

CANDIDATE PACK

# Manager Roads Construction and Maintenance

Balonne Shire Council



## CONTACT

Rob Maxwell  
Senior Talent Consultant  
Leading Roles

☎ 0407 164 600

✉ [rob.maxwell@leadingroles.com.au](mailto:rob.maxwell@leadingroles.com.au)

# Contents

<a href="#">The Role</a> .....	1
<a href="#">Benefits Of The Role</a> .....	7
<a href="#">About Balonne Shire Council</a> .....	8
<a href="#">Living In The Region</a> .....	10
<a href="#">Recruitment Process</a> .....	13
<a href="#">Recruitment Timeframes</a> .....	13
<a href="#">Contact</a> .....	15

[Attachment: Position Description](#)

We respectfully acknowledge the traditional custodians of the land and waters, on which we work, live and play. We pay respect 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

The Manager Roads Construction and Maintenance is responsible for the construction, replacement and maintenance of Council's roads, drainage (including bridges), plant and equipment, aerodromes and other Council assets. The role ensures Council meets its levels of service, regulatory and licensing requirements through providing high quality technical leadership.

This is an ideal opportunity for a suitably qualified Civil Engineer to take the next step into management. You will be supported in your development and work in an organisation that is committed to providing excellent services to the local community.



## Key Responsibilities

- Monitor and provide technical support in roads, drainage, plant & equipment and aerodrome operations to achieve Council's operational and maintenance requirements.
- Monitor and provide technical support for Council infrastructure projects and programs.
- Proactively monitor team performance and implement performance management strategies as required.
- Build positive relationships through the various levels of Council, both politically and operationally.
- Provide appropriate information to assist with the preparation of programs and budget estimates for the department.
- Safety Management
- Risk Management

## Relationships

- Work with key stakeholders, negotiating and influencing to promote and embed the organisation's roads infrastructure strategies.
- Proactively network with industry bodies and regulatory organisations.
- Work collaboratively with community representatives when providing solutions to complaints or infrastructure issues.
- Develop strong working relationships with senior management and key stakeholders.



## Opportunities

- A key focus is contracting for Department of Transport and Main Roads (TMR) – develop relationships, business systems and service levels.
- Take the next step in your management career within a progressive and supportive organisation.
- Budgetary development and management for the Transport and Drainage program.
- Full responsibility and accountability for management of Council’s roads (including bridges), drainage, plant and equipment, aerodromes, sports and other Council assets.
- Manage and develop corporate and operational systems.
- Further develop Council’s RMPC contract.
- Manage and continue to develop stakeholder relationships, including TMR as a key stakeholder.
- Continued development of sound and effective project management practices.
- The role leads a very competent team who will value a positive leader focused on their continued performance improvement and professional development.
- Aerodrome operations management also sits in this portfolio (council will provide training if required).

## Challenges

- There are very few contractors locally, so Council delivers much of the operational works in-house.
- Establishing internal and external stakeholder relationships. The individual must have good skills in this area.
- Will require someone with some consulting experience as well as Construction. Major focus on construction and developing this area.

