



CANDIDATE PACK

Civil Works Manager

North Burnett Regional Council



CONTACT

Angie Simmonds
Talent Consultant
Leading Roles

 0476 861 300

 angie.simmonds@leadingroles.com.au

Contents

The Role	3
Benefits Of The Role	10
About North Burnett Regional Council	11
Living In The Region	15
Recruitment Process	19
Recruitment Timeframes	19
Contact	21
Attachment: Position Description	

We respectfully acknowledge the Traditional Owners, Wakka Wakka, Wulli Wulli, Goereng Goeren, Djaku-nde, Jangerie Jangerie, Kabbi Kabbi, Gurang and Taribelang Bunda Peoples and their Elders 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

North Burnett Regional Council is seeking a Civil Works Manager to bring their expertise in leading a Civil Works team to ensure the completion of capital and maintenance programs on budget, on time, and to the standards required to meet the whole of life cost objectives.

Reporting to the General Manager of Works, the Civil Works Manager will be responsible for leading and developing their team, project management, stakeholder engagement, process improvement implementation, budgeting, reporting, and ensuring safety standards are adhered to.

The preferred incumbent will be astute to the mechanics of local government, with high-level communication skills, ability to effectively identify and schedule programs of works, and clearly forecast projected work from a team level as well as operationally.

North Burnett Regional Council prioritises the civil works program, and this is a fantastic opportunity to work with a high degree of autonomy and strengthen the delivery of civil works programs for the community.



Key Responsibilities

The role of Civil Works Manager encompasses a range of responsibilities that are crucial for the continued performance of transport, parks and open spaces services within North Burnett Regional Council.

Decision Making:

Be a leader who is confident in making strong decisions about the design, construction, and maintenance of infrastructure projects, including implementing an investment decision-making framework.

Procurement:

Ensure procurement and contract management processes are followed to provide the most efficient materials, equipment, and services at the best price for Council to complete projects successfully.

Reporting:

Be a strong and confident communicator, with an ability to create high-level reports required to be submitted to Council that clearly communicate all project aspects including progress, risks, challenges, and relevant stakeholder information.

Team Development:

Staff development is essential to this role in providing employees with opportunities and the support required to improve their skills, knowledge, and performance.



Budgets:

Balancing funding and budgets is also a top priority for the Civil Works Manager. It is essential the Manager operates within the constraints of an allocated budget while delivering transport and parks and open spaces programs to the expectations of both Council and public stakeholders.

Stakeholder Engagement:

Implement and uphold effective community stakeholder engagement and relationships, including incorporating community feedback into decision making, managing community enquiries and concerns, while also maintaining open and transparent dialogue.

Safety:

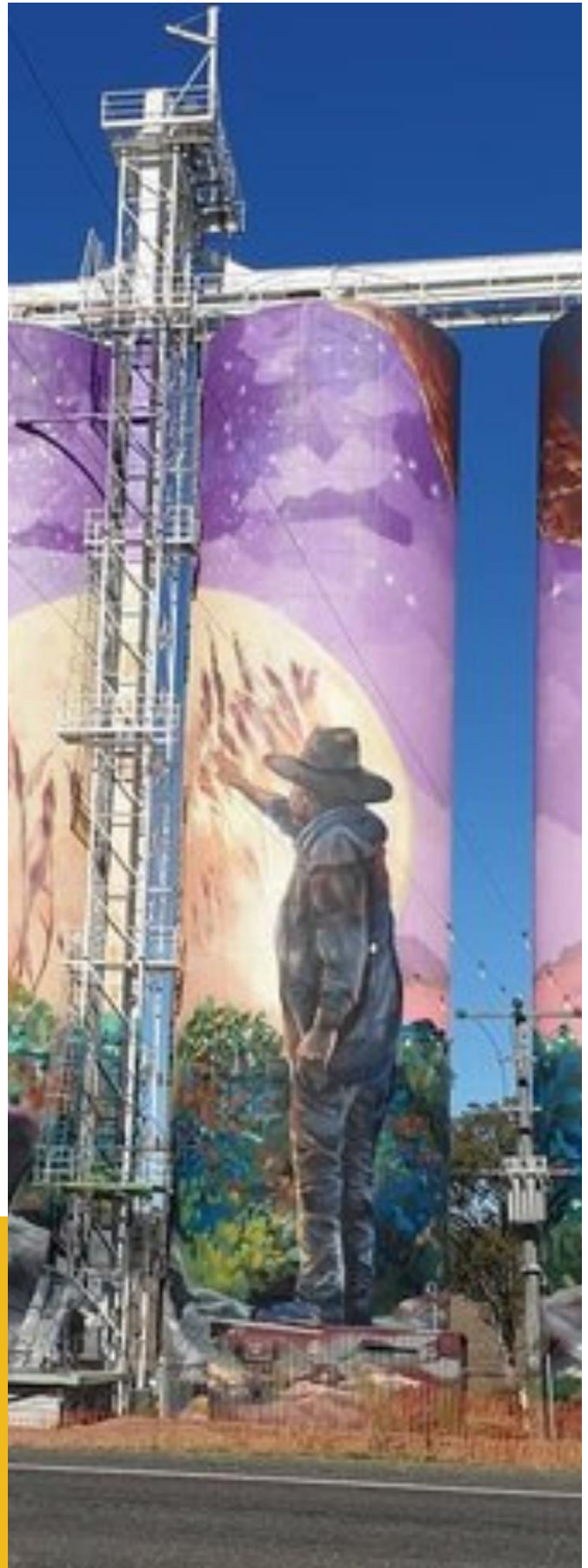
Proactively upholding health and safety measures, including identifying and managing risks, providing proper training, and maintaining a culture of safety awareness.

