

Manager Roads and Drainage

Whitsunday Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, 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.



Position Overview

The position serves as the vital interface between executive leadership and operational staff for the successful delivery of roads and drainage projects, encompassing all aspects of roading, drainage, maritime and transport infrastructure.

As the asset owner, the Manager Roads and Drainage will act as the custodian of these assets, taking ownership of the asset management plan and ensuring the provision of high-quality service levels to the community. This role entails coordinating efforts between executive directives and on-the-ground operations to uphold standards, manage assets efficiently and meet the evolving needs of the community in terms of roads and drainage infrastructure.

Key Responsibilities

- Oversee development, and delivery, of all network planning as asset custodian for all road, drainage, maritime and transport infrastructure.
- Provide a high level of customer service, ensuring that community needs are met.
- Delivery of maintenance works in line with the Road Maintenance Performance Contract.
- Provide management of, and motivation to, the Roads and Drainage team.
- Model corporate values, particularly regarding strengthening safety culture.



Opportunities & Challenges

There are numerous professional opportunities and challenges including:

- **Network Plans:** An opportunity to assess the future needs to the Whitsunday Region and have significant input into future network plans relating to the entire roading infrastructure and identify the connections to asset management plans.
- **Road Maintenance Performance Contract (RMPC):** There is currently some disconnect between funding and meeting community delivery expectations. The Manager Roads and Drainage will be required to identify service improvements and implement efficiencies to standardise service levels. The incumbent will also be required to be an advocate and spokesperson for the challenges encountered in road infrastructure and provide the data to effectively advocate for outcomes on the state road network.
- **Stormwater Management:** There is currently a significant backlog of priority projects relating to drainage and stormwater management.
- **Job satisfaction:** The position of Manager Roads and Drainage offers a high-level of job satisfaction, working in a highly supportive and stable environment.
- **Development:** Whitsunday Regional Council is supportive of, and invests in, employee development, offering career growth opportunities.

Stakeholder Engagement

The Manager Roads and Drainage has a significant level of key stakeholder engagement responsibilities and the role requires excellent relationship-building and interpersonal skills.

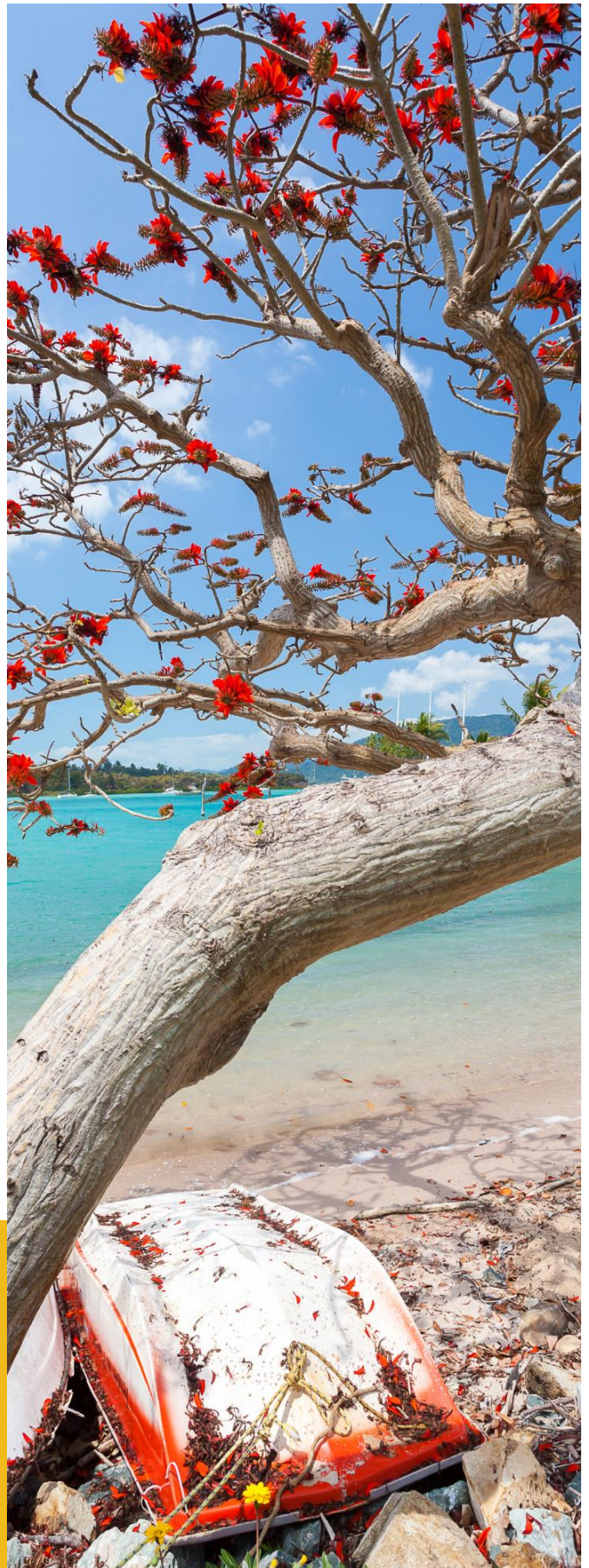
It will be crucial to this position that the Manager Roads and Drainage builds strong relationships with stakeholders from the Department of Transport and Main Roads, particularly in relation to delivery of the RMPC.