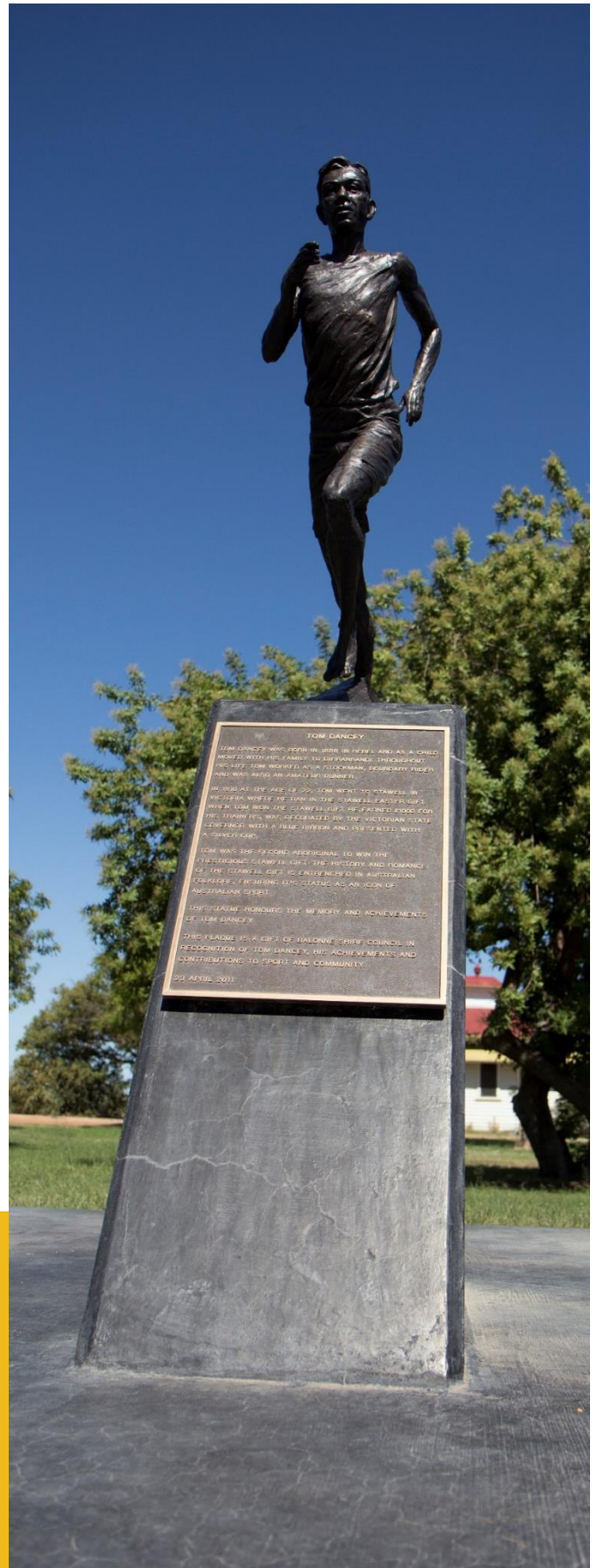
## Leadership

The council is seeking a civil engineering professional who offers high level advice and guidance in the management of roads infrastructure services operations (roads, drainage, bridges, plant and equipment, aerodromes) and is a hands-on manager who leads and motivates from the front.

- Inspire direction and purpose in leading and developing an operational team.
- Create compelling cases for change, actively promote business improvement, lead change initiatives and change processes.
- Promote an organisational culture that actively seeks opportunities for positive customer outcomes.
- Drive a culture of high performance and safety.

# Resources

- Ensure the consistent and appropriate establishment, compliance and monitoring of the council's management systems.
- A good understanding of road infrastructure construction and maintenance practices and strategies within a local government services environment.
- A sound understanding of asset management practices.
- Develop subject matter expertise in the council's civil infrastructure operations.
- Align systems and processes to encourage improved performance and outcomes.
- Experience in project management and works delivery.
- Project budget formation, control and cost forecasting.
- Plant management.
- A sound understanding of procurement practices within a local government environment.





## Qualifications, Skills & Attributes

- Leadership and people management skills, cultural awareness and the ability to plan, prioritise and deliver key objectives effectively.
- Tertiary qualifications in Civil Engineering or qualifications relevant to the position requirements.
- Reasonable experience in a similar role.
- Team player who will work with and, where required, mentor staff and share knowledge with peers.
- Structured, responsible, accountable and has a strong customer focus (Internal and external)





## Council Employee Benefits

The Balonne Shire Council employee benefits include:

- Generous base salary of \$120 000 (negotiable).
- Up to 13% Super.
- Private Use Vehicle.
- Heavily subsidised housing.
- Long Service Leave.
- Relocation Assistance.
- Relevant industry memberships will be supported.
- Ability for professional growth
- Ability to salary sacrifice.
- Progressive Council, always looking at opportunities to grow and develop their staff.
- This is an outstanding opportunity to take a leading role in a progressive organisation.