Fleet Management:

Effectively manage fleet, ensuring plant and equipment are not being underutilised as well as working with the fleet team to ensure plant and fleet availability matches needs.

Key Projects

- An opportunity to refresh Council’s asset management plans, with a focus on meeting the needs of a predominantly agriculture-based community within revenue constraints.
- Ability to influence the future protection of transport asset infrastructure in response to large scale infrastructure and resource sector projects within the region.
- Deliver positive community outcomes through flood recovery works including bridges and unsealed road network.
- Maintaining strong relationships with TMR through the delivery of RMPC works of approximately \$20M and other key TMR projects.
- Rationalise the region’s parks and open spaces to meet current community needs.
- Plan and develop the region’s cemeteries.
- Manage Council’s regional aerodrome and landing strips.



Relationships

- Excellent relationships within the organisation, community and council's 3rd party stakeholders will be critical in this role.
- The new Manager will have the responsibility for creating positive outcomes for the Council through strategic alignment and relationship management of key external stakeholders, including Federal and State Governments and the private sector.
- Internally, the Civil Works Manager will build and maintain strong working relationships with elected members, the Executive Leadership team, the Senior Management team and other internal stakeholders.





Opportunities and Challenges

- There is an opportunity for a strong leader in this role to strengthen the delivery of civil works programs and projects, including supporting their team members through learning and development.
- The incumbent will need to focus on recruitment and staff retention and be a key driving force in building and sustaining a successful team .
- There is an opportunity for a strong communicator with high-level engagement skills to strengthen relationships between the Civil Works Team and other teams within Council such as finance and procurement.
- This role will involve building strong relationships with other members of the management team to develop an integrated culture and participation in senior management and Council meetings, including the presentation of reports and project updates.

The Team

The Civil Works team is led by Anna Scott – General Manager of Works and comprises of civil works supervisors and coordinators, maintenance and construction crews, the parks and open spaces team, and a project management team. The civil works group is supported by a strong administration team, with a dedicated Senior Administration Officer appointed to assist the Civil Works Manager directly.

The Culture

The past three years have been a period of change for the organisation, with the elected members and executive leadership team well on the path to setting and implementing strategies, plans and consolidating structure to achieve the organisation’s financial sustainability goals and deliver council services, while balancing service performance and delivery challenges in a geographically diverse region. Council provides a supportive and inclusive culture for all.



Qualifications, Skills & Attributes

- A tertiary qualification in Civil Engineering (or similar) is desirable or significant working history in civil works and management.
- A demonstrated ability to balance complex issues and competing deadlines.
- A strategic planner with the ability to forward plan.
- A confident communicator with the ability to create reports and present briefs to Council.
- Be safety focused and work in line with Council's code of conduct.
- Be confident in supporting coordinators and team leaders with Human Resource processes.
- A demonstrated understanding of political awareness.
- Sound knowledge of asset management principles.
- Strong communication skills, with an ability to be transparent and upfront with communication to all levels of stakeholders both internally and externally.



