



Manager Transport

Armidale Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, the Anaiwan and Kamilaroi people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Armidale Regional Council is seeking a Manager Transport to bring their road maintenance expertise and strong leadership skills to the Transport Service Team.

The role of Manager Transport is fundamental in ensuring the safe and efficient planning, coordination, and completion of Armidale Regional Council's road and drainage operation and maintenance program.

The ideal candidate will hold strong leadership qualities with an ability to develop and motivate their team as well as have in-depth knowledge of operational and capital works maintenance, including the RMCC.

The position of Manager Transport would suit an incumbent who holds high-level communication skills and an ability to interact with a broad range of internal and external stakeholders. Your ability to be well organised, while providing exceptional service delivery outcomes will be highly regarded.



Key Responsibilities

Management and Delivery

The role of a Manager Transport is to oversee the entire cycle of road maintenance and operation programs, from initiation to completion. This includes planning, coordinating, and managing all activities while ensuring compliance with safety standards and timelines. Their role is integral to maintaining efficient transportation infrastructure, influencing daily life in the community.

Asset Management

The Manager Transport will be actively involved in the asset management of Council roads including assessing and advising on asset life cycles and maintenance. The role will be crucial in managing the longevity and upkeep of road infrastructure, ensuring safety and efficiency for the community. The expertise of the Manager Transport will be utilised to guide decisions on road maintenance, contributing significantly to the council's strategic planning and resource allocation.

Leadership

The position requires an individual with advanced leadership skills, capable of guiding and developing the Transport Services workforce. The individual in this role is expected to inspire and steer their team towards achieving goals. Their leadership will be pivotal in fostering a productive and collaborative work environment, encouraging professional development, and guiding high-quality team delivery.



Key Responsibilities cont...

High-Level Communication

In the role of Manager Transport, the incumbent is responsible for providing professional, accurate, and timely information to all levels of relevant stakeholders. Communication skills will play a crucial role in fostering strong and positive relationships with stakeholders, facilitating collaboration, and ensuring the successful execution of transport services.

Key Projects

- Bridge renewal programs.
- Road operation, maintenance, and capital works (upgrades) as required.
- Waterfall Way RMCC.
- Input into the Kempsey Road Project, the largest project in local government history in New South Wales.

Challenges

Armidale Regional Council faces unique challenges relating to funding. The Manager Transport will ideally be experienced in budgeting and works planning, with an ability to be innovative, and hold a vision to scale up project delivery.

Opportunities

The Manager Transport role presents a fantastic opportunity to have input into implementing a maintenance program that will result in Armidale Regional Council becoming a regional leader in the industry, ultimately becoming a model for other similar organisations.

The Council has recently been through a period of cultural change and is aiming to create and build a stronger workforce. This provides an opportunity for an incumbent to have an impact on organisational changes, as well as drive the training and development of staff.



Courtesy of Armidale Regional Council

Key Relationships

Internal

- Chief Officer - Assets and Services
- Communications team
- Asset Management team
- Finance team
- Parks and Gardens team
- Fleet team
- Design team

External

- Transport for New South Wales
- Councillors / Elected Members
- Public Stakeholders
- Subcontractors

The Team

Supported by a PA, the Transport Service team is divided into capital works, road maintenance, RMCC, and technical support.

The Culture

Armidale Regional Council is going through an unprecedented time of change and expansion, resulting in positive cultural changes.



Qualifications, Skills & Attributes

- Bachelor of Engineering (Civil) or significant working history in a similar position in lieu.
- Extensive experience in roads operation and maintenance.
- A sound understanding of asset management and asset lifecycles.
- Demonstrated strong leadership skills, with a passion for developing, supporting, and training their team.
- High-level organisational and time management skills.



Salary Package Information

The Armidale Regional Council employee benefits include:

- Remuneration - \$135,146.44-\$152,037.08
- 11% superannuation
- Lease back vehicle program available
- Relocation assistance up to \$5,000
- Flexible work arrangements
- Discounted gym membership
- Lifestyle: Armidale offers a unique blend of country and city living. With its temperate climate, excellent educational facilities, including the University of New England, and a vibrant arts scene. Surrounded by World Heritage national parks and stunning waterfalls, it offers numerous outdoor activities for nature lovers. Despite its tranquil environment, Armidale boasts a dynamic food and wine scene, showcasing local produce in its many restaurants and wineries. Armidale offers the benefits of city life but with the advantages of regional living, including lower living costs, a tight-knit community, and an easy commute.

“Moving to the new England region, particularly Armidale, was very exciting for my wife and I as it has everything you could possibly want without the hustle and bustle of a big city.

