

APPLICANT PACK

# Manager Infrastructure Delivery

Lockyer Valley Regional Council



RECRUITING FOR:



## CONTACT

**Angie Simmonds**

Principal Talent Consultant

Leading Roles

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# Contents

➤ The Role .....	3
➤ About Lockyer Valley Regional Council .....	10
➤ Living in the Region .....	16
➤ Recruitment Processes and Timeframes .....	19
➤ Contact .....	21
➤ Attachment: Position Description	

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



# The Role

Lockyer Valley Regional Council is seeking a Manager Infrastructure Delivery to lead a portfolio central to the community's liveability and growth. The vacancy has arisen due to the internal appointment of the previous incumbent to the Group Manager Infrastructure role, a strong demonstration of Council's commitment to developing its people and supporting career pathways.

This role spans civil works, fleet management and the delivery of capital renewal and upgrade programs, with a strong focus on safe, reliable and efficient infrastructure outcomes for residents. The new Manager will guide a branch of approximately 35 staff across construction, engineering, fleet and project support disciplines. The emphasis is on strong leadership, program delivery and practical, solution-oriented management that enables Council to meet community expectations for a safe and sustainable road and asset network.



# Context for the Role

Council is entering a significant period of infrastructure investment. A substantial capital works program is underway, with priorities shaped by community demand for improved roads and flood recovery works, as well as Council's commitment to renewing and upgrading core assets. External funding plays a key role in this program, requiring careful management of timeframes, compliance and reporting.

The directorate has a stable workforce, supported by contractors engaged to meet current delivery demand. A recent restructure has consolidated functions under Infrastructure Delivery, creating the opportunity for the incoming Manager to strengthen integration, develop capability and embed consistent service standards across the team.



# Key Responsibilities

The Manager will:

- Provide strong leadership to staff, setting direction, building capability and fostering a collaborative, accountable culture.
- Develop and contribute to strategies and plans to deliver infrastructure programs that align with Council's corporate priorities and long-term capital planning.
- Deliver the annual capital works program on time, within budget and to required quality standards.
- Collaborate with design, asset management, finance and operations teams to ensure alignment and integration.
- Engage with Councillors, funding bodies and the community to provide updates, manage expectations and resolve issues.
- Manage construction and fleet operations, including oversight of workshop services and heavy plant.
- Ensure safety underpins all branch activities and that statutory and compliance obligations are met.
- Oversee grant-funded projects, meeting milestones, reporting requirements and acquittals.



## First 12 Months Priorities

- Achieve high delivery rates across the capital program, with particular focus on road reseals and flood recovery projects.
- Strengthen relationships between design, delivery and operations teams to ensure a seamless project pipeline.
- Maintain funding compliance, ensuring reporting, signage and milestones are met.
- Continue to strengthen cultural alignment within the branch, clarifying roles and responsibilities.
- Build resilience into delivery processes to maintain progress during disaster events or emergent works.



# Leadership Opportunity

The Manager will lead a multi-disciplinary team with direct reports spanning construction, engineering, fleet and support functions. Leadership priorities include clear direction, accountability and professional development, underpinned by a culture of collaboration and service to the community.

Council is seeking a leader who is visible, approachable and confident in working across both technical and political environments. The role requires someone practical, adaptive and capable of translating complex infrastructure and funding matters into clear actions and communication.

## The Successful Candidate

The successful candidate will:

- Hold tertiary qualifications in civil engineering and be a Registered Professional Engineer of Queensland (RPEQ).
- Hold Traffic Management Design (TMD) qualifications and possess Manual of Uniform Traffic Control Devices (MUTCD) knowledge (not essential, but will be highly regarded).
- Demonstrate leadership experience in civil construction, contract management and program delivery.
- Have the ability to balance operational delivery with strategic planning and financial oversight.
- Bring experience working with multiple stakeholders, including elected representatives, funding agencies and the community.
- Show strong political awareness, sound judgement and the ability to deliver outcomes in a local government context.
- Be committed to safety, workforce development and continuous improvement in service delivery.





## Selection Criteria

- Appropriate tertiary qualification(s) and extensive experience in the field of civil engineering design, construction and contract administration.
- Registered Professional Engineer Queensland (RPEQ).
- Comprehensive knowledge of civil engineering design and the ability to oversee civil engineering design works to a high standard including Traffic Management Plans.
- Comprehensive knowledge of organisational plant and fleet needs and operations.
- Comprehensive knowledge of civil engineering construction processes and contract administration. The ability to provide high level advice to the Group Manager, CEO and Council and its Committees on any aspect of services managed by the Branch.
- Extensive experience in dealing with key stakeholders and the capacity to work productively with councillors, the community generally and diverse interest groups, to negotiate desired outcomes with individuals, other government organisations and the general public.
- Demonstrated high level leadership, organisational and people management skills, cultural awareness and the ability to prioritise key objectives and manage change effectively.
- Ability to create, develop and energise teams and develop a high performing workforce across all employee groups, with the ability to manage competing demands in a complex environment.
- Ability to provide strategic and operational advice and meet the engineering, financial and compliance obligations of the organisation while maintaining high levels of employee engagement.
- Well-developed analysis, presentation, communication, negotiation and representation skills, and the ability to take a broad perspective on matters and deal with ambiguity.
- Demonstrated experience in the preparation and management of business plans and budgets and generating innovative approaches to achieve more effective use of resources.
- High degree of political nous.

