for Maranoa Regional Council.

As part of the Strategic Leadership Team, the role includes ensuring activity is focused on:

- The implementation of Council approved priorities, policies and decisions;
- Promoting a culture of continuous improvement;
- Developing and monitoring people and systems (integrated processes and standard operating procedures) to support excellence in service delivery (internal and external), and ensure legislative compliance – including adherence to the Code of Conduct;
- Ensuring effective, efficient and economical management of public resources.

Secondly, the Director leads the Engineering Services Directorate to provide services and projects in accordance with Council's corporate and operational plans, vision, mission, values and team goals.

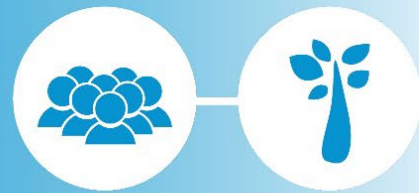
The Directorate of Engineering Services is a diverse mix of Departments incorporating:

#### Primary Departments

- Strategic Road Management, including Transport Infrastructure Development Scheme (TIDS), Road Maintenance Performance Contract (RMPC)
- Program Management and Design Services
- Quarry and Quarry Pits
- Strategic Water, Sewerage and Gas
- Project Management Office (PMO)
- Disaster Recovery Funding Arrangements (i.e. Flood damage)

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### Secondary Departments

(i.e. high level oversight)

- Local area engineering service delivery, if required
- Regional Planning and Building Development, if required
- Environmental Health and Waste, if required
- Airports, if required

The position also works closely with the:

- Chief Executive Officer
- Deputy Chief Executive Officer / Director Regional Development
- Director – Corporate Services
- Local Area Directors

The Director Engineering Services is accountable:

- To the Chief Executive Officer
- For individual contributions to tasks that are undertaken on behalf of the whole organisation
- For delivery of specific leadership functions for the organisation and Directorate

The position encompasses the following roles:

- Local government, legislative and governance
- Leadership
- Business management
- Relationship management

## Key Accountabilities

### Elected Council

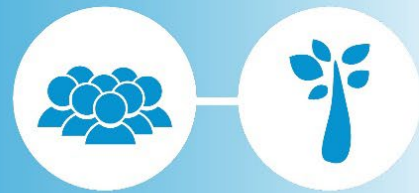
#### Local government, legislative and governance

Responsibilities include managing the interface between the elected Council and Directorate employees including:

- Coordinating advice and information for the elected Council pertaining to the short, medium and long- term plans, policies and decisions (Council meeting agenda items and recommendations).
- Responsible for monthly updated reporting to Council Meetings stating Council's plan and progress in meeting yearly time frames for legislative and statutory responsibilities including early notification if expected time frames may be missed.

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- Complying with requests from Councillors in accordance with Section 170A of the Local Government Act 2009 for:
  - for advice to assist the Councillor carry out his or her role as a Councillor; or
  - for information, that the local government has access to, relating to the local government.
  
- undertaking preparation and facilitating review and adoption by Council of the financial policies required under the Local Government Act 2009, specifically:
  - investment policy *Section 104(5)(c)(i)*;
  - debt policy *Section 104(5)(c)(ii)*;
  - revenue policy *Section 104(5)(c)(iii)*.
  
- leading, in consultation with the Chief Executive Officer, preparation, review and roll out (implement/train) of Council policies where the function leaders are within the Corporate Services Directorate including:
  - Council policies required by legislation and others adopted by Council;
  - Employee policies (approved by the CEO);
  - Directorate policies (approved by the Director).

### Project Management Office (PMO)

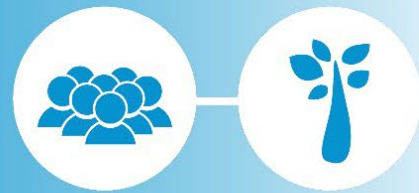
- Oversee the development, maintenance and reporting of a regional program of works to ensure projects that are delivered by internal (local areas) and external resources are thoroughly planned and executed.
- Contribute, implement and monitor Council's annual capital works program including control of expenditure, project time, resources and quality of construction.

### Business management

- Guide, support and collaborate with the PMO Project Managers, Local Area Overseers and Engineers responsible for the delivery of Council's annual capital works projects, ensuring the outputs are consistent with engineering standards and Council's quality, safety and environmental management system.
- Oversee the management of consultants, contractors and in house staff undertaking the preparation of engineering plans, specifications project briefs, tenders and quotations to ensure compliance with Council's specifications, work health and safety, contract requirements and Council's purchasing policy.
- Coordinate preparation of draft capital budgets for infrastructure assets.
- Review engineering cost estimates for budgets and as part of pre-construction works in accordance with current engineering practice / standards and project design briefs.

