



**Executive Manager Infrastructure and Development Services**

**Shire of York**

**Application Package**

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## Advertisement



### Executive Manager Infrastructure and Development Services Shire of York

The Shire of York is a local government area in the Wheatbelt region of Western Australia, covering an area of 2,133 square kilometres, just beyond the eastern fringe of Perth's metropolitan area.

The Executive Manager Infrastructure and Development Services is one of two senior executive positions reporting directly to the Chief Executive Officer. A key focus of this position is project management and the local roads civil construction and maintenance program.

We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our organisation. In addition, you will bring a reputation for integrity, common sense, sound judgement, customer focus, building a team of high performing professionals, and detail orientation.

The position will be offered on a performance based employment contract of up to five years, with an annual cash salary range of \$125,000 up to \$145,000 plus 9.5% superannuation plus matching to 5% (14.5%), private use of vehicle (below the 26 parallel), rent free Shire owned residence, five weeks annual leave and uniform allowance. Reasonable relocation expenses are also available.

An Application Package along with the Position Description can be obtained from [www.york.wa.gov.au](http://www.york.wa.gov.au). Further information about the position is available by contacting Lydia Highfield on 0400 142 110 or [highfieldlydia@gmail.com](mailto:highfieldlydia@gmail.com)

Applications should be sent to [highfieldlydia@gmail.com](mailto:highfieldlydia@gmail.com) or mailed to Lydia Highfield, Principal Consultant, PO Box 296, BEECHBORO WA 6063 by cob Thursday 27<sup>th</sup> May 2021.

***Please Note: Canvassing of Councillors will disqualify. The preferred applicant is required to provide a current national police clearance, provide evidence of all claimed qualifications and undertake a pre-employment medical.***

## Position Description



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**Job Title:** Executive Manager Infrastructure and Development Services  
**Directorate:** Infrastructure and Development Services  
**Remuneration Level:** Negotiated Contract

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### PURPOSE OF POSITION

To assist the Chief Executive Officer in delivering Council's required outcomes as efficiently and effectively as possible, and to assist the Chief Executive Officer in accomplishing Council's operational and strategic goals.

The position is an executive leadership role to ensure that the key responsibilities and functions of the Infrastructure and Development Services area are met.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### Corporate outcomes

- Work with the Chief Executive Officer and other members of the Executive Management Team (ELT), members of Council and the Shire of York employees to ensure effective leadership and management of the Infrastructure and Development Services directorate.
- Contribute to the development of the Shire of York's Strategic Community Plan and align operational services, assets and other resources and strategies.
- Oversee strategies to achieve and maintain commercial orientation of the Infrastructure and Development Services directorate.
- To continually look to enhance the image of the Shire, and to maintain and develop relationships that reflect and demonstrate the core values of the organisation.
- Assist the Chief Executive Officer with economic development initiatives and ensure that any opportunities are highlighted and acted upon when available.

## **Leadership**

- Promote and model professional behaviour consistent with the Shire's Code of Conduct, and organisational values.
- To develop, promote and encourage positive, productive and cohesive teams throughout the organisation.
- Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers.
- Recruit, select staff and prepare Professional Development Plan (PDP) for the Infrastructure and Development Services directorate.
- Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness.
- Provide general and technical guidance, advice and direction to Infrastructure and Development Services staff.
- Promote and facilitate a quality customer service culture across the organisation.
- Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all internal and external customers.

## **Infrastructure Management**

- Ensure outcomes are delivered, including program and project delivery of the directorate.
- Responsible for construction and maintenance schedules and plans of all capital and operational infrastructure networks throughout the Shire, including but not limited to roads, pavements, drainage, culverts, buildings, waste etc.
- Responsible for construction and maintenance schedules and plans of all parks and gardens throughout the Shire.
- To prepare and manage all tenders relating to infrastructure projects or services in accordance with legislative requirements.
- Oversee the purchasing and maintenance of all new and existing plant and equipment as per the Plant Replacement Program.
- Prepare, plan, implement and review asset management plans and information.
- Prepare and implement the construction and maintenance schedules and plans of all Shire buildings and equipment.
- Administer and oversee applications for funding for the directorate.

## **Development Services**

- Ensure outcomes are delivered in the planning, building and environmental health services in accordance with relevant legislation.
- Oversee all ranger duties and emergency services.
- Administer and oversee applications for funding for the directorate.
- Foster relationships with State and Federal Government, and other external customers.
- Prepare and collate information for distribution at Council meetings and for other internal or external customers as required and as requested.
- Develop education programs and activities to encourage and promote the community's compliance with legislative requirements.

## **Financial**

- Responsible for developing, monitoring and amending of Council's Asset Management Plans, Plant Replacement Program and other Integrated Planning & Reporting Framework documents.
- Providing input and information in relation to other operational and strategic documents or plans, including the annual budget.
- Responsible for ensuring that all capital and maintenance work that is completed within the Infrastructure and Development Services directorate is within budget, and value for money.
- Responsible for developing costs of infrastructure works in forward capital works plans, and in the Long-Term Financial Plan that meet with agreed service levels.

