

APPLICANT PACK

Director Infrastructure

Narrabri Shire Council



RECRUITING FOR:



CONTACT

Angie Simmonds
Principal Talent Consultant
Leading Roles

☎ 0476 861 300

Contents

| | |
|--|----|
| ➤ The Role | 3 |
| ➤ About Narrabri Shire Council | 8 |
| ➤ Living in the Region | 11 |
| ➤ Recruitment Processes and Timeframes | 14 |
| ➤ Contact | 16 |
| ➤ Attachment: Position Description | |

We respectfully acknowledge the Traditional Owners, the Gamilaraay/ Gamilaroi/Gomeroi/Kamilaroi Nation 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

Narrabri Shire Council is seeking a values-driven, strategic and community-focused leader for the position of Director Infrastructure Delivery. This is a critical executive appointment with responsibility for shaping and delivering the Shire's infrastructure programs at a time of significant growth and opportunity. With key development precincts emerging, major capital works underway and evolving organisational priorities, the Director will play a central role in delivering sustainable, high-quality services and assets that enhance community wellbeing.

This is an ideal role for an experienced leader who brings a strong track record of managing complex service areas, embedding project management discipline, along with a collaborative and progressive leadership style. The Director will lead a multi-disciplinary team across infrastructure delivery, asset management, water and sewer operations, waste services, engineering design and project delivery. There is also the potential for fleet and property maintenance to come into the portfolio, subject to consultation and consideration of feedback on a proposed revision of the organisational structure.



Strategic and Operational Impact

The Director is accountable for the effective planning, development, maintenance and delivery of infrastructure across the Shire, with a strong emphasis on community outcomes, sustainability and service integration. This includes:

- Leading the delivery of key infrastructure linked to the newly launched Place Strategy, including activation of residential and industrial precincts.
- Overseeing critical projects such as the Violet Street Bridge replacement, a new sewage treatment plant, waste cell development at Narrabri's waste facility, and expanded water infrastructure to support housing growth.
- Ensuring compliance with statutory obligations and alignment with Council's Integrated Planning and Reporting Framework and adopted asset management plans.
- Implementing long-term strategies for asset maintenance, risk management and resource optimisation.

The role requires someone who can take the baton from the planning team and turn concept into reality, steering infrastructure from strategic vision into detailed implementation.

Leadership and Team Development

This position has six direct reports and a team of more than 100 staff. The Council is looking for a leader who can continue to build the capability, cohesion and culture of a diverse and evolving team. While technical competence is valued, people leadership will be the key to success.

Currently, the infrastructure team is technically strong and has been developing with a greater leadership focus on organisational accountability and inter-team collaboration. The successful candidate will be required to:

- Drive leadership maturity and accountability within management layers
- Embed Council values of trust, unity and respect, and lead by example in modelling positive behaviours
- Work closely with the People and Values team to support a consistent and constructive approach to performance management and employee engagement
- Foster a culture of openness and continuous improvement, ensuring staff feel supported while still being held to clearly articulated standards



Stakeholder Engagement and Funding Advocacy

A major element of this role will be sourcing, securing and managing funding for major infrastructure programs. As traditional funding sources are restricted, the Council is seeking a Director who brings initiative, strategic relationship-building skills, and the confidence to advocate for Narrabri's infrastructure priorities.

Key expectations include:

- Developing and maintaining relationships with regional and state funding bodies
- Advocating for project support through targeted engagement and awareness of emerging funding opportunities
- Driving internal preparedness, ensuring programs are shovel-ready and clearly aligned to growth objectives
- Supporting Council's longer-term funding strategy, identifying new revenue streams and commercial opportunities

The Director must be comfortable representing Council in public settings, engaging with government partners, presenting to elected members and consulting with the community as needed.

Organisational Change and Strategic Evolution

This organisation is evolving and the new director will be a foundational appointment to a leadership team that is committed to ensuring the workforce structure remains fit for purpose in supporting community needs, long-term planning and operational efficiency. The ELT are currently in consultation with staff on a proposed structure which focuses on realigning directorates, eliminating duplication and reshaping internal functions to support effective service delivery. This is not just a structural exercise but an opportunity to refine how staff work together to support one another, residents and the organisation as a whole. While the process of change can be challenging the aim is for the organisation to work in collaboration and partnership to "be the best we can".

