



## **Manager Capital Works**

Thank you for your interest in applying for the position of Manager Capital Works with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment details;
- Benefits of working with Hindmarsh Shire Council;
- Position Description;
- Key selection criteria; and
- Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Shane Power, Director Infrastructure Services, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

#### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

**Employment Details for the Position of:  
Manager Capital Works**

<u>Status:</u>	Permanent Full Time
<u>Location:</u>	The position will be based Nhill
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 8 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$102,873.68 pro rata
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	The position will be required to work 76 hours per fortnight. A rostered day off will be held every second Friday.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



## **HINDMARSH SHIRE COUNCIL**

### **POSITION DESCRIPTION**

#### **1. POSITION IDENTIFICATION:**

**Position:** Manager Capital Works  
**Department:** Infrastructure Services  
**Starting Point/Location:** Nhill  
**Classification:** Band 8 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement  
**Employment Type:** Permanent Full Time

#### **2. CURRENCY:**

**Current Version Number:** 1.00                      **Approved:** 06 December 2018

**Name of Occupant:** Vacant

**Signature:** \_\_\_\_\_                      **Date** \_\_\_\_\_

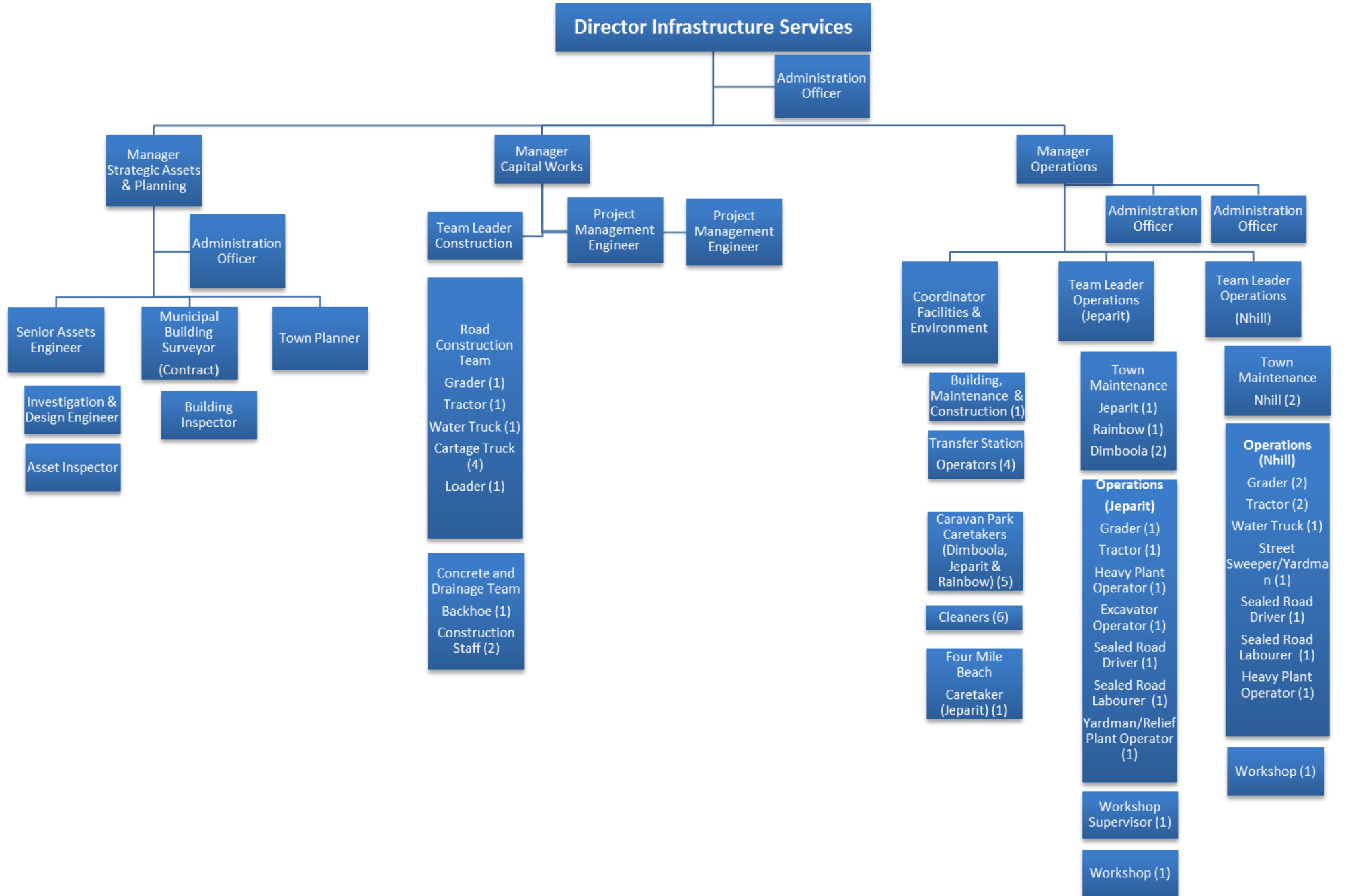
**Prepared By:** Shane Power                      **Date** 06 December 2018