## **Governance & Compliance**

- Work within the *Local Government Act 1995* and other relevant legislation and regulations relating to the Infrastructure and Development Services functions.
- Ensure the Shire of York complies with all requirements pertaining to Infrastructure and Development Services functions.
- Ensure that there are strong controls and transparency in accordance with the Shire of York's governance for all operations.
- Ensure that ethical and informed decisions are made based on the Shire of York's Code of Conduct.
- Ensure that all documents relating to Infrastructure and Development Services are registered and managed in accordance with the Shire of York Record Keeping Plan.

## **Human Resource Management**

- Manage all Human Relations matters within the Infrastructure and Development Services Directorate.
- Ensure that the safe work practices, and EEO principles that have been implemented are adhered to by the Infrastructure and Development Services employees.
- Management of the Enterprise Bargaining Agreement (EBA) for the outdoor workforce.

## **Communications**

- Responsible for assisting in producing public relations media releases and communications and ensuring that service standards are monitored and met in the Infrastructure and Development Services Directorate.
- Provide information for media releases/external communications to ensure that the image of the Shire is enhanced, that any achievements are recognised, and that the promotion of the Shire is continually improved upon.

## **Selection Criteria**

### **Essential Capabilities**

- Demonstrated experience performing in a relevant managerial position.
- Demonstrated ability to plan, implement, monitor and evaluate projects including financial management and reporting.
- Highly developed knowledge of information technology, including social media.
- Highly developed knowledge of contemporary human resources management practices including understanding of industrial relations frameworks and occupational safety and health.
- Proven leadership, strategic, forward planning, conflict resolution and team development skills.
- Working knowledge of *Local Government Act 1995*, Regulations and meeting procedures.
- Demonstrated ability to analyse and solve problems including staff conflicts and the ability to research, investigate, analyse and present complex data.
- Practical experience in relation to civil construction practices and methods.
- Experience in asset management, and long-term renewal / construction planning and delivery, along with contract management principles and law.
- Working knowledge of Planning, Building, and Environmental Health statutory requirements relevant to Local Government.
- Highly developed public relations and interpersonal skills including working successfully in a team and with people from diverse cultures.

### **Preferred Qualifications**

- Tertiary qualification in either project management, engineering, construction or equivalent demonstrated experience in a managerial position.
- Demonstrated experience in a managerial position, working with multi-disciplinary teams.
- Current 'C' class driver's license.

### **Preferred**

- Membership or eligibility for membership of the Institution of Engineers Australia.

## RELATIONSHIPS

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**Responsible to: Chief Executive Officer**

**Supervision of: Infrastructure and Development Services Directorate**

**Internal/external liaison:**

**Internal:**

**With:**

1. Chief Executive Officer and Councillors

**Purpose**

To carry out duties effectively and productively

2. Executive Management Team

Provision of technical advice, support, guidance and leadership

3. Infrastructure and Development Services staff

To carry out duties effectively and productively

**External:**

Including but not limited to:

- Government Departments
- Key stakeholders for the Shire of York
- Residents and ratepayers
- Other Local Governments
- Consultants
- Contractors
- Suppliers

**Extent of Authority**

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- The position operates with the autonomy expected of a senior professional executive, within legislation, policies and guidelines.
- Works under the limited direction of the Chief Executive Officer and exercises authorities as delegated from time to time.



## ORGANISATIONAL STRUCTURE



\* Denotes part-time / casual staff member, or limited contract



## Remuneration and Benefits

The position will be offered on a performance based employment contract of up to five years, with an annual cash salary range of \$125,000 up to \$145,000 plus 9.5% superannuation plus matching to 5% (14.5%), private use of vehicle (below the 26 parallel), rent free Shire owned residence, five weeks annual leave and uniform allowance. Reasonable relocation expenses are also available.

### **Shire House:**

- 4 bedroom (bedroom converted to study)
- Master has an en-suite. Another general bathroom
- Lounge
- Kitchen/dining
- A carport
- Air-conditioning
- Solar hot water
- Solar heating

### **Relocation Expenses**

The Shire will pay reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects.

Reasonable travel costs to York and transport of one personal vehicle will also be paid to a total amount of up to \$3,000 with any excess negotiable with reimbursement required at 100% if the officer leaves within 12 months and 50% if the officer leaves within 24 months.

## Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

### **Application:**

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

### **Referees:**

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

### **Other Documents:**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Council may ask to sight the originals at a later time.

### **Interviews**

Panel interviews will be either held at the Shire of York, in Perth or alternatively by electronic communication (e.g. video link, telephone).

### **Police Clearance:**

The preferred applicant after the interview process will be required to provide a current national police clearance.

### **Contact Number:**

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

### **Late Applications:**

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

### **Equal Opportunity:**

The Shire of York maintains an equal opportunity policy is assessing all applications for any advertised position and provides a smoke free work environment.

### **Website:**

The Shire maintains a website [www.york.wa.gov.au](http://www.york.wa.gov.au) which contains substantial information.