To achieve this, the successful candidate will need to:

- Lead the implementation of change and ensure clarity of roles, priorities and performance expectations.
- Support ongoing improvement initiatives, including leadership development, cultural embedding and systems improvement.
- Embrace the broader scope of the portfolio arising from the evolution of the organisational structure.

As such, it is essential that the incoming leader is comfortable operating in a transitional environment and is committed to helping shape the Council's future from a strategic and cultural perspective.



Required Experience and Attributes

To be successful in this role, candidates will need to demonstrate:

- Senior leadership experience in infrastructure delivery or asset management, with responsibility for diverse operational teams
- High-level strategic thinking, with the ability to link service delivery to broader organisational and community outcomes
- A strong understanding of project planning, budgeting and phasing—particularly for civil infrastructure and community-focused works
- Experience leading teams through change and supporting cultural transformation
- Proven ability to build relationships, influence stakeholders and advocate for funding
- An understanding of the NSW local government context, or a capacity to transfer experience from public or private sector environments

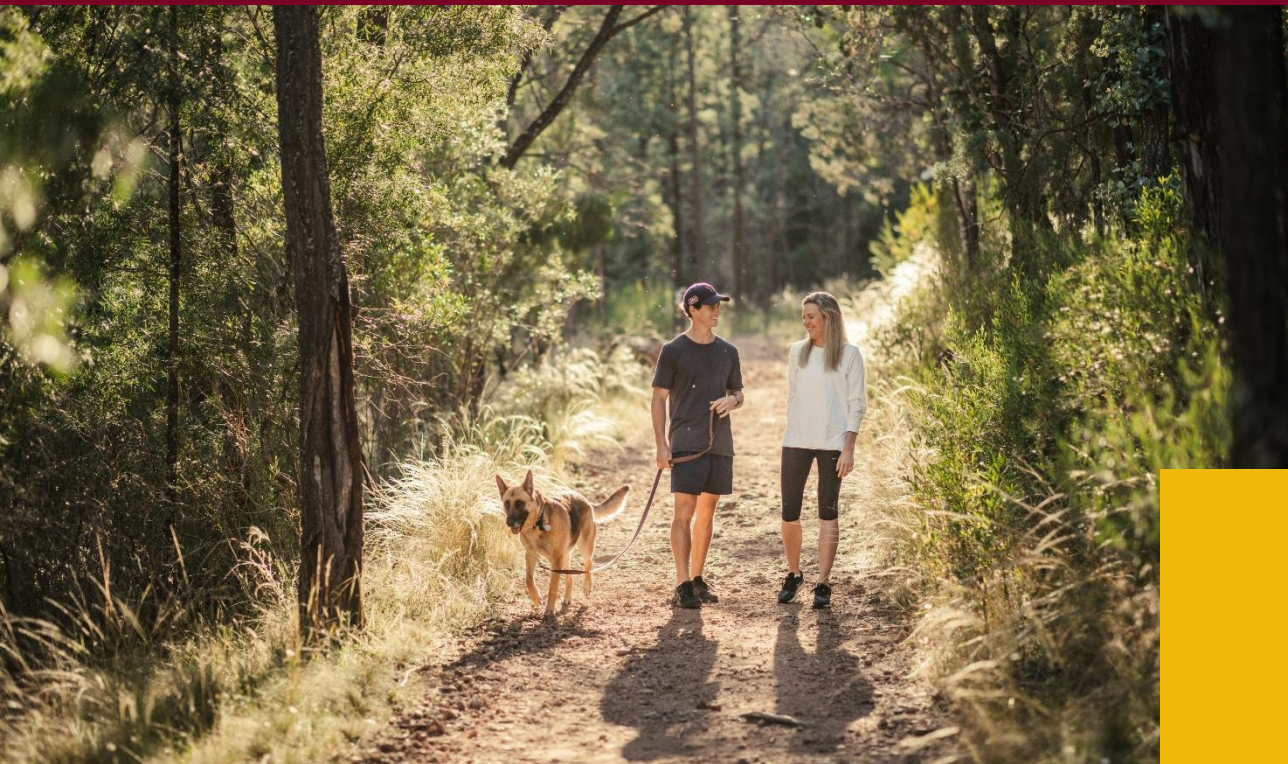
Council is open to candidates from varied backgrounds, including engineering, construction, asset management or project delivery, provided they meet the leadership and strategic capability requirements.