**Approved By:** Greg Wood                      **Date** 06 December 2018

**H.R Approved:** Helen Thomson                      **Date** 06 December 2018

**Version History:** N/A

3. DEPARTMENT CHART:



#### **4. POSITION OBJECTIVES:**

The Manager Capital Works will:

- Coordinate a whole of Council process to prepare and deliver the annual and long-term Capital Works Programs.
- Develop and manage the annual Capital Works Program and the long-term Capital Works Program within a whole of Council framework that provides a rigorous project management methodology, and integrates financial and asset management practices.
- Actively build and effectively manage relationships with all relevant staff for their involvement in projects from scoping, through development, implementation and review.
- Manage projects to ensure delivery is on time, within budget and to specified quality.
- Lead the strategic development of the Department in the context of Council's objectives and particularly the Organisation's pursuit of business excellence and service responsiveness.
- Provide support to the Director Infrastructure Services and assist in the achievement of corporate objectives and organisational goals.

#### **5. KEY RESPONSIBILITIES AREAS:**

##### **Leadership**

- Engender in staff a positive response to the ongoing process of organisational, operational and environmental change.
- Take a leadership role with other units to plan and deliver capital works programs and establish project management best practice.
- Promote a personal development and continuous improvement culture across the Organisation.
- Actively participate in Council's Management Team in ensuring an Organisation wide perspective is considered and the Management Team contributes to the direction of Council and monitoring the performance of the Organisation.

##### **Strategic Planning**

- Proactively identify opportunities to strategically improve and develop services, management systems and training programs.
- Develop and maintain sound knowledge of State and Commonwealth Government Policy, and the implications of these for Council especially in the area of Capital Works Delivery, Project Management and Civil Engineering.
- Provide advice to the Council, Chief Executive and Directors on areas of responsibility and human resource management, occupational health and safety, risk management and insurance issues.
- Identify emerging industry trends that relate to the role of the Department and in response facilitate the planning, training and information dissemination within the Organisation.
- Identify and develop mechanisms that enable staff participation in service planning, service development, service provision, service evaluation and corporate planning.
- Facilitate and encourage consultation and co-operation between Council Management and industry representative bodies, unions and professional bodies which enhance the exchange of information and the respect of all parties.

## **Financial Management**

Ensure responsible financial management and administration by:

- Leading the preparation and delivery of the annual operational budget for the Department and the delivery of the capital budget for the Organisation, ensuring that cost efficiency is maintained.
- Preparing reports of budget expenditure and forecasts within established reporting arrangements and time-lines.
- Maximising the financial benefit and use of budget allocations.
- Ensuring expenditure is contained within budget allocations and taking corrective action where circumstances arise that may prevent this.
- Develop innovative mechanisms and measures to ensure the financial viability of the Department and Organisation, within the constraints of Council policy, the Local Government Act and other relevant legislation.
- Prepare funding submissions, and negotiate and prepare funding agreements for signature by the Council or its delegate.
- Apply for additional funding or assist other units in making funding applications to meet identified needs relative to the objectives of the Department.

## **Quality Management**

- Actively participate in and implement systems and processes to achieve excellence in service delivery and development.
- Refine systems and processes to identify and realise continuous improvement in the Department.
- Foster and enable a 'customer focused' approach to service delivery and development.

## **Contract Management**

- Ensure effective management and monitoring of external contractors.
- Ensure effective administration of contracts.

## **Project Management**

- Develop and manage best practice organisation wide project management framework.
- Administer the corporate project management system.
- Provide cross organisational support in the utilisation of the project management system.
- Establish and manage Project Control Groups comprising of relevant stakeholders.

## **Emergency Management**

- To deliver works for infrastructure associated with risk mitigation.