# About Council

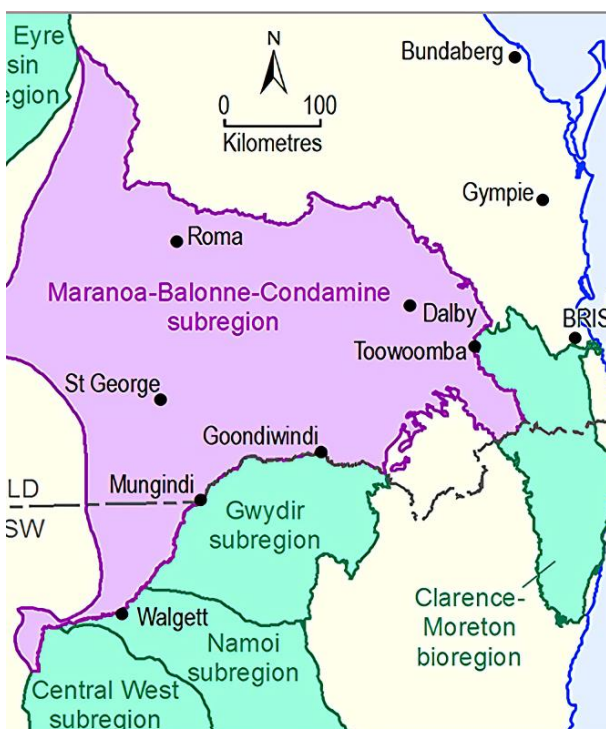
Balonne Shire is in Queensland, about 500km inland from Brisbane, and just above the New South Wales border. It covers an area of more than 31,000km<sup>2</sup>.

Four thousand five hundred residents call one of the shire's seven communities' home – St George, Thallon, Dirranbandi, Bollon, Nindigully, Mungindi, and Hebel.

The neighbouring regional centre of Toowoomba is a four-hour drive to the east, while the towns of Roma and Goondiwindi are within two hours.

The Balonne Shire has been historically known as “River Country” as several rivers converge before flowing south into the Murray Darling System.

The elected Council consists of 7 Councillors with council administration led by the Chief Executive Officer.



## Links to Council Information



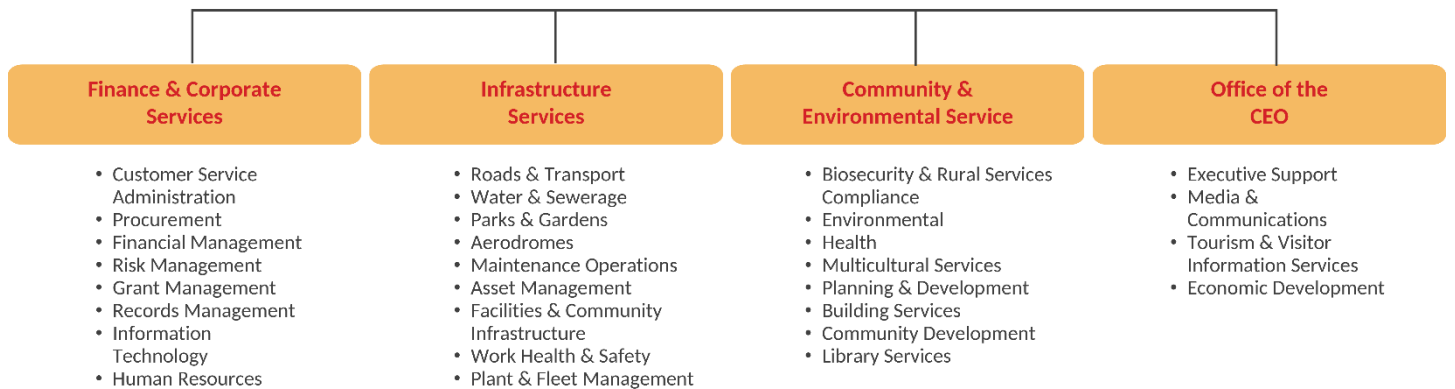
# Organisational Structure



Balonne Shire Mayor and Councillors



Chief Executive Officer





### **Housing**

The cost of housing in Balonne is affordable with the median house price of \$225,000, and median rent is \$270 per week.