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- Provide executive leadership for the Roma Quarry to ensure (for customers and Council): - Optimum quality product and quarrying solutions:
  - Customer focused civil construction material supply;
  - Safe and healthy quarrying operations, ensuring compliance with the Mining and Quarrying Safety and Health Act 1999;
  - Conscientious and responsible management of the environment and natural resources.

### Relationship management

- Local Area Directors and Overseers
- Mines Inspectorate
- Department of Environment and Science
- Procurement

### Asset Management

#### Business management

- Ensure the integrated, sustainable development and management of infrastructure and related assets with a key focus on:
  - Reviewing and refinement of Council's Roads, Water, Sewerage and Gas asset management;
  - Contributing to the development of sustainable and equitable infrastructure policies informed by Council's community engagement (where applicable);
  - Leading strategy development and implementation to continually improve service delivery;
  - Working closely with the Director Corporate Service to coordinate inputs into the draft annual budgets and long-term forecasts.

### Utilities

- Oversee Council's compliance with legislation and standards pertaining to water, sewerage and gas networks.

### Relationship management

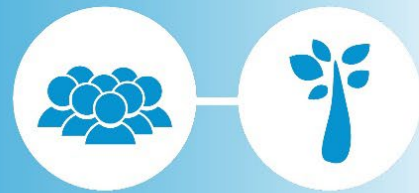
- Water Regulator;
- Gas Inspectorate;
- Department of Environment and Science.

### Professional Engineering and Technical Advice

- Develop, coordinate and lead the preparation and maintenance of a suite of engineering plans and practices, including programs of data collection for the verification of completed works.

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- Provide advice in relation to contemporary approaches and techniques in engineering and technical strategy management.
- Lead the review, continual improvement and approval of quality/safety/environmental management systems associated with the delivery of Council's infrastructure services and projects – ensuring a comprehensive program of employee engagement.
- Provide advice and assistance for the town planning function for the review and conditioning of development applications.
- Contribute to ongoing review of the Local Government Infrastructure Plan (Planning Act 2016 – Section 21 and 25) including the provision of infrastructure development plans.

### Contract Management

- Perform the role of Superintendent's/Principal's Contract Representative for major contracts entered into and required for the delivery of Council's annual operational plan and budget.
- Lead dispute resolution as Council's representative for matters escalated from the Manager / Contract Management Office.

### Advocacy and Negotiation

#### Business management

- Prepare submissions and represent Council's interests to other tiers of government and representative organisations in relation to infrastructure services and assets.
- Provide executive leadership in negotiations with industry including coal seam gas proponents.

#### Relationship management

- Maintain professional and productive relationships with key stakeholders including but not limited to:
  - Australian and Queensland Government Departments
  - South West Regional Roads and Transport Group (SWRRTG)
  - Coal Seam Gas (CSG) Proponents
  - Department of Transport and Main Roads (DTMR)

### Business Planning and Performance

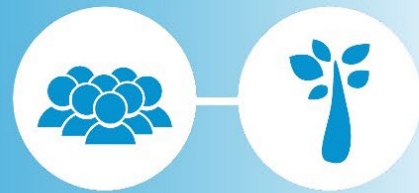
#### Local government, legislative and governance

- Contribute to managing the organisation's responsibilities as a local government: - corporate plan
  - Operational plan
  - Annual report
  - Annual review of the implementation of the annual operational plan



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- Progress towards implementing the annual operational plan for the Directorate for review by the Chief Executive Officer (and presentation at meetings of the local government held at regular intervals of not more than 3 months).

### Business management

- Provide strategic direction, support and guidance to Directorate managers and employees for the delivery of services and projects in a way that promotes:
  - Compliance with our legislative obligations
  - Council's policies and priorities
  - Effective, efficient and economical management of resources
  - Excellence in service delivery
  - Continual improvement
  - Equal employment opportunity
- Manage Directorate employees and their performance, including inductions, performance reviews, continual improvement, resignations, terminations – in accordance with Council policies and standard operating procedures.
- Facilitate planning and performance reporting for the functions relevant to the Directorate.
- Oversee the continued identification and collection of 'how we are trending' data for Council and the community.
- Responsible for dealing with any residents, business owners or stakeholders who are not satisfied with Council. If unresolved operationally, a report be brought to a Council Meeting.