Other critical stakeholders are the Queensland Reconstruction Authority and the Department of Agriculture and Fisheries.

The Team

The team comprises of approximately 90 direct reports.

The culture of the Infrastructure Services team is excellent and members are highly engaged. The team is generally well-resourced, stable and welcoming.





Qualifications, Skills & Attributes

- Highly developed communication skills with an ability to engage with stakeholders on all levels.
- Strong relationship and rapport building skills.
- Adept management capability.
- Tertiary qualification in Engineering and RPEQ will be highly regarded.



Salary Package Information

- Annual Salary - \$150 000.
- 11% Super.
- Private commuter use vehicle.
- Relocation Assistance negotiable.
- Whitsunday Regional Council offers flexible working arrangements by negotiation, professional development opportunities, salary sacrifice options, and temporary accommodation.
- Employee Assistance Program.
- Active social club.
- Generous Study Assistance Program.

Living and working in the Whitsunday region offers the opportunity to experience the beauty of the Great Barrier Reef and the stunning Whitsunday Islands on a daily basis.

With a thriving tourism industry, there are ample job opportunities in hospitality, marine activities and eco-tourism, making it an ideal destination for those seeking a fulfilling work-life balance in a picturesque setting.



About the Region

The Whitsunday region is in the heart of tropical north Queensland, about 1,100 km north of Brisbane and 700 km south of Cairns and is home to approximately 38,580 residents.

The Whitsunday region extends over 23,862 square kilometres and includes the major townships of Airlie Beach, Bowen, Proserpine, Cannonvale and Collinsville with numerous rural and coastal communities and residential areas scattered throughout the region.

Key employment sectors include agriculture, mining, tourism, construction, manufacturing and transport industries.

Council administers in excess of \$1.4 billion in assets, including four library branches, six aquatic facilities, four customer service centres, and various major infrastructure and equipment. They maintain 1784 km of roads and 120 parks and open spaces.

The Council is led by a Mayor and six divisional Councillors.



Links to Council Information



Organisational Structure



Mayor and Councillors



Chief Executive Officer

Manager Human Resources

Communications & Marketing Manager

Aviation & Tourism

Director Infrastructure Services

- Disaster Management
- Roads & Drainage
- Parks & Gardens
- Capital Projects
- Disaster Recovery
- Quarry
- Water Services/ Waste Services
- Workshops

Director Corporate Services

- Finance
- Governance & Administration
- Innovation & Technology
- Procurement & Property
- Fleet

Director Community Services

- Community Development & Libraries
- Customer Service
- Aquatic Facilities/Caravan Parks
- Health, Environment & Climate
- Local Laws

Director Development Services

- Planning
- Development Assessment
- Strategic Planning
- Building & Plumbing
- Economic Development



Living in the Region



Housing

The cost of housing in the Whitsunday Region is affordable with the median house price of approx. \$475,000. Median rental price range averages \$325 - \$460.



Educational Facilities

There are several schooling options in the Whitsunday region including several state primary and high schools, and numerous private schools offering education up to year 12. Tertiary education is also covered with a Queensland TAFE Campus located in Cannonvale and the CQ University and James Cook University both located in Mackay, which is approximately 2 hours drive.



Healthcare

There are excellent medical centres throughout the region and local hospitals; Proserpine Hospital and the Whitsunday Community Health Clinic that service the local community.



Living in the Region



Shopping & Dining

The Whitsunday region is famous for fresh seafood, and the local dining options are varied from a-la-carte to pub-style meals available to cater to all palates. Shopping for everyday essentials is readily available throughout the region, with boutique and specialty stores located in the hub of Airlie Beach.



Sports & Recreation

There are plenty of parks and open spaces with six aquatic facilities spread throughout the region, and if you prefer a team sport there are local sporting clubs available including touch footy, sailing, tennis, golf, and a local motorbike racing club.