Qualifications

Tertiary qualifications in a relevant field are required. An engineering background is advantageous, but not mandatory

- Familiarity with Australian Standards, Codes of Practice and legislation relevant to infrastructure delivery and asset management is expected.

Note: 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 the offer stage.



What Success Looks Like

In the first year, success will be measured by the Director's ability to:

- Build strong, productive relationships with the General Manager, executive peers, direct reports and key external stakeholders
- Stabilise and strengthen leadership within the infrastructure teams
- Deliver key capital works within agreed time, quality and budgetary parameters
- Progress planning and funding strategies for major Place Strategy-related infrastructure projects
- Embed performance expectations and cultural values across all service areas

The Director will be expected to balance immediate operational demands with long-term strategic vision, positioning the organisation to meet the needs of a growing community.

Why This Role

This is a compelling opportunity for a leader who wants to make a tangible impact on a regional community at a pivotal time. Narrabri is entering a phase of major transformation, with population growth, new housing and economic activity creating strong demand for enabling infrastructure. The successful candidate will not only help deliver critical services but will also shape the foundations for the next generation of Narrabri's development. This is a rare chance to be at the forefront of regional infrastructure leadership, backed by a supportive General Manager, a stable Council and a community-focused organisation with a clear agenda for progress.

If you are a strategic thinker, a values-based leader and a confident operator with a passion for service delivery and community development, this role offers the opportunity to lead with purpose and leave a legacy.

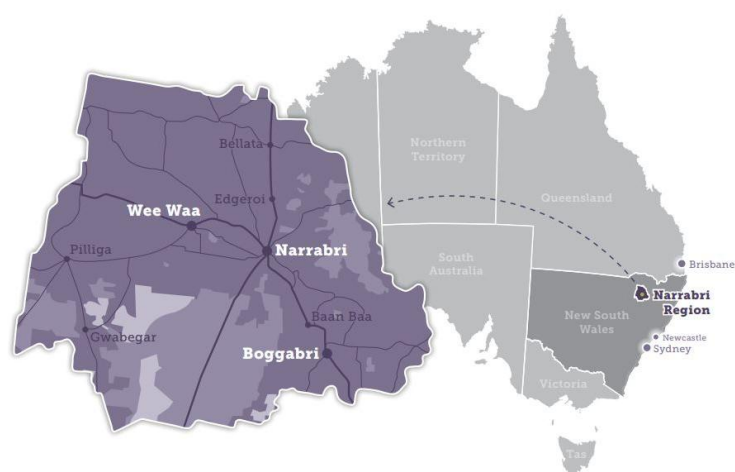


About Council

Narrabri Shire Council was awarded the 2018 AR Bluett Memorial Award in recognition of being the most progressive Council in the State. The AR Bluett Memorial Award is “the greatest accolade a council can achieve” and “the pinnacle of local government achievement”.

Narrabri Shire Council serves a vibrant community of 12,703 people (ABS 2021) across a vast area of 13,031 square kilometers in northwestern New South Wales. The Shire encompasses major towns such as Narrabri, Boggabri, Wee Waa, and Pilliga, alongside smaller villages and rural communities.

The region’s economy thrives on mining, which contributes 62.3% of its \$5.671 billion economic output, as well as agriculture, manufacturing and renewable energy. The Boggabri area alone generates \$2.5 billion annually. With a Gross Regional Product of \$3.544 billion, Narrabri Shire represents a significant portion of the Northern Inland region’s economic activity.