### Environmental Health and Waste

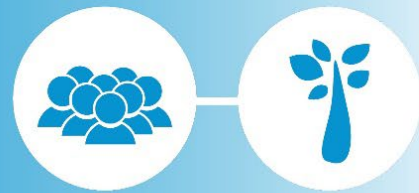
- Oversee environmental health and waste activities for the Maranoa region, including:
  - Effective control of mosquitos, vermin and feral animals;
  - Management of stock routes
  - Effective waste collection and disposal
  - Community education programs and initiatives
- Provide high-level oversight and support to ensure legislative and regulatory obligations are met for the organisation.

### Planning and Building Development

- Oversee planning and building activities for the Maranoa region, including:
  - Implementation of Council's Planning Scheme and Corporate Plan
  - Planning investigations, inspections and applications
  - Building inspections, applications and certification
- Provide high-level oversight to ensure legislative and regulatory obligations are met for the

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organisation.

### Accountability and extent of authority

- Have authority over all functions (services and projects) within the Directorate - in accordance with the provisions of the Local Government Act 2009, and within the constraints of Council policy, budget and resolutions of Council.
- Discharge the responsibilities and duties in this Position Description and Performance Agreement.
- Be accountable for the effective overall management of the Directorate and its employees.
- Act in accordance with delegations and authorised persons powers as per Council's register.

### Core Responsibilities – All Directors (Strategic Leadership Team)

#### Leadership

##### Directorate

- Provide leadership to the Directorate for all stages of our business cycle (from Business Planning through to Reporting) including:
  - support and operation;
  - performance evaluation;
  - analysis and improvement.
- Initiate and communicate innovation to benefit other Directors and staff.
- Carry out through support of local employees and Directors a high level of response to any issues relating to any matter in the directorate for the benefit of community satisfaction.
- In conjunction with the Chief Executive Officer and Manager Organisational Development & Human Resources review and provide recommendations to the elected Council in relation to the Directorate's Organisational Structure and implement the adopted structure.
- Ensure Directorate compliance with our responsibilities as an employer *Work Health and Safety Act 2011, Workers' Compensation and Rehabilitation Act 2003*.

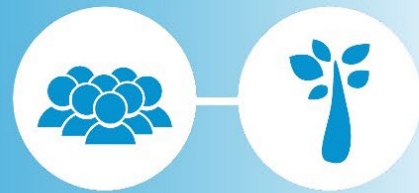
##### Strategic Leadership Team

- Participate in the SMT to communicate about key priorities, opportunities and issues that affect multiple functions or Council as a whole, including:
  - Identifying areas of support;
  - Reducing duplication of effort;
  - Finding synergies across functional areas.



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### Cross Council Teams (CCTs)

- Provide support to cross council teams for Asset Management, Program Management, Strategic Roads Management, Strategic Water, Sewerage and Gas, Quarry and Quarry Pits to provide regular opportunities for employees to communicate, review and contribute information that assists in:
  - Effective operation of their team;
  - Efficient delivery of services and projects;
  - Continual improvement of our organisation as a whole.

### All employees

- Focus Directorate employees on the implementation and communication of Council's policies and priorities (i.e. Council meeting resolutions including approved plans, services and projects, policies and decisions).
- Ensure all aspects of the Directorate's operations are managed (financial, asset, customer, human resource, stakeholder and information) including development and implementation of Employee Policies and Standard Operating Procedures.
- Empower, value and motivate employees and align the Directorate effort with strategic direction, organisational key priorities and challenges facing the region.
- Establish accountable behaviour throughout the Directorate, ensuring effective performance and development systems are effectively evident.
- Enthusiastically connect with employees to develop, collaborate and drive a positive culture and shared values to drive cross organisational delivery of Council's goals and key priorities, being a visible leader and developing high levels of organisational cohesion and communication.
- Lead the mentoring, coaching and developing of Directorate employees so that they contribute to the region's success, and reach their potential.
- Draw on a range of resources to assist in identifying continual improvement opportunities and benchmarking with best practice and established standards, systems and processes.