Council Employee Benefits

The North Burnett Regional Council employee benefits include:

- Generous base salary
- Up to 12% superannuation
- Subsidised housing
- Full private use vehicle within Queensland
- Generous leave provisions
- Healthy work/ life balance
- Professional development and training opportunities
- Employee 'Study Assistance' scheme
- Free Employee Assistance Program for work or non-work-related matters
- Relocation assistance



The North Burnett Region is in Queensland in the northern catchment of the Burnett River. The region covers 19,700 square kilometres, shared amongst six main townships: Biggenden, Eidsvold, Gayndah, Monto, Mount Perry and Mundubbera, with an additional 25 villages and farming areas.

The region is about 330 kilometres north-west of the Brisbane CBD and is bounded by the Gladstone Regional Council area in the north, the Bundaberg Regional Council area and the Fraser Coast Regional Council area in the east, the Gympie Regional Council area, the South Burnett Regional Council area and the Western Downs Regional Council area in the south, and Banana Shire in the west.



The region is home to approximately 10,628 residents and land use is predominantly rural. Land is largely used for agriculture, forestry, cattle grazing and citrus and crop growing. Tourism and mining are also important industries for the region with a gold mine near Mount Perry and a Siltstone Quarry at Eidsvold.

Vision:

“A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.”

Links to Council Information



The strategic direction is determined by the Mayor and Councillors, in consultation with the community. The leadership team provides advice to the Mayor and Councillors and is responsible for overseeing the day-to-day management of the organisation. North Burnett Regional Council consists of the Office of the CEO, Civil Works and Corporate & Community Directorates:

Office of the CEO – Elected representative support, Governance, Native Title Liaison, Strategic Projects and Advocacy, Media and Communications, Disaster Management and Preparation.

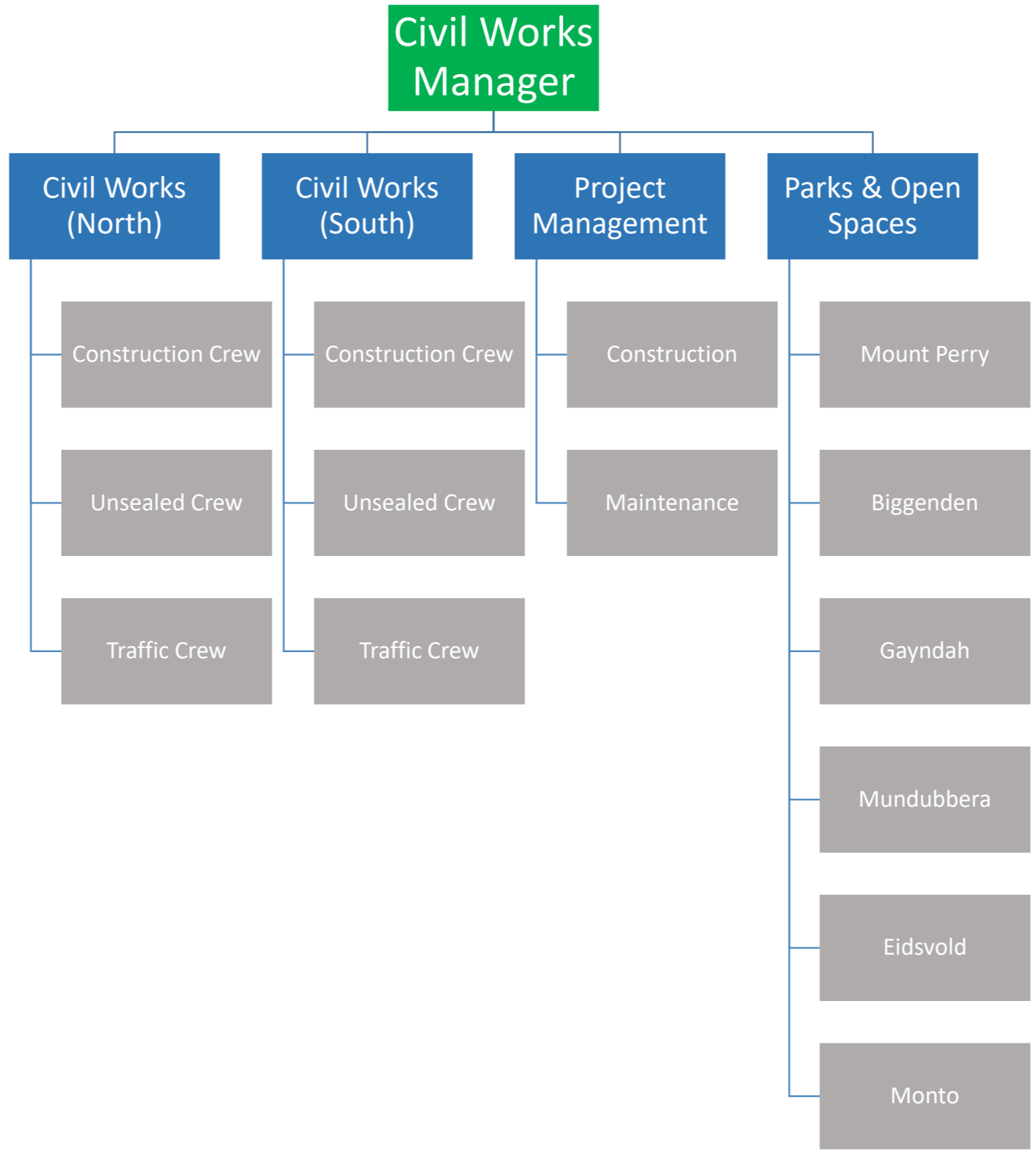
Works – Asset Management, Community Facility Maintenance, Caravan and Recreation Parks, Council and Housing, Aerodromes, Community Sporting Fields and Facilities, Showgrounds, Street Lighting, Urban Streets, Rural Roads, Rural Addressing, Bridges, Public Conveniences, Parks and Open Spaces, Gravel Pits and Quarries, Fleet Maintenance, State Government Road Works, Swimming Pools, Washdown Bays, Urban Water Delivery, Urban Sewerage Services