Arriving in town we were blown away by the beautiful old buildings and spent our first few weekends walking around town looking in the many old churches and taking photos of them along with the deciduous trees scattered throughout the city that were all changing colour.

A couple of big factors for us moving to Armidale was the affordable house prices and the fact the town is built around education so has multiple highly regarded schools and a university.

For me, the best part about working for Armidale Regional Council is the opportunity to join a group of likeminded people that genuinely want to make a difference in the community. The ELT are an incredible group of leaders that genuinely care for your wellbeing, are very approachable and go out of their way to help you.

Their leadership is creating a business that is becoming more versatile and adaptable to change. I look forward to growing my knowledge within local government and having the freedom and support to make positive change.”

Lachlan Hogg; Manager Plant, Fleet and Depots; Armidale Regional Council





About the Region

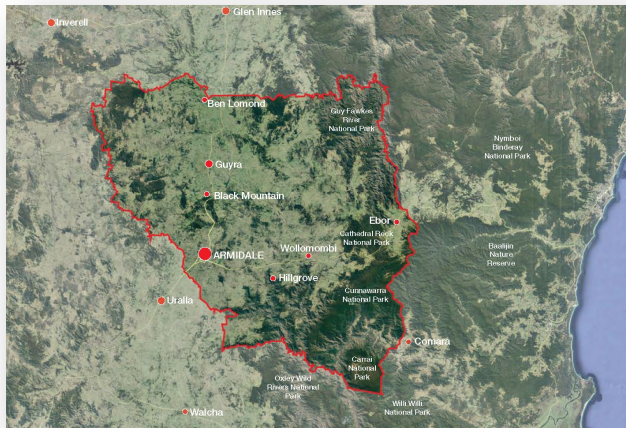
Armidale Regional Council is in the New England and Northern Tablelands regions of New South Wales and covers an area of approximately 8,621 square kilometres, about 500 kilometres north of the Sydney CBD and 500 kilometres south of the Brisbane CBD. Currently the region is home to an estimated 29,317 residents, with agriculture, forestry and fishing, education and training, and health care and social assistance being the predominant employment industries.

Armidale and the town of Guyra are the main centres with villages located in the area of Ben Lomond, Black Mountain, Dangarsleigh, Ebor, Hillgrove, Kellys Plains, Llangothlin and Wollomombi.

The Council area encompasses a significant proportion of National Park, State Forest and nature reserves, and has highly productive rural land used largely for sheep and cattle grazing, with some fruit growing, viticulture and tourism.

The Armidale Region is predicted to grow by more than 25% over the next ten years, capitalising on its unique mix of education, agriculture and high-country tourism.

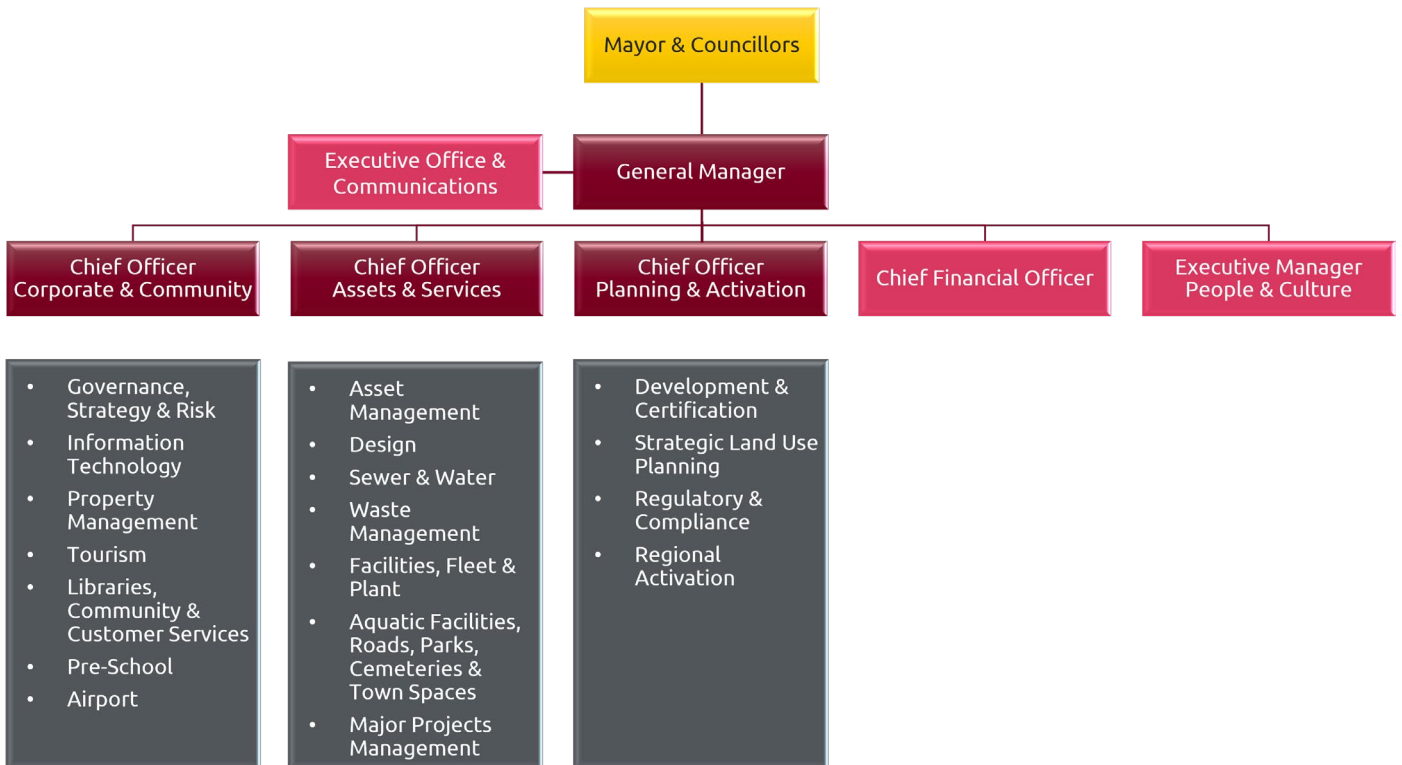
Armidale city differs from most inland regional centres because it has a long-established university, transforming it from a rural town to a sophisticated city that has a wider range of jobs and business opportunities not usually found in the country.