Council employs over 227 staff to manage an extensive portfolio of infrastructure and services, including 2,344 kilometers of roads, 60 bridges, 44 public buildings, three libraries, three aquatic facilities and 221 hectares of open space. Additionally, the Shire boasts 352,674 hectares of national parks and forestry, contributing to its natural beauty and recreational opportunities.

Financially, the Council has reduced its outstanding loans from \$4 million in 2021/2022 to \$2.88 million in 2023/2024 and achieved a robust cash position of \$68.6 million. Over the past three years, Council has invested \$61.7 million in capital works to enhance the Shire’s infrastructure and services.

Links to Council Information



Guided by its mission to foster a strong and vibrant regional growth centre, Narrabri Shire Council is led by a Mayor and eight councillors dedicated to delivering a high-quality living environment for its community.

Corporate values



We possess the ability to confront challenges, take calculated risks and speak up for what is right.

- **Fearless:** Courage is demonstrated by taking bold risks, pushing boundaries and implementing ideas despite potential setbacks or uncertainties.
- **Voice of Change:** Courage is advocating for positive change, challenging the status quo and initiating positive changes within the workplace.
- **Resilience:** Courage is persevering through tough situations or setbacks, displaying bravery in overcoming challenges and inspiring others by their example.



We are honest, do what's right and stick to moral values.

- **Accountability:** Integrity is when colleagues are accountable for their actions and decisions, they openly acknowledge mistakes and rectify errors. Additionally, it involves implementing measures to prevent similar issues in the future, this then creates a culture of improvement and learning.
- **Leadership:** Integrity is demonstrating leadership when a leader in the workplace continuously sets an example, leading to a culture of trust, they make decisions based on ethical principles rather than opting for the easy approach.
- **Core Values:** Integrity is shown when a team member consistently upholds the Council's core values and incorporate these values into their everyday tasks and interactions.



We are connected and work together harmoniously.

- **Team Collaboration:** Unity is when a group of people work together as a team towards a common goal. Each person has a role and supports each other to achieve this goal.
- **Open Communication:** Unity is present when everyone talks and listens to each other. People feel free to share ideas, thoughts and information, and accept differing perspectives.
- **Celebrating Success Together:** Unity is shown when something good happens at the workplace, like finishing a big project or reaching a goal. Everyone shares in the joy and celebrating of this achievement.



We value people's contribution and opinions, leading to an environment of inclusiveness.

- **Inclusive:** Respect is shown through inclusivity, diversity and equal opportunities for all, creating a culture where everyone feels valued.
- **Empathy:** Respect is having genuine care for your colleagues, community and customers, and creating a supportive environment where all feel listened to.
- **Collaboration:** Respect is encouraging open dialogue and creating a collaborative atmosphere where everyone's input is valued.



You believe someone will do what they say, be honest and act in a way that aligns with your expectations.

