

POSITION DESCRIPTION

POSITION TITLE	Manager Asset Delivery
DIRECTORATE - SECTION	Asset Services
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Director Asset Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

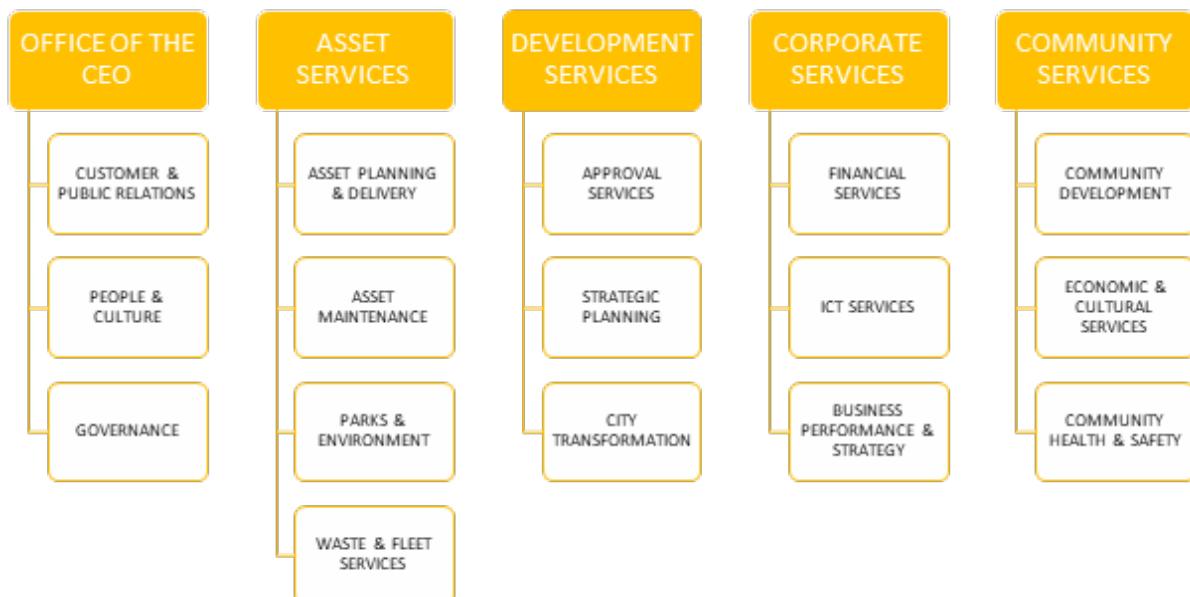
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Ensure through contemporary management and leadership that the Asset Delivery Unit is administered strategically, effectively and efficiently.

The Unit comprises of several subordinate Business Units covering:

- Design and Survey Services: Technical design to inform the City's infrastructure projects.
- Project Delivery: Project Management of the City's Annual Capital Works projects program.

KEY RESULT AREAS

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Accurate and timely information and support is provided to ensure that adopted budgets, plans and strategies are implemented as best possible.
- Facilitate the flow of information between Elected Members and the CEO/Executive regarding matters within this Unit.
- Council (including Committees) and the Executive are fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the asset services directorate.

STRATEGIC PLANNING & OPERATIONAL EXECUTION

- Delivery of the City's annual Capital Works program.
- Organisational champion in the development and implementation of the City's inaugural ePMO (enterprise Project Management Office).
- Management of capital and operating budgets to effectively ensure formulation and delivery.
- Management of business plans and service reviews (appropriately linked to relevant goals within the City's strategic plan/s are developed; implemented and regularly reviewed for the Unit.
- Oversee the effective management of the City's major infrastructure contracts.
- Ensure the effective management of other resources assigned to the section and prepare and report on budget in accordance with established guidelines and standards.
- Provision of expert advice, in terms of contract development, tender evaluation and contractual matters.
- Monitoring and reporting on contract and risk management performance for infrastructure projects.
- Leadership and management of multi-disciplinary project teams.

CUSTOMER MANAGEMENT

- Recognising the operating environment and resource availability, ensure that the highest possible levels of community satisfaction and dispute resolution is delivered.

LEADERSHIP

- Staff are consistently provided with high quality dynamic; innovative and proactive leadership; guidance and support, including regular and constructive feedback about performance and development opportunities.
- Identification and mentoring of emerging future leaders within the Unit is seen as a core deliverable of the role.

- Is an effective member of the Asset Services Leadership team with colleague Managers and Director.

BUSINESS PROCESS MANAGEMENT

- All mission-oriented and support business processes are continually reviewed and improved and are used to measure the effectiveness of the directorate and ensure that all products and services conform to customer requirements.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards, and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary study allied to civil engineering, project management or similar. Where a tertiary degree is not available, significant demonstrated experience may be considered.
- Post graduate qualifications in project management, asset planning, design or allied skill areas is desirable.

SELECTION CRITERIA

- 1. Achieves results**
Supporting organisational sustainability and driving the change agenda within a sensitive, complex, and high-profile organisation. Fostering a quality focus in the provision of maintenance services. Allocating resources, organisational planning and managing physical and financial assets.
- 2. Builds productive relationships**
Building, nurturing, and sustaining internal and external relationships to drive a continual improvement and opportunities agenda within a complex and high-profile organisation.
- 3. Exemplifies personal integrity and self-awareness**
Acting decisively with significant personal integrity, honesty, and high ethical standards and as a role model for leadership by consistently raising critical and difficult issues. Retaining a focus on the end goal and overcoming significant barriers and obstacles such as negative mindsets.
- 4. Communicates and influences effectively**
Negotiating persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes. Identifying key stakeholders and engaging their support. Promoting an understanding of policies, processes, and objectives.

5. Demonstrates Emotional Intelligence

Recognising the variety of staff within the Unit each have their own personal styles of working with others be able to as best possible provide a workforce that can get along using a wide toolbox of management and leadership skills.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Director Asset Services

DATE PD REVIEWED/APPROVED: 23 January 2025