Corporate & Community – Human Resources, Workplace Health and Safety, North Burnett Transport Service, Customer Experience, Libraries, Key Regional Community Events, Community Projects, Community Capacity Building, Museums and Galleries, Community Grants, Sporting Groups Capacity Building, Community Gyms, Records Management, Finance, Stores and Purchasing, Leasing and Contracts Management, ICT, Planning and Development Services, Building and Plumbing Services, Local Laws and Compliance, Natural Resource Management, Waste Management Facilities,, Economic Development Partnership and Streetscape Program, Tourism Promotion.

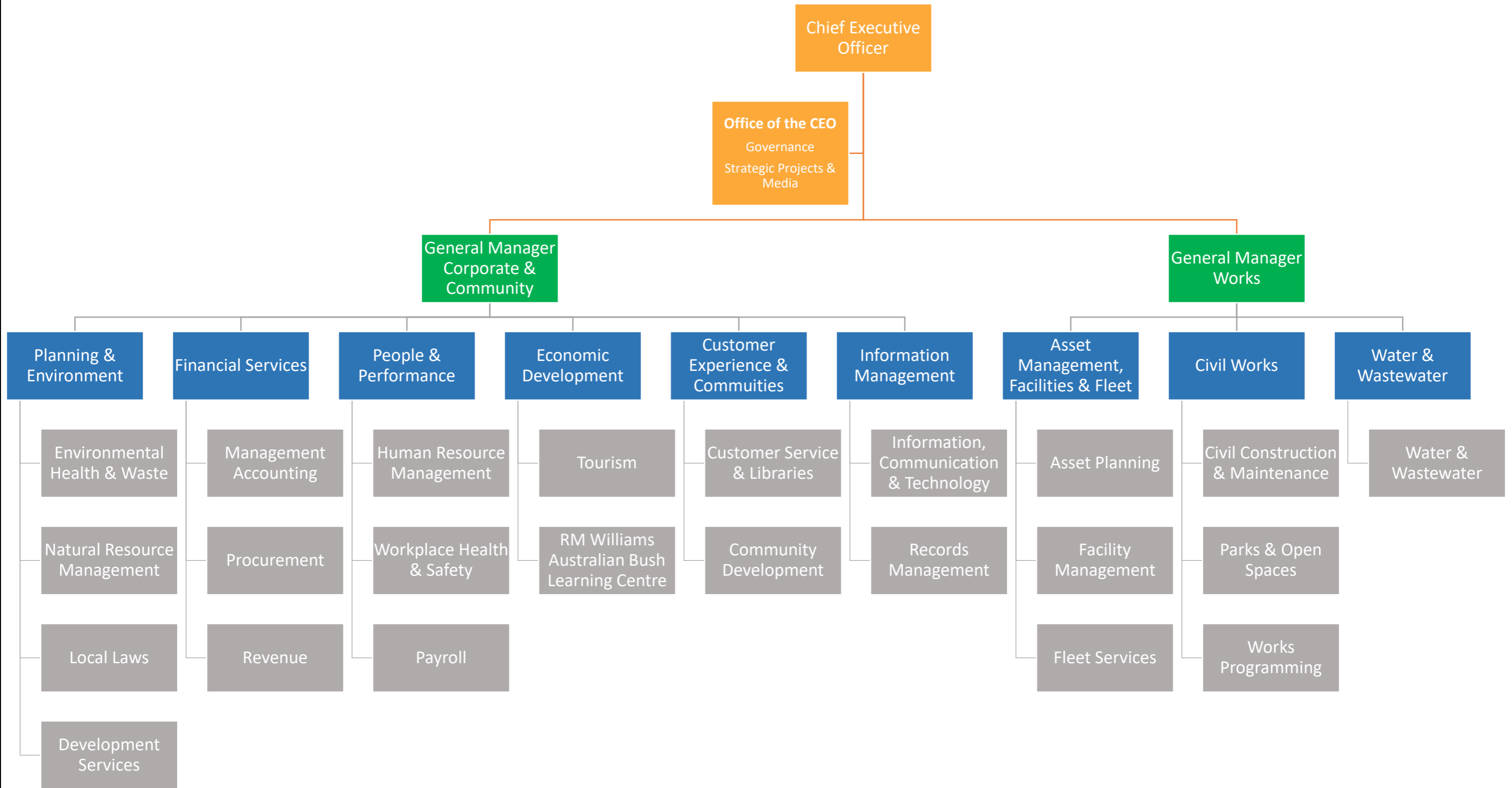
Values:

- Getting things done well, on time and in budget
- Passion for our region and in our work
- Respectful behaviour toward all people
- Teamwork where everyone's strengths are utilized
- Creativity, innovation and ideas
- Courage to always do what is right
- Challenging the status quo
- Learning from mistakes without placing blame
- Open and honest communication

Organisational Structure



Organisational Structure





Living in the Region

North Burnett region is home to six main townships and more quaint villages, it's full of country character and charm. The mighty Burnett River winds through the region, providing life and leisure to our farmers, locals and visitors. The region is agriculturally diverse and grows citrus, grapes, blueberries, watermelons, pecans, peanuts, beef, pork, dairy and more! Incredible National Parks bring adventure and relaxation to its visitors, with majestic mountains, refreshing rock pools, sandstone gorges and cliffs and abundant wildlife.

The North Burnett region is approximately a 4 hour drive north of Brisbane, and under 2 hours from Bundaberg and Hervey Bay. The closest airports are located in Bundaberg and Hervey Bay.

The North Burnett townships include:

- **Monto** is the newest town in the North Burnett region, being established in 1924. Geographical features include the spectacular Cania Gorge. Cania Gorge and Kroombit National Parks both offer interesting short or long bushwalks to places like Dripping Rock, Bushranger's Cave, Dragon Cave, and Double-Storey Cave. The rich alluvial flats support a multitude of farming enterprises. Monto is located approximately 175 kms west of Bundaberg and 500kms northwest of Brisbane.



Living in the Region

- **Eidsvold** Township began its days as a goldmining town in 1887. The town Eidsvold took its name from Eidsvold Station, which was the name given to the property by the Archer Brothers when they selected it in 1848. Eidsvold Station was named after the small town of Eidsvoll in Norway. It is said that Australia's first game of golf was played at Eidsvold station. Eidsvold is a renowned cattle beef cattle production area and home of the Reginald Murray Williams Australian Bush Learning Centre. Eidsvold is positioned approximately 425 kms northwest of Brisbane and 145 kms west of Bundaberg.
- **Mundubbera** is better known as the citrus capital of Queensland and has been listed as the third largest agricultural crop producer in the Wide Bay Area. The word "Mundubbera" is an aboriginal word meaning either 'footsteps in the trees' or 'meeting place of the waters', depending on which authority you choose to adopt. Mundubbera is home to the famous Black Stump and is sited on Highway A3, 400 kms northwest of Brisbane and 200 kms west of Maryborough.
- **Gayndah** holds the title of Queensland's Oldest Town. First settled in 1849 Gayndah is the historic centre of the Burnett Region. The town is perched on the banks of the Burnett River and many historical buildings form part of the tree lined business centre. Gayndah is well known for producing fine primary produce and is world famous for citrus. The Community of Gayndah is proud of its unique Sister City Relationship established in 1989 with the Belgian township of Zonhoven. Gayndah is situated on the Burnett Highway approximately 360km northwest of Brisbane.