## **Corporate Responsibilities**

- Manage the implementation of the Capital Works Program by providing monthly status reports to the Senior Management Team and Council.
- Work with other service providers and stakeholders to ensure that the planning of projects is structured, achievable and encompasses adequate allowances for time and budget.
- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Contribute to the continuous improvement and productivity of the organisation's operations.

- Manage the development of capital projects within the long-term Capital Works Program to facilitate those projects being delivered within agreed timelines.
- Coordinate the delivery of the annual Capital Works Program by assisting other stakeholders who are assigned the task of delivering projects to do so in a professional manner that is consistent with contemporary legislation, standards and Council policies.
- Manage selected projects, including the procurement of resources, tendering, tender evaluation, contract monitoring, construction supervision and project handover.
- Manage a process that records cost information about capital projects in a manner and format that facilitates the maintenance of a construction cost database for use by other stakeholders.
- Prepare grant applications and submissions pertaining to capital works, and represent Council to Government Ministers, Government Departments and other authorities as directed.
- Perform other duties as may be required from time to time by the Director Infrastructure Services to assist with the performance of the objectives of the Infrastructure Services directorate

## **6. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Director Infrastructure Services

Supervises: Project Management Engineer  
Project Management Engineer  
Team Leader Construction  
Consultants  
Contractors

Internal Contacts: Chief Executive Officer, Director Corporate and Community Development, other Managers and other Infrastructure Services staff, Risk Management / OHS Officer, Customer Services and Administrative staff, Corporate Services staff, and Community Development staff

External Contacts: General Public including community organisations, Contractors and Suppliers, Government and Statutory authorities

## **7. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- Take reasonable care for their own health and safety.
- Notify their Manager of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.



- Use protective equipment or clothing provided by Council at all required times.
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs

## **8. RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## **9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Development, implementation, maintenance and improvement of Capital Works, Contract Administration and Project Management systems and procedures.
- This position has a high degree of autonomy receiving little day to day management.
- Projects and policy development/review will be driven by the organisation's long term goals and direction.
- Providing accurate and reliable advice to internal and external contacts (as above) on all matters within Key Responsibility Areas.
- Ensuring a high level of service and efficiency in achieving Council's objectives and policies.
- Reports and correspondence in accordance with key responsibility areas.
- Operations of the Department including planning, strategy and policy development, utilisation of resources and budget.
- Provision of accurate, timely and meaningful advice to the Director and Chief Executive.
- Compliance with the requirements of the Local Government Act 1989 and regulations and as amended and other relevant legislation and Council policies, delegations and budgets.
- Ability to research, develop and implement policies and strategic plans relevant to the operation and future development of the Department.

## **10. JUDGEMENT AND DECISION MAKING:**

- The use of initiative and independent decision making with a broad scope and freedom to act.
- Make decisions on all matters which are within the responsibility of the position provided that these decisions are within any delegated authority, legislative requirements, established policy or recognised standards.
- Ability to plan and make decisions in accordance with level and extent of authority.
- Ability to recognise and resolve problems and conflict and use initiative to identify solutions.
- Ability to develop strategies and policies and make independent decisions appropriate to their implementation.

- Ability to recognise problems, determine appropriate options and use initiative to identify and implement creative solutions.

**11. SPECIALIST KNOWLEDGE AND SKILLS:**

- Experience in planning, implementing and managing change in an environment of resource constraint.
- Demonstrated ability to rigorously and methodically apply strong management, technical and administrative skills to implementing and monitoring contract management systems, procedures, documentation, payments and records.
- Ability to supervise contractors ensuring compliance with specifications, plans, relevant regulation and standards.
- Advanced knowledge of asset management, infrastructure construction and project management practices, including relevant software.
- Excellent financial management and budgeting skills.
- An understanding of the economic, political and social issues relating to the Local Government environment.
- Knowledge and experience in implementation of best practice, business planning, benchmarking and quality assurance within the Department.
- Ability to undertake planning and policy development within the Department.
- Sound knowledge of issues, needs, funding, policies, developments and trends in areas relevant to this position.
- Highly developed negotiation skills.
- Advanced resource management skills including staff, budgets and capital assets.