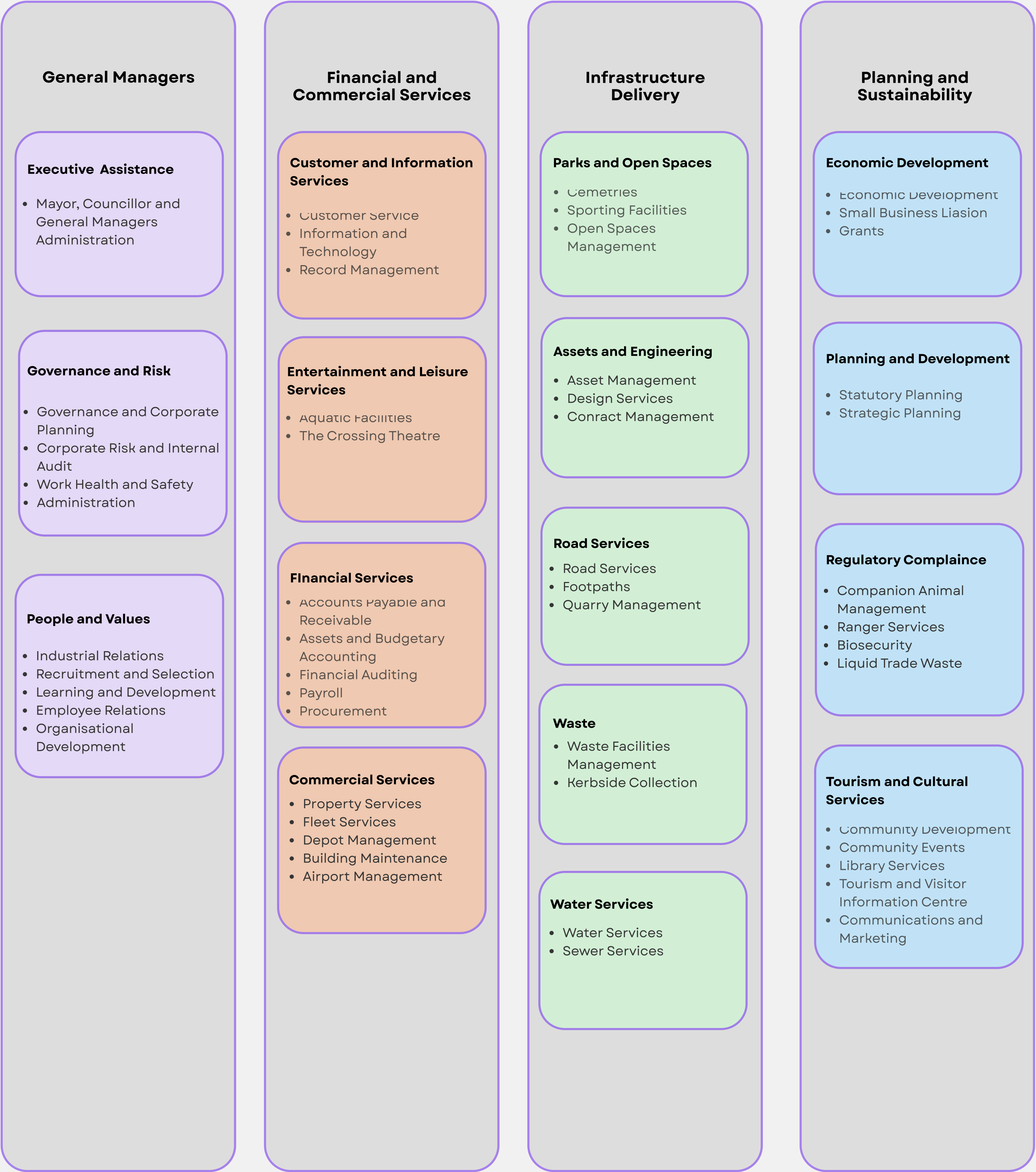
- **Timely Follow Through:** Trust is built when colleagues consistently follow through on their commitments and complete tasks as promised. This reliability creates a sense of trust within the team.
- **Transparent Communication:** Trust is present when there is clear and open communication. Colleagues openly share information, ideas and feedback, creating an environment where everyone feels valued and informed.
- **Support During Challenges:** Trust is demonstrated when team members support each other during challenges. Whether it's offering help, sharing resources, or providing encouragement, this mutual support strengthens trust within the workplace.



We work together to achieve the same goals, share ideas openly and celebrate successes as a team.

- **Dedication:** Commitment is when a colleague demonstrates dedication to their work, surpassing expectations to achieve objectives, such as willingly taking on extra responsibilities to guarantee a project's success.
- **Team Player:** Commitment is demonstrated by actively supporting colleagues and making substantial contributions to team goals and achievements.
- **Reliability:** Commitment is shown through meeting deadlines, delivering high-quality work, and seamless task execution, such as a team member hitting a critical deadline.

Organisational Structure





Living in the Region



Housing

Narrabri Shire offers a range of affordable housing options, including modern family homes, rural properties and rental accommodations. The region's towns and villages provide diverse living environments, from vibrant urban centres to peaceful rural settings. With a relatively low cost of living compared to metropolitan areas, Narrabri Shire is an attractive choice for individuals and families seeking quality housing and a relaxed lifestyle in a welcoming community.



