



Position Description

Manager Special Projects

Applications Close:
Opened until filled
“Please apply as soon as possible,
applications will be assessed on an incoming basis”

<p>Position Title Manager Special Projects</p>
<p>Position Number WU10313</p>
<p>Department Works</p>
<p>Classification \$110,000 Outside of award contract - 3 years</p>
<p>Terms of Employment Full time</p>

Supporting documents

Employee Code of Conduct

Workplace and Psychosocial Health & Safety Policy's

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Director of Works

Supervision of:

Cadet Engineer

Internal Liaisons

CEO, Director of Works, Executive Manager Community Services and Manager Economic Development, Works, other Council Departments and Works employees.

External liaisons

State Government Departments, Customers, Winton Shire Community at large and visitors to Winton as required.

Position objectives!

The Manager Special Projects has a high level of autonomy in the delivery of capital works projects or a range of project activities and makes day to day decisions in relation to prioritising activities and maximising the utilisation of assigned resources. Onsite problems, contractual variations, extensions of time and progress certificates are all dealt with in accordance with delegated authorities and may require decision making by the Manager. On specialised technical/professional matters the Manager is required to research all relevant standards and requirements and make expert and informed recommendations upon which higher level decisions can be made.

Organisational commitment

CORPORATE

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

CONFIDENTIALITY AND IMPROPER USE OF INFORMATION

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government or its contractors.

WORKPLACE HEALTH AND SAFETY

Directors/General Managers/Managers Responsibilities include:

1. Provide adequate resources and support for the promotion of Council WHS Management System and ongoing effective management in line with the WHS Management System Plan
2. Involvement in the development of health and safety objectives, targets, performance indicators and action plans.
3. Assisting responsibility to ensure objectives, targets and plans.
4. Monitoring the progress of health and safety objectives, targets and plans.

5. Providing support and authority to supervisors to ensure they are able to meet their 'duties' in accordance with the requirements of the WHS legislations, plans, policies and procedures.
6. Attending WHS committee meetings as required.
7. Participation in site safety observations and investigations.
8. Ensuring all contractors engaged provide documented evidence of safe systems of work before being engaged to perform work.
9. Ensuring that suppliers provide products in accordance with any legislative requirements (e.g. Australian Standards or Codes of Practice).
10. Implementing and monitoring consultative arrangements for management of WHS within the Directorate, in particular team meetings, WHS Representative meetings, within the Directorate, in particular team meetings, WHS Representative meetings, WHS committee meetings and discussing WHS at management meetings.
11. Supporting workers in stopping work where there is imminent risk of injury and notifying relevant senior management members and the corporate safety team.

Qualifications/Licences/Tickets required

The following qualifications and Licenses are:

Mandatory

- Projects management qualifications or substantial experience particularly with infrastructure projects.
- Qualifications in or experience in Local Government or civil construction industry.
- Must possess and maintain a current "C" class driver's license.
- Construction White Card or willingness to obtain same.
- Blue Card

Desirable

Civil Engineering Degree or significant experience in a similar role.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Travel within the Shire will be required of this position and Council will supply a shared vehicle for work use only.
- Type of accommodation will be discussed at interview stage, housing provided at no cost.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Project management responsibility all infrastructure projects.
- Demonstrated understanding and experience in the planning, evaluation and/or delivery of complex infrastructure projects.
- High level leadership and management responsibilities.
- Ensure capital projects are delivered on-time, within scope and within budget.
- Develop and maintain Capital Works Program including preparation of detailed project plans to track and report on capital project progress.
- Ensure appropriate resources are available and allocated in accordance with the project plan.
- Assist with prompt responses to customer requests/enquiries and project a supportive and positive image of the Council and its staff.
- Ensure all activities comply with statutory and legal requirements specifically in the areas of Work Health and Safety, Risk Management, and Equal Employment Opportunity.
- Consistently comply with Council policies and procedures.
- Promote and maintain a positive organisational image and good community relations;
- Ensure systems and practices are focused towards the fulfillment of the requirements of external and internal customers;
- Report to the Director of Works in a timely manner issues and activities likely that influence Council's Capital work program or relations with Council's customers.
- Thorough knowledge of design and construction practices as they relate to municipal projects such as:
 - Produce project planning, costing, budgeting and supervise staff;
 - Contract management including specification and tender document preparation; and asset management.

General Any other duties as directed by the Director of Works and within the capabilities of the person.

Selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

- SC1** Demonstrated experience in the delivery of capital works projects on-time, within scope, on time and within budget.

- SC2** Demonstrated experience in developing project plans, capital works budgets and reporting using well developed computer skills.
- SC3** Demonstrated ability to work unsupervised and manage priorities in order to complete allocated tasks within agreed timeframes and to the required standards.
- SC4** Experience in managing construction contractors and sub-contractors with well-developed communication and negotiation skills.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant’s employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person’s induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of Manager Special Projects with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.