### **Educational Facilities**

There are several schooling options in Balonne with several state and private primary and high schools readily accessible in the area. Tertiary education is also nearby with the Country University Centre in St George and a TAFE, University of South Australia, Whyalla Campus, and the University of Adelaide Rural Clinical school.



### **Healthcare**

A wide range of health services and facilities are available, and the St George Hospital offers excellent health care to the region.



# Living in the Region



## Things to Do

The region has surprising diversity and unique attractions and is rich in native bird and animal life, vast waterways, and historic buildings. Every town is situated beside a river. A major attraction of the region is the giant silos featuring the stunning "Watering Hole" mural which are landmarks of the nearby town of Thallon.



## Leisure Facilities

There is a large range of sporting clubs available for both children and adults including swimming, rugby, golf, and tennis, just to name a few. The great outdoors is a popular pastime, with swimming on the Balonne River, fishing, boating, water-skiing, and camping. There are also hot springs in Mungindi and St George.



## Getting Around

Getting around is easy, and everything you need is within walking distance. Balonne is over 500km from Brisbane, the nearest major urban centre. There are twice-weekly air services from Brisbane, Toowoomba, Cunnamallu, and Thargomindah to St George. Alternatively, a 2-hour drive to Roma has daily services to Brisbane.

# Discover Balonne



# 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 experience in delivering roads and drainage construction and maintenance services preferably within a local government or similar environment.
- Tertiary qualification in a civil engineering or related field with ability to obtain membership from Engineers Australia.
- Demonstrated experience managing construction projects and programs to ensure conformity with project management methodology.
- Demonstrated ability to productively manage work teams and show a good appreciation of HR and safety principles / procedures.
- Demonstrated experience managing contracts, budgets and procurement.



## Applications Open

- Week Commencing  
Monday 29 May 2023



## Closing Date of Applications

- 5pm Friday 30 June 2023



## Initial Assessment

- Week Commencing 3 July 2023



## Council Interviews

- TBD

\*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.





# Rob Maxwell

## Your Senior Talent Consultant



Rob is a senior recruitment specialist, whose experience spans over 20 years. He has held senior roles in the private, public sectors and resources sector. Since joining Leading Roles in 2017, Rob specialises in developing recruitment project campaigns for engineering, infrastructure, technical and specialist roles.

In addition to Rob's recruitment leadership experience, he has an excellent understanding of the HR/IR operating environment. Rob takes pride in delivering a quality service that is founded on honesty, reliability and a high customer focus.

### CONTACT

☎ 0407 164 600

✉ [rob.maxwell@leadingroles.com.au](mailto:rob.maxwell@leadingroles.com.au)



# Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT [WWW.LEADINGROLES.COM.AU](http://WWW.LEADINGROLES.COM.AU)



For the People  
*Salonne*  
Shire Council

For the People  
*Salonne*  
Shire Council





ATTACHMENT

# Position Description

# Position Description

## Manager Roads Construction and Maintenance

POSITION DETAILS	
DEPARTMENT:	Infrastructure Services
POSITION:	Manager Roads Construction and Maintenance
REPORTS TO:	Director Infrastructure Services
DIRECT REPORTS:	Workshop Supervisor, RMPC Supervisor, Construction Supervisor, Graduate Engineer, Project Engineer, Local Roads Overseer
PRINCIPAL LOCATION:	193-199 Grey Street, St George QLD 4487
EMPLOYMENT BASIS:	Permanent - Contract
POSITION PURPOSE:	The Manager Roads Construction and Maintenance is responsible for external road contracts the construction/replacement and maintenance of Council's roads, drainage (incl bridges), plant and equipment, airports and other Council assets. Ensuring Council meets its levels of service, regulatory and licensing requirements through providing high quality technical advice and strong personnel leadership.

POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Tertiary qualification in engineering with ability to obtain full membership from Engineers Australia</li> </ol>	<ol style="list-style-type: none"> <li>1. Accredited RPEQ</li> <li>2. Diploma Project Management</li> <li>3. Aerodrome Reporting Officer</li> <li>4. Professional Certificate Asset Management Planning</li> <li>5. Traffic Management Design qualification</li> </ol>
SKILLS	<ol style="list-style-type: none"> <li>2. MS Office 365 Suite (including MS Project)</li> <li>3. Basic drafting capability (Auto Cad)</li> <li>4. Managing procurement, contracts, and budgets</li> <li>5. Developed HR and interpersonal skills</li> <li>6. Professional writing skills</li> </ol>	
EXPERIENCE	<ol style="list-style-type: none"> <li>7. 3 years' experience managing road construction and operational maintenance activities</li> <li>8. Managing plant maintenance and renewals</li> <li>9. Project Management Experience</li> <li>10. Asset Management Plan – Implantation and updating</li> <li>11. Managing procurement, contracts, and budgets</li> </ol>	<ol style="list-style-type: none"> <li>6. 3 years' experience in a Local Authority</li> <li>7. Aerodrome Management</li> <li>8. Managing RMPC and major work contracts</li> <li>9. Working within ISO certified Management Systems</li> </ol>

IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <b>BAL-1044 Immunisation Procedure</b> .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

# Position Description

## Manager Roads Construction and Maintenance

POSITION KPI's		
KPI's	Action	Measurement Criteria
<b>DELIVERY</b>	<ul style="list-style-type: none"> <li>- Project governance followed with clear reporting of project status with a focus on Budget, Time and Quality at all times</li> <li>- Technical coordination &amp; assistance to area and other areas as required</li> <li>- Ensure that Asset management for area are reliable and inform finance and future maintenance and replacement programmes</li> <li>- Ensure aerodrome operations are safe in accordance with the MOS 139 and CASA requirements</li> <li>- Operational replacement, renewal, upgrade, and maintenance are carried out to meet Council expectations</li> </ul>	<ul style="list-style-type: none"> <li>- Number of projects completed on time and within budget</li> <li>- Number of customer / internal complaints</li> <li>- Asset Register and Plans are Current</li> <li>- Maintenance and replacement programmes in place</li> <li>- 100% of all aerodrome inspections are completed including annual technical inspection</li> <li>- Actions from actions are completed or planned for completion</li> <li>- Carry out emergency exercise as required by MOS 139</li> <li>- Aerodrome manual is current</li> <li>- Meeting time, cost, and quality requirements</li> </ul>
<b>CLIENTS</b>	<ul style="list-style-type: none"> <li>- Promote the professional image of Council as being efficient, courteous and customer focused</li> <li>- Respond to Service Requests, identified problems, non-conformance and incident reports as soon as reasonably possible within required timeframe</li> <li>- NHVR Requests</li> <li>- Ensure Council meets its NHVR COR requirements</li> <li>- TMR (RMPC, TIDS, and other Contracts) excellence in service and deliver</li> <li>- SWRRTG – Participate in Regional Roads Group</li> </ul>	<ul style="list-style-type: none"> <li>- Number of customer / internal complaints</li> <li>- Number of Service requests actioned on time</li> <li>- Ensure all requests are responded to within required timeframe</li> <li>- No non-conformances</li> <li>- No non-conformances</li> <li>- Positive relationship maintained</li> <li>- Attend 100% meetings, reporting is complete</li> </ul>
<b>ADMIN</b>	<ul style="list-style-type: none"> <li>- Ensure Council Policies within area of responsibility are current &amp; reviewed</li> <li>- Ensure all procurement is consistent with Council's Policies, Procedures and Code of Conduct at all times</li> </ul>	<ul style="list-style-type: none"> <li>- All policies are reviewed, amended where required and current</li> <li>- All procurement is as per Council's Policies, Procedures and Code of Conduct</li> </ul>
<b>HEALTH + SAFETY</b>	<ul style="list-style-type: none"> <li>- Ensure relevant Safety documentation is completed for area.</li> <li>- Ensure Supervisors/Crews and Contractors are meeting their WHS obligations</li> <li>- Complete relevant safety documentation and report all hazards and incidents</li> <li>- Encourage a positive safety culture within area</li> </ul>	<ul style="list-style-type: none"> <li>- Number of non-conformances or areas of improvement</li> <li>- all reports are reviewed, completed, and submitted in a timely manner</li> <li>- Always lead by example</li> </ul>
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>- Ensure tasks are complete to a high standard</li> <li>- Improvement of systems/process</li> </ul>	<ul style="list-style-type: none"> <li>- Council's &amp; Customer expectations met</li> <li>- At least 1 system/process improved per quarter</li> </ul>
<b>TEAM</b>	<ul style="list-style-type: none"> <li>- Ensure team planning day is held</li> <li>- Manage staff performance continuously</li> </ul>	<ul style="list-style-type: none"> <li>- Hold min 1 planning day/year for team</li> <li>- All appraisals/reviews completed on time</li> <li>- Performance Management implemented as required and regular one on one meetings with senior staff</li> </ul>