Educational Facilities

Narrabri Shire provides excellent educational opportunities with a total of 12 schools, including primary and secondary schools across its towns and villages. The Shire is home to both public and private schooling options, ensuring families have access to quality education. For tertiary education, the region offers access to a TAFE NSW campus in Narrabri, delivering a range of vocational training and skill-building courses. Additionally, universities in nearby regional centres, such as the University of New England in Armidale, offer further study options within a few hours' drive.



Healthcare

Narrabri Shire is well-equipped with healthcare facilities to meet the needs of its community. The Narrabri District Hospital provides essential medical services, including emergency care, inpatient services and maternity care. Additional medical centres in Narrabri, Wee Waa and Boggabri offer access to general practitioners, allied health professionals and specialist services. The Shire also has aged care facilities and pharmacies, ensuring comprehensive healthcare coverage. For more advanced medical needs, larger hospitals in Tamworth and other regional centres are within a few hours' drive.



Living in the Region



Shopping & Dining

Narrabri Shire offers a variety of shopping and dining experiences, blending the convenience of modern retail with the charm of local businesses. Shoppers can find everything from supermarkets and specialty stores to boutiques and artisan markets in towns like Narrabri, Wee Waa and Boggabri. Dining options range from cosy cafés and bakeries to pubs, family-friendly restaurants and takeaways. The region is also known for its local produce and farmers' markets, offering fresh, high-quality ingredients and a true taste of the community.



Sports & Recreation

Narrabri Shire boasts a vibrant sporting culture with a wide range of clubs and facilities catering to all ages and interests. Residents can enjoy team sports such as rugby, cricket, soccer, netball and tennis, as well as individual pursuits like golf, swimming and athletics. The region features modern sporting complexes, aquatic centres and community gyms, providing excellent facilities for fitness and competition.

For outdoor enthusiasts, Narrabri Shire is a gateway to stunning natural wonders, including the iconic Mount Kaputar National Park, Sawn Rocks and the Pilliga Forest, offering hiking, camping, birdwatching and scenic drives.



Getting Around

The Narrabri Airport offers direct flights to Sydney, providing convenient connections for business and leisure travellers. Additionally, Tamworth Regional Airport, located a few hours away, offers further flight options. For road travel, the Newell Highway runs through the Shire, linking Narrabri to major cities and regional centres.

Within the Shire, public transport options include local bus services and community transport is available for residents requiring additional support. The towns and villages are also well-served by taxi services, making it easy to move around the region.



**Discover your potential with
Narrabri Shire Council**

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the Required Experience, Attributes and Qualifications (Page 6)



Evaluation Process

Leading Roles and Narrabri Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Narrabri Shire Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes, and potential fit to the role. Financial Probity, Police Checks and Right to Work checks will also be undertaken prior to offer stage.



Indicative Timeframes



Applications Open

- Week Commencing Monday 16 June 2025



Applications Close

- 5:00 pm Friday 11 July 2025



Initial Assessment

- Week Commencing 14 July 2025



Council Interviews

- Week Commencing 21 July 2025 (TBC)

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

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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

| Stage | What to Expect |
|-------------------------------------|--|
| Week 1-3 Application Stage | <ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application. |
| Week 4 Initial Interviews | <ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants. |
| Week 5 & 6 Client Interviews | <ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates. |
| Week 5 & 6 Verification | <ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client) |
| Week 6 Offer & Negotiation | <ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding. |
| Week 6 to 8 Project Finalisation | <ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities. |
| Post Placement | <ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year. |



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

📞 0476 861 300

✉️ angie.simmonds@leadingroles.com.au

🌐 [leadingroles.com.au](https://www.leadingroles.com.au)

Client Rating



Candidate Rating





ATTACHMENT

Position Description

POSITION DESCRIPTION

DIRECTOR INFRASTRUCTURE DELIVERY

Position Description

| | |
|-------------------------|-------------------------|
| Directorate: | Infrastructure Delivery |
| Reports to: | General Manager |
| Position Number: | ID1 |
| Classification: | |
| Location: | Narrabri Shire |
| Award: | N/A |

This document describes the key 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 Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

The Director Infrastructure Delivery is responsible for the strategic leadership, management, and oversight of the Shire's infrastructure networks and services. This role ensures the effective planning, development, and maintenance of critical infrastructure, including transport systems, water and sewer networks, parks and open spaces, waste services, assets and engineering design services. The Director will drive innovation, sustainability, and efficiency in all infrastructure delivery operations, ensuring that infrastructure projects meet the highest standards of quality, safety, and environmental practice.