**12. MANAGEMENT SKILLS:**

- Ability to contribute to the strategic direction of Council as part of its management team.
- Highly developed organization and human resource management skills.
- Ability to manage the operations of the Department's services and resources in an environment of resource constraints.
- Ability to provide motivation and leadership to engender in staff a positive response to the ongoing process of organizational, operational and environmental change.
- Ability to manage time, set priorities, achieve objectives and meet deadlines within budgetary constraints and whilst maximizing organizational resources.
- Ability to implement procedures, monitor progress and evaluate results.
- Ability to contribute to the strategic direction of Council as part of its management team.
- Highly developed problem solving skills.
- Ability to generate co-operation and trust across all areas of the Organisation.

**13. INTER-PERSONAL SKILLS:**

- Highly developed communication, negotiation, listening and conflict resolution skills.
- Leadership and motivational abilities in the context of a complex and changing environment.

- Ability to gain cooperation and assistance from all staff, contractors and general public.
- Ability to work in and contribute to a team environment.
- High level of customer service skills.
- Ability to maintain strict confidentiality when required.
- Ability to work as a member of multi-disciplinary teams to meet organisational requirements.

**14. QUALIFICATIONS AND EXPERIENCE:**

- Degree in Engineering (Civil or equivalent) with a minimum of five years demonstrated working history or extensive and diverse experience in the areas of Capital Works delivery, Project Management and/or Civil Engineering.
- Sound understanding of the frameworks in which Local Government operates.
- Knowledge of competitive and quality assurance principles.
- Proven experience in a similar position at a senior level with supervisory responsibilities in local government or another multi-functional organisational environment.
- Current Victorian Driver's licence.

**15. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment

**16. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**17. KEY SELECTION CRITERIA**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

1. Degree or Diploma in Engineering with relevant experience (post graduate qualification is desirable) OR less formal qualifications with extensive and diverse relevant experience
2. Proven experience in a similar position at a senior level with supervisory responsibilities in local government or another multi-functional organisational environment.
3. Experience in and knowledge of the requirements of the position and capacity to deliver on the objectives of the position.
4. Demonstrated evidence of being a successful leader and being able to take up a role as a dynamic and energetic team member able to direct manage a diverse group of people.

5. Outstanding communication skills, both oral and written, excellent negotiation and listening skills and conflict resolution skills.
6. Demonstrable ability to take a strategic approach to the continuous improvement of services to achieve the best outcomes for the community and organisation.
7. Demonstrated ability to rigorously and methodically apply strong management, technical and administrative skills to implementing and monitoring contract management systems, procedures, documentation, payments and records.
8. Demonstrable ability to operate with a high degree of flexibility in an environment with demanding workloads and time constraints.
9. Demonstrate a thorough understanding and experience in the practical application of Occupational Health and Safety requirements.
10. Current Victorian Driver's licence.
11. Willingness to undertake Pre employment medical check and National Police Check.

---- End ----



**Hindmarsh**  
Shire Council

## **Applying for a position with Hindmarsh Shire Council**

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

### **How to Apply**

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

- A covering letter
- A separate attachment addressing the Key Selection Criteria
- A current resume

### **Addressing the Key Selection Criteria**

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

**Do:** Read the Position Description.

Note the closing date for applications (late applications will not be considered).

Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.

Ensure you provide a telephone contact number in your application.

**Don't:** Assume that the Selection Panel knows anything about you

Submit a generic application

Attach original certificates or references (please send photocopies only as they will not be returned)

Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

### **Submitting Applications** (Applications should be marked Private & Confidential)

#### **Mail to:**

Attn: Manager Operations  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

#### **Deliver in person:**

Attn: Manager Operations  
Hindmarsh Shire Council  
92 Nelson Street  
NHILL VIC 3418

#### **Email to:**

[hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au)

## **Assessment of Applications**

- Each application will be assessed against the Key Selection Criteria for the position.
- Applicants who most closely meet the Criteria will be offered an interview
- Applicants not short listed for interview will be advised in writing.
- Applicants not short listed for interview will be able to ask for feedback on their application.

## **The Interview:**

- You will be contacted by phone if you have been selected for an interview
- You will be provided with details regarding the time, day and location of the interview
- The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
- During the interview, panel members will ask questions to determine who will be the best candidate for the position
- You will have an opportunity in the interview to ask questions
- If you have not provided referee details on your resume, be prepared to provide them at the interview
- Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
- Please be on time for your interview
- Please contact Council if you cannot attend the interview or wish to withdraw from the process.

## **After the Interview:**

The successful interviewed applicant:

- Will be notified by phone
- Will have the relevant pre-employment checks conducted
- Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

- Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
- Is able to ask for feedback on their application and interview.

---- End ----