### Business Management

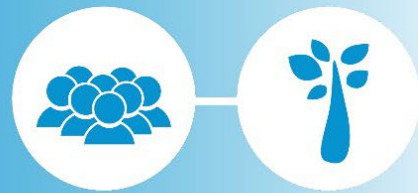
#### Directorate

Provide leadership in all aspects of the Directorate, aiming to implement contemporary best practice when managing the resources the community has entrusted to us, including:

- Managing overall day-to-day operations (services and projects) and employees across the Directorate functions in a way that promotes:
  - Compliance with our legislative obligations
  - Effective, efficient and economical management of resources
  - Excellence in service delivery
  - Continual improvement

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- Equal employment opportunity
- Establishing deliverable priorities and outcomes and review of these in the Council's operational plan each year, including compliance with governance, alignment with a robust long term financial strategy and the annual budget, where variations are managed and accounted for to assist in achieving sustainable and sound "bottom line" results.
- Developing a framework where customer services and programs are consistently delivered to agreed standards and expectations within the Directorate.
- Working closely with Council to identify services that might be restructured or redesigned in order to create options to reduce Council's net operating costs and thereby improve the region's long-term financial sustainability.
- Continuing to develop Council's digital technologies and innovative workplace practices to achieve efficiencies and productivity improvements.

### Relationship Management

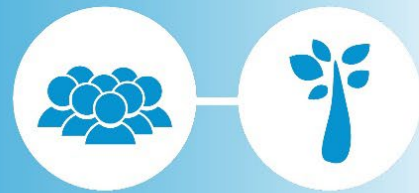
- Contribute to:
  - Developing effective relationships with Councillors characterised by respectful engagement providing relevant and timely communications;
  - Building relationships with key Directorate stakeholders which are characterised by high levels of mutual respect and strategic alliances, delivering positive outcomes for the region.
- Provide leadership in:
  - Engaging with employees;
  - Driving efficiency challenges set by Council through meeting with each team for morning tea or equivalent at the worksite once a month – Question and encourage suggestions for improvements.

### Relationship Management

- Increase yearly economic development, population growth liveability and community satisfaction by supporting the people and businesses of the Maranoa.
- Challenge and support cultural change to improve service delivery and to do more with less.
- Implement a simple 1-2 page report on how the job went with Council feedback and allow for the contractors' feedback. This report is to be used in evaluation of future work opportunities.
- Demonstrate a strong commitment to Maranoa Regional Council's vision, mission, values and team goals.

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### About the person

#### Qualifications and licences

- Tertiary qualifications in a Civil Engineering related discipline
- Registered Professional Engineer of Queensland (RPEQ)
- Current C (Car) Class Driver Licence
- General Construction Induction (White Card)

#### Required skills and experience

##### 1 Leadership in a local government environment

Significant leadership experience in a local government environment having:

- Proven experience in a director position or senior management role;
- Well-developed knowledge of the legislative framework applicable to the role;
- Demonstrated record of working with elected members to help set direction and then implementing Council's decisions;
- The right balance of personal attributes:
  - Inclusiveness and decisiveness;
  - Strength, resilience and diplomacy.

##### 2 Strategic and operational planning, and financial management

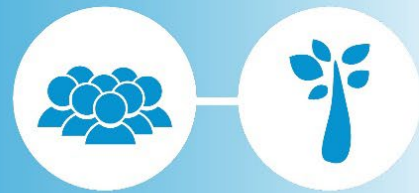
Experience in contributing to the sustainable development and management of assets, services and projects - including corporate and asset management plans, operational plans and reporting, sustainable policies and financial management for the short, medium and longer term.

##### 3 Stakeholder relationships

Ability to develop positive and productive relationships with internal and external stakeholders including elected members, strategic leadership team, employees, government/regulators, customers and the broader community. This includes a track record of working collaboratively within and across departments within a local government.

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### 4 Workforce leadership

Experience in helping to lead positive change within an organisation aligned with Council's vision, mission, values, team goals and priorities – including nurturing a culture that values safety, continual improvement and customer focus. Experience in supporting and challenging employees to strive for excellence and become more efficient. This includes well-developed skills in:

- Communication (including active listening);
- Employee engagement - with staff at all levels in a professional and supportive manner;
- Employee encouragement and support:
- Human resource management;
- Negotiation.

### 5 Strategic thinking

- Ability to identify, explore and seize opportunities that are aligned to Council's Strategic Plan;
- Demonstrated experience in developing and maintaining strategic relationships and partnerships with key government and non-government agencies, businesses, organisations and the community;
- Ability to articulate the community's vision and interests in a committed and influential manner;
- Well-developed problem-solving skills;
- Demonstrated understanding of the issues facing regional and rural communities;
- Ability to maintain strategic relationships with resource sharing opportunities to ensure delivery of strategic and corporate outcomes and service delivery.

### 6 Technical knowledge and experience

- The ability to communicate technical and/or complex information clearly and accurately.
- Significant experience in the delivery of civil infrastructure services and projects (e.g. roads, water, sewerage).
- Demonstrated experience in the certified management systems (i.e. ISO 9001, 14001, AS/NZ4801)