Getting Around

The Whitsunday region is located about 1,100 kilometres north of Brisbane CBD and 600 kilometres south of the Cairns CBD. The area is served by major highways, the Brisbane-Cairns Railway line and the Proserpine, Hamilton Island, and Whitsunday airports.

Our Whitsunday : Our Utopia



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 ability to provide effective leadership and motivation to operational staff.
- Ability to deliver high-quality customer service, actively engaging with community stakeholders to understand their needs and concerns, and implementing strategies to address them effectively.
- Experience in managing contracts, particularly in relation to road maintenance performance contracts (RMPC), including the ability to identify service improvements, implement efficiencies and advocate for necessary resources to meet community expectations.
- Advanced relationship building and communication skills.
- Tertiary qualification in Engineering and RPEQ or significant working history in lieu.



Applications Open

- Week Commencing
Monday 1 April 2024

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



Application for Assessment, Shortlisting and Interviews

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

The council may require their preferred applicants to undergo psychometric assessment to assist in understanding the applicant's fit for the role and organisation, working preferences and attributes. Following selection of a preferred applicant 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.

CONTACT

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People ▶ Performance ▶ Partners

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ATTACHMENT

Position Description

Position Description

Manager Roads and Drainage

POSITION TITLE:	Manager Roads and Drainage
POSITION NUMBER:	60200
DIRECTORATE:	Infrastructure Services
BRANCH:	Infrastructure – Roads & Drainage
EMPLOYMENT CONDITIONS:	Common Law Employment Contract
POSITION STATUS:	Permanent Contract
ACCOUNTABLE TO:	Director Infrastructure Services
LAST REVIEWED DATE:	

COUNCIL VALUES

Whitsunday Regional Council's culture is driven by the following values:



Position Description

Manager Roads and Drainage

PRIMARY PURPOSE

To manage the overall operations of the Roads and Drainage maintenance department and its budget management functions.

KEY RESPONSIBILITIES

1. Implement technical levels of service / operations plan for the functions of Roads and Drainage operations across the Whitsunday Region in line with asset management principles, budget, and determine resource requirements.
2. Negotiate and Manage the Road Maintenance Performance contract that Councils has with the Department Transport and Main Roads Queensland.
3. Meet specific responsibilities as outlined in Councils Corporate and Operational Plan.
4. Provision of technical support and advice to the Director of Infrastructure Services.
5. Supervision and clear direction/decision making to direct reports.
6. Provide Engineering Advice to the Infrastructure Services Directorate staff.

OPERATIONAL ACCOUNTABILITIES

1. Provision of professional advice and information to external and internal stakeholders including the general public, state government departments, consultants and industry representatives regarding Roads and Drainage matters.
2. Develop, implement, and monitor policies relevant to Roads and Drainage operations.
3. Preparation and monitoring of delegated program budgets, providing updates to the Director and Council when required.
4. Plan, execute and complete the maintenance program and projects relating to areas of accountability, within budgetary constraints and within established timeframes.
5. Preparation and Presentation of well-researched, clearly structured and concise reports to the Director, Chief Executive Officer, and Council.
6. Undertake other relevant duties as directed, consistent with skills, competence and training.

ORGANISATIONAL ACCOUNTABILITIES

1. Workplace Health and Safety

- Actively participate and promote a safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.

2. Culture

- Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.
- Comply with Council's Code of Conduct and all Council policies and procedures at all times.

Position Description

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3. Information Services and Technology

- Protect and manage Council's information assets in accordance with legislative, policy and process requirements.
- Use Council's technology appropriately and with respect.

4. Disaster Management

- Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
- Employees may be required to undertake duties during emergencies and disasters as necessary that may not be related to their substantive role.

5. Customer Service

- Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.

6. Financial Accountability and Governance

- Models' compliance with Council's purchasing Policy.
- Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.
- Legislative Sub-Delegations and authorisations may also be applicable.

QUALIFICATIONS/SKILLS

Essential

1. Proven highly developed managerial and supervisory skills including the use of contemporary techniques such as team building, quality assurance, total quality management and time management.
2. Highly developed communication, negotiation and conflict resolution skills, including demonstrated interpersonal, oral and written ability as well as having a solution focused mindset.
3. An understanding of Department of Transport and Main Roads Road Maintenance Performance Contracts (RMPC)
4. C Class 'Manual' Drivers Licence.
5. Tertiary Qualifications in Civil Engineering with relevant experience in Road Construction and Maintenance
6. Registered Professional Engineer of Queensland

Position Description

Manager Roads and Drainage

ACKNOWLEDGEMENT

This Position Description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role.

The Position Description is reviewed on a regular basis and may be varied, with consideration being made for the employee's skills, experience and expertise. Any changes will be made in consultation with the employee.