Living in the Region

- **Mount Perry** is the only Town in the former Perry Shire and was settled sometime in the 1860s with the discovery of rich copper deposits by Henry Dingle. This discovery led to the development of the town as news of the discovery spread fast, and many prospectors took up blocks. Current mining activity includes the Mt Rawdon Gold Mine. Mount Perry is the location of the southern hemispheres longest unsupported tunnel (Boolboonda Tunnel) and can be found between the Bruce and Burnett Highways, approximately 450 kms north of Brisbane and 100kms inland from Bundaberg.
- **Biggenden** - The original inhabitants of this area belonged to various aboriginal tribes including the Wakka Wakka, the Darialbelum and the Dundubara. The boundaries of their land were the Aboriginal pathways which led from the coastal areas through this area and connected with pathways to the sacred site at Ban Ban Springs. Biggenden was settled in 1889 to service the era's short-lived goldrush. Biggenden is the home to Paradise Dam and two unique National Parks, Mt Walsh and Coalstoun Lakes. Biggenden is located on the Isis Highway, approximately 340 kms from Brisbane and just under an hour's drive from the coastal regions of Bundaberg, Maryborough and Hervey Bay.

As well as the major townships, the region boasts vibrant villages and a strong rural community which adds to the diversity of lifestyle opportunities to be experienced.

Discover Beautiful Burnett



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

- Demonstrated work experience managing civil works programs/projects.
- Demonstrated ability to manage public stakeholder engagement.
- High-level verbal and written communication skills, including producing reports and presenting to Council.
- Tertiary qualification in Civil Engineering or significant working history in a similar role.
- Personal Attributes as detailed on Page 8.



Applications Open

- Week Commencing
Monday 6 March 2023



Closing Date of Applications

- 5pm Tuesday 28 March 2023



Initial Assessment

- Week Commencing 27 March 2023



Council Interviews

- Week Commencing 3 April 2023

*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

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.