A primary focus of this role is to deliver customer-centric services that meet statutory requirements, align with Council's adopted strategic and asset plans, and adhere to best practice standards. The Director will ensure the provision of efficient and cost-effective services, enhancing the community's quality of life through reliable, sustainable, and well-maintained infrastructure.

Key Responsibilities

Management

- Formulate, implement, control, monitor and report on performance against Council's Integrated Planning and Reporting suite of documents as well as other relevant strategies and action plans.
- Formulate, implement, control, monitor and report on performance against Council's adopted asset management plans.
- Establish and ensure relevance of adopted service delivery methods and associated levels of service.

- Lead the development and implementation of key programs and projects to achieve the Council's and community's vision for the Shire.
- Effectively communicate with, lead, develop and motivate staff.
- Provide accurate and timely information and advice to the General Manager.
- Ensure awareness of management standards, industry reform and innovation.

Infrastructure Delivery

- Ensure the preparation of works programs (with time and cost targets) that ensure the efficient and effective allocation of resources with minimal downtime and wastage.
- Develop and maintain a long term asset maintenance strategy that identifies maintenance and replacement for assets.
- Ensure Council's statutory obligations are fulfilled, as relevant to the Directorate.
- Provide and maintain effective risk management Policies and procedures to minimise loss, civil liability or any other adverse impact to Council infrastructure and the environment.
- Advise the Council, General Manager and organisation on infrastructure planning consistent with relevant legislation and Council's adopted strategic and asset management plans.
- Provide quality technical advice to the organisation.
- Ensure that Council's construction, maintenance and operating techniques reflect industry best practice and standards.

General

- Observe and actively demonstrate commitment to the adopted corporate values.
- Enforce and adhere to any and all legislative and statutory requirements, including appropriate standards, guidelines and equivalent documents.
- Enforce and adhere to any and all adopted Council Policies/policies and procedures.
- Provide and maintain a working environment that is safe and without risk to health and safety in accordance with Council's Workplace Health and Safety Policy and Procedures.
- Participate, as required and directed, in Council's response to disaster and emergency situations.
- This position, from time to time, will be required to undertake additional duties as directed by the General Manager.

Reporting Relationships

| | |
|------------------|-----|
| Direct Reports | 7 |
| Indirect Reports | 109 |

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.
- General Construction Induction Card (or recognised equivalent).

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Tertiary qualifications in a discipline relevant to this position.
- Significant demonstrated experience in the areas of long-term financial management, asset management and service planning relevant to this position.
- Significant senior leadership experience with demonstrated experience in managing a multi-disciplinary team and promoting teamwork across the organisation.
- Demonstrated knowledge of the social, political and legal frameworks within which NSW Local Government operates and capacity to initiate, review and implement key infrastructure related strategies that provide substantial benefits to the community.
- Excellent interpersonal and communication skills (both written and verbal) with the added ability to positively influence and change organisational culture.
- Demonstrated ability and commitment to develop and build key stakeholder relationships (internal and external; including other levels of government and the community) as well as the ability to influence and negotiate excellent outcomes.
- Energy and drive combined with demonstrated ability to resolve complex problems and technical issues; with a view to providing continuous improvement in Council's services.
- Demonstrated familiarity and compliance with relevant legislation, Australian Standards, Design Guidelines and Codes of Practice relevant to civil infrastructure.
- Demonstrated experience in the effective management of employees, contractors and complex projects.
- Demonstrated and consistent track record of meeting quality, time and budgetary targets relevant to this position.

Desirable

- NSW Local Government experience.
- Post graduate qualification in a discipline relevant to this position.

Document Review Date

July 2020

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

EMHR:

Director:

General Manager:

Employee:

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

Name

Signature

Date (dd/mm/yyyy)



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT
LEADINGROLES.COM.AU