# Position Description

## Manager Roads Construction and Maintenance

	<ul style="list-style-type: none"> <li>- Mentor and train staff as required</li> </ul>	<ul style="list-style-type: none"> <li>- Training needs analysis completed for all members of team</li> <li>- Ensure all of team members receive adequate training for their roles</li> <li>- Participation in requested tasks and involvement in team activities</li> </ul>
	<ul style="list-style-type: none"> <li>- Be a team player and assist proactively within your capability</li> </ul>	

### AUTHORITY/DELEGATION

Works independently as well as in a team, within general guidelines and objectives provided by the Director Infrastructure Services. This position has delegated purchasing authority in accordance with **Council's Delegation Register**.

### RESPONSIBILITIES

#### INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace hazards.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

#### KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include;

- Monitor and provide technical support in roads, drainage, plant & equipment and aerodrome operations to achieve Council's operational and maintenance requirements.
- Prompt response and manage of identified problems and/or non-conformance issues
- Monitor and provide technical support for Council infrastructure projects and programs
- Implement and maintain asset management plans for assets within the role.
- Deliver budgeted operational and capital works (scope, cost, schedule, and quality)
- Review and improve the operations and maintenance activities through a process of monitoring, benchmarking, and developing and implementing improvements
- Responsibility of external work submissions and contract delivery for works within area
- Perform other duties within your capabilities as directed

#### MANAGEMENT SYSTEMS RESPONSIBILITIES

##### Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live Council values
- Willingness and ability to advocate a positive and constructive coaching and feedback culture
- Willingness and ability to promote and embody a positive attitude by connecting to a sense of purpose
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

# Position Description

## Manager Roads Construction and Maintenance

- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

### Work Health & Safety and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

### MANAGEMENT RESPONSIBILITIES

#### Staff Management

- Provide leadership and direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required build positive relationships through the various levels of Council, both politically and operationally

#### Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Provide leadership and strategic direction to direct report employees
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

### ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Infrastructure Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on, and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Infrastructure Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

# Position Description

## Manager Roads Construction and Maintenance

### SELECTION CRITERIA

#### Essential

The criteria that must be satisfied by applicants for this appointment include the following:

1. Tertiary qualification in engineering field with ability to obtain membership from Engineers Australia
2. Demonstrated experience in delivering road construction and maintenance services
3. Demonstrated experience managing road construction projects and programs to ensure conformity with project management methods
4. Demonstrated experience creating and managing maintenance and replacement/renewal programmes
5. Demonstrated experience managing plant, equipment, and workshop
6. Demonstrated experience managing contracts, procurement, and budgets
7. Demonstrated experience in stakeholder consultation, engagement, and management
8. Current C Class open drivers' licence

#### Desirable

- Experience in a local authority.
- Project management experience
- Registered Professional Engineer Queensland (RPEQ)



# Position Description

## Manager Roads Construction and Maintenance

### ORGANISATIONAL STRUCTURE