CONTACT

☎ 04276 861 300

✉ angie.Simmonds@leadingroles.com.au

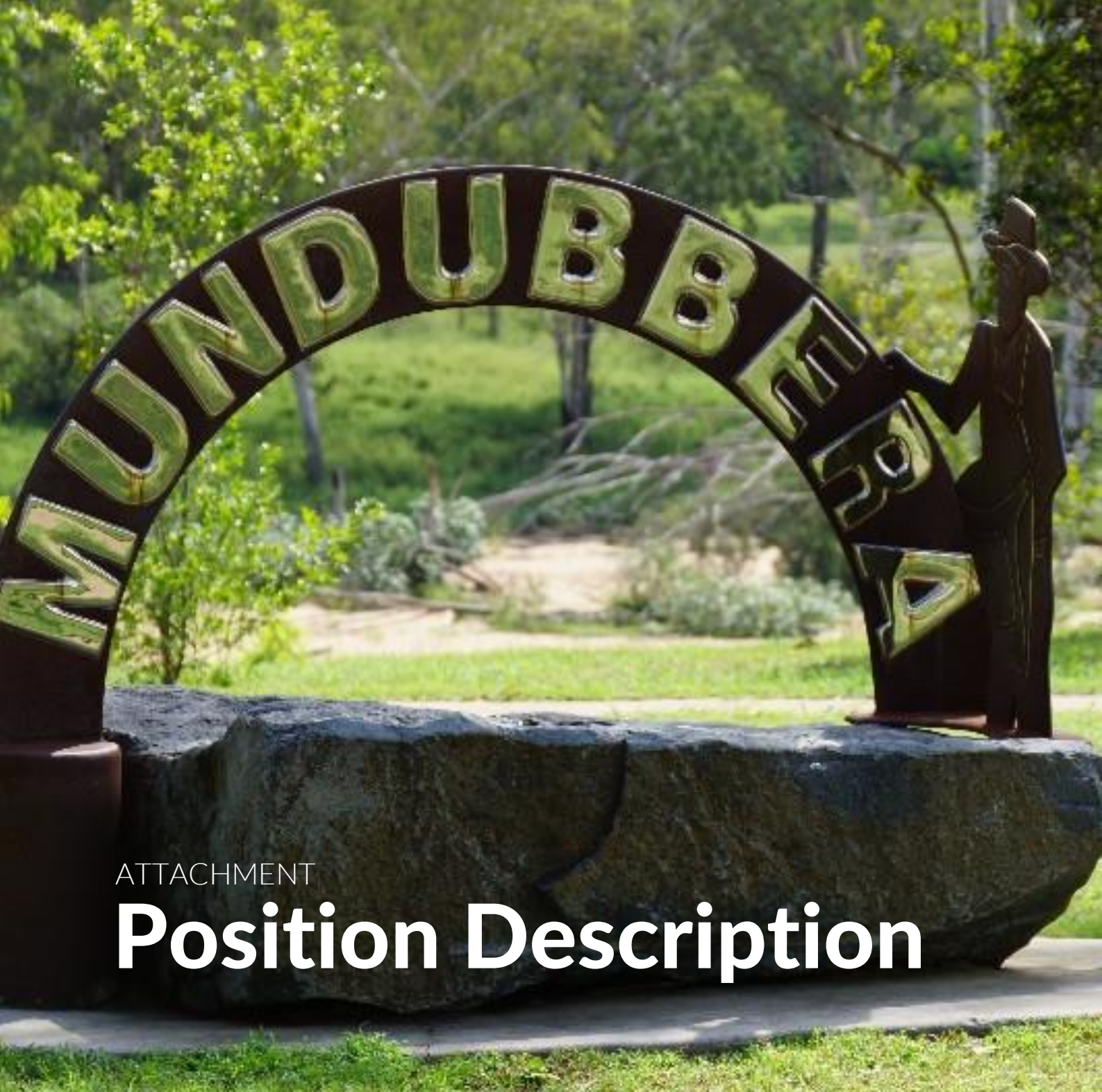


Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Civil Works Manager
Position Number	
Department	Works
Section/ Stream/ Unit	Civil Works
Classification	Contract of Employment – Senior Managers and Professional Employee
Remuneration	As per Schedule B of the Contract of Employment
Reports To	General Manager Works

POSITION OBJECTIVES

- In accordance with Council's corporate and operational plans, deliver well-constructed and maintained infrastructure, such as roads, drainage, flood plain management, parks and open spaces, aerodromes and fleet to the required engineering standards.

KEY RESPONSIBILITIES

- Deliver through the commitment to excellence in the leadership of the Section:
 - optimum capability, accountability, transparency and probity of the Section.
 - quality professional advice to Council in policy and decision making, resulting in a strong and trusting relationship between all stakeholders.
 - the achievement of efficient, effective and quality outcomes for the Section.
 - a professional service to the Section's customers and the community that is responsive to change and realises solutions through innovative approaches.
 - a positive workplace culture that encourages and rewards excellence and supports continuous improvement.
 - a culture of safety and practices compliant with the organisation's standards.
- Lead the implementation of the operational plan, budgets, policies and projects that fall within the Section's responsibility in a manner as to achieve high performance against expected outcomes.
- Work collaboratively with the General Manager and other members of the Executive Leadership Team to ensure the successful integration of strategic and operational planning across the Department and Section, and to engender a spirit of cooperation and mutual support between operational areas in the pursuit of service excellence.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level project management skills.
- High level of computer based systems skills, including business related application software.
- Demonstrated ability to develop asset management plans and asset renewal programs with long term financial forecasts.
- Demonstrated ability to conceive and manage operational planning processes, with a proven track record in the pursuit of quality services, including setting and meeting of high standards with a strong customer focus.

- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of projects and lead innovation and change.
- High level knowledge of Local Government legislation, standards, systems and processes, (desirable).
- High level knowledge of financial, governance and risk management.
- High level knowledge of information, communication and technology systems relevant to the Section.
- Demonstrated ability to lead a multi-faceted Section.
- At least 5 years practical experience in a similar role, preferably in a local government environment.
- Capacity to operate effectively in a political environment.
- Experience in work scheduling, engineer design and plant optimisation.

Qualifications, Training and Licences

- Tertiary qualifications in Civil Engineering or equivalent.
- Other qualifications in management (desirable).
- Current unrestricted "C" Class drivers' licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).
- Commitment to maintain contemporary skills and knowledge.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.