Links to Council Information



Organisational Structure





Living in the Region



Housing

The current median housing price is \$425,000 for a 3-bedroom property and the current median rental price of \$400 per week.



Educational Facilities

Armidale is a regional education hub and is well-serviced by both state and private school facilities throughout the region. For those wishing to further their education, the University of New England is located in the heart of Armidale, and there are also several colleges available in the area. In 2021, 2,124 people in Armidale Regional Council area were attending university. This represents 7.3% of the population, compared to 3.0% in Regional NSW. 26.7% of people in Armidale Regional Council area had a Bachelor or Higher degree qualification, higher than Regional NSW.



Healthcare

There are excellent medical facilities in the region including both public and private hospitals readily available. The region is home to medical centres, private health centres, dental practices, and aged care facilities.

[Statistics Profile of the Region](#)



Living in the Region



Shopping & Dining

The Armidale Regional Council area covers all your shopping needs, including boutiques, art galleries, and specialty stores. The dining is second to none in the region using fresh local produce. The region is also known for its award-winning wines. And for fresh produce for your home, you can't go past the local Armidale Farmer's Market.



Sports & Recreation

The Armidale Regional Council area is home to two aquatic centres, outdoor sports facilities, sporting clubs, and beautiful local parks and gardens. There is something for everyone with easy walking treks, a skate park for the skating enthusiast, and heritage tours to absorb the region's culture and history. The region has many events throughout the year, one of the highlights being "Big Chill" held annually in May



Getting Around

Of the 13,683 people who work in Armidale Regional Council area, 11,445 or 83.6% also live in the area.

54.7% of people travelled to work in a private car, 0.6% took public transport and 4.2% rode a bike or walked. 22.6% worked at home.

This means only 7485 people are commuting to work on any given day making traffic a non-event in your new tree change lifestyle.

Armidale Airport is 6 kilometres from the city centre and has daily return passenger flights to Brisbane and Sydney. The region is serviced by rail and local buses with numerous coach services also available. Armidale is approximately 6 hours from either Brisbane or Sydney, and 2.5 hours from the Coffs Coast.

Discover Armidale



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Significant demonstrated knowledge of road maintenance programs.
- High-level communication skills, with an ability to interact with all levels of internal and external stakeholders.
- An ability to be innovative, problem-solve, and drive delivery results.
- Tertiary qualification in Engineering or a significant working history in similar positions.
- Demonstrated ability to lead, motivate, and develop staff.



Applications Open

- Week Commencing
Monday 22 April 2024

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.

Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

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Leading Roles

People ▶ Performance ▶ Partners

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ATTACHMENT

Position Description

Position Description

Position:	Manager Transport
Reports to:	CO-Assets and Services
Classification:	Grade 13 Band 4, Level 2 Local Government (State) Award 2020
Term of Employment:	Full time
Number of direct reports:	5
Other Staff reports:	75 + Contractors + Consultants
Location:	This is an Armidale Regional Council role supporting both Armidale & Guyra offices, normally based at 135 Rusden Street Armidale.
Operational Expenditure:	\$18M
Capital Expenditure:	\$15M
Delegations	In accordance with Council's Delegations Register.

Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, libraries, swimming pools, roads, economic development, pre-schools, waste facilities and water and sewer infrastructure.

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community's expectations.

Service Description

Operating within the Transport Service area of Council, the Roads and Drainage Maintenance program is responsible for the planning, coordination and completion of Councils' roads and drainage maintenance program in line with service delivery standards and expectations. The program has both internal and external clients and is committed to providing quality services in a safe, cost effective and environmentally sustainable manner.

Position Profile

The role manages the efficient and safe operation of the local road network in Council's role as the Local Roads Authority. The position is accountable for the management of coordination for the delivery of operation, maintenance and capital works programs for Council's roads, drainage, parks and public spaces assets. As Council participates in Transport for NSW (TfNSW) Road Maintenance Council Contracts (RMCC) program, the role also involves the management of work programs and resourcing associated with state and regional roads under the provisions of the RMCC Program to standards set by TfNSW. As a leadership role within ARC, the position is responsible for leading teams with a values based approach to drive culture and to achieve organisational aligned goals.

Key Position Accountabilities

This position is accountable for:

- Manage the development and implementation of policies, strategies and operational guidelines that are consistent with relevant legislation and industry guidelines
- Management of coordination for the delivery of operation, maintenance and capital works programs for councils roads and drainage assets
- Management of work programs and resourcing associated with state and regional roads under the provisions of Transport for NSW (TfNSW) Road Maintenance Council Contracts (RMCC) Program
- Visibly leading within the organisation through embracing and exhibiting organisational values and behaviours. Ensuring consistent application of the Council's values and behaviours by and between internal and external stakeholder engagement.
- Financial management and budget preparation for operation and capital works including forecasting, planning, monitoring and reporting of budgets and long term financial plans
- Working within council's Asset Management Framework to deliver on efficient strategic approach to works prioritisation
- Management of Staff including recruitment, coordination, development and performance management
- Develop productivity and efficiency improvements that enhance Council's capability
- Customer Service including engaging with the community and customers to understand their expectations and request feedback on service delivery
- Participation in organisational leadership including internal and external stakeholder engagement
- Project and Contract Management within council's Project Management and Procurement Frameworks as required
- Undertaking other reasonable duties that are within the limits of the incumbent's skills, competence and training.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.

Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

Inclusion

- Having positive interactions with other staff and valuing all staff for who they are. Valuing diversity and allowing for real opportunities for all staff to have meaningful relationships.

Wellbeing

- What is ultimately good for staff, what is in the self-interest of staff to ensure they are comfortable, healthy and happy in the workplace

Transparency

- Conducting your duties in a way that creates openness between managers and staff by sharing information freely in an effort to benefit Council, staff and the Community.

Commitment

- Taking ownership of your work and being an ambassador for Council through a willingness to get involved.

Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

Selection Criteria

Essential

- Civil Engineering Degree suitable for Professional Membership of Engineers Australia with a minimum of 10 years' experience, in a senior role in civil construction and road maintenance
- Demonstrated working knowledge of technical infrastructure standards including roads, drainage, bridges and other public assets
- Demonstrated experience in the operation and maintenance of infrastructure including roads, drainage, bridges and other public assets
- A strong knowledge of local government operations specifically as a local roads authority and in particular activities relevant to the role such as RMCC works, maintenance programming and quarry management
- Demonstrated personal competencies, including effective communication skills (written, verbal and non-verbal), ability to successfully negotiate for outcomes, sound decision making skills, and genuine commitment to consultation and engagement with other stakeholders.
- Demonstrated knowledge of relevant legislation including Local Government Act, Roads Act,
- Demonstrated ability to lead effectively a team of Technical staff, supervisors and field staff.
- Current valid Driver's Licence
- NSW Construction Induction White Card

Desirable

- Post Graduate Qualifications in Project Management, Business Management or WH&S
- Experience in ISO Accredited management systems for ISO9001, ISO45001, and ISO14001

Authorisation

Prepared by:	People & Culture
Approved by CEO (or delegate):	Chief Officer – Assets & Services – Alex Manners
Date Approved/Updated:	19 September 2022
Version No:	3

Employee Acknowledgement

Signed by:	
Print Name:	
Date:	