**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.





# Remuneration & Benefits

Joining Lockyer Valley Regional Council will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. You will be part of a community that values leadership, accountability, integrity, communication, customer focus and teamwork and collaboration.

The successful candidate will be rewarded with an attractive TRP negotiable based on your qualifications and experience.

Benefits of the role include:

- Competitive remuneration package to be negotiated with the successful applicant.
- Five-year contract of employment.
- Flexible work arrangements.
- 12% superannuation.
- Salary packaging options (i.e. novated leases).
- Opportunities for professional development.
- Variety of health and wellbeing initiatives (i.e. employee assistance program, corporate health insurance rates and access to Fitness Passport).

Learn more about working with Lockyer Valley Regional Council [here](#).

This role offers the opportunity to lead a branch central to Council's delivery program while joining an organisation that values professional growth, development and career progression.

The successful candidate will be supported by experienced colleagues, a strong leadership team and external contractors to ensure a smooth transition. With a structured handover in place, the new Manager will be well positioned to step into the role and succeed. Council's commitment to fostering a high-performance culture, combined with the diversity of projects and the scale of responsibility, makes this an outstanding opportunity for an engineering leader seeking both impact and career progression.



# About Council

**The Lockyer Valley is known as “Australia’s Salad Bowl”, producing around 40% of Queensland’s vegetables. Its fertile soils and long farming tradition make it one of the most productive agricultural regions in the country.**

Lockyer Valley Regional Council serves a population of more than 40,000 people across a region of around 2,200 square kilometres in South-East Queensland.

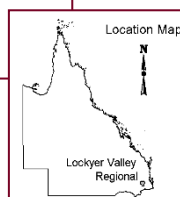
The area is well known for its fertile farmland and is often referred to as “Australia’s Salad Bowl”, producing a wide variety of fruit, vegetables and other agricultural products.

Key industry sectors include:

- Agriculture, Forestry and Fishing (13.6% of employment)
- Health Care and Social Assistance (11.2%)
- Education and Training (8.6%)

Council is led by a Mayor and six Councillors, who together provide governance for the whole region. The organisation employs around 300 staff, delivering a broad range of services including infrastructure, planning, community services, environmental management and disaster preparedness.

The region includes the major centres of Gatton, Laidley and Plainland, along with townships and localities such as Withcott, Helidon, Mulgowie, Mount Sylvia, Grantham and Glenore Grove. Each community contributes to the Valley’s strong identity, combining rural character with access to modern facilities and connections to major cities.



Links to Council Information







# 2024-2029 Corporate Plan Summary

The Lockyer Valley Regional Council's Corporate Plan 2022–2027 serves as the strategic blueprint guiding the region's development and service delivery. Developed through extensive consultation with staff and Councillors, the plan articulates the Council's vision and outlines key priorities to enhance the region's liveability, economic resilience and environmental sustainability. This document provides an overview of the strategic pillars, key initiatives and projects that underpin the Council's commitment to fostering a thriving community.

## Strategic Pillars:

The Lockyer Valley Regional Council's Corporate Plan 2022–2027 outlines a strategic framework to guide the region's development and service delivery. The plan is structured around five key strategic pillars:

- 1. Economic Development:** Fostering a diverse and resilient economy through investment attraction, business support and infrastructure development.
- 2. Community Wellbeing:** Enhancing the quality of life for residents by providing accessible services, promoting health and safety, and supporting community engagement.
- 3. Environmental Sustainability:** Protecting and managing natural resources, promoting sustainable land use and addressing climate change impacts
- 4. Leadership and Governance:** Ensuring transparent, accountable and effective governance, with a focus on community consultation and stakeholder engagement.
- 5. Organisational Excellence:** Building a capable and responsive workforce, leveraging technology and continuously improving service delivery.

## Key Projects and Initiatives:

Lockyer Valley Regional Council's Corporate Plan 2022–2027 supports growth, community wellbeing and sustainability through targeted projects:

- **Grantham Structure Plan** - Guides sustainable development of Grantham, including infrastructure upgrades and community facilities.
- **Growth Management Strategy & LGIP** - Ensures balanced land use, infrastructure provision and service delivery across the region.
- **Community Grants & Local Heritage Programs** - Support projects enhancing quality of life and preserving cultural heritage.
- **Waste Management and Climate Adaptation Initiatives** - Promote environmental sustainability and resilience to climate impacts.
- **Work Health & Safety System and Strategic Communications** - Strengthen organisational governance, staff safety and transparent public engagement.

These initiatives reflect the Council's focus on delivering strategic outcomes that drive economic, social and environmental benefits for the community.

## Sources:

- [Lockyer Valley Regional Council Corporate Plan 2022-2027](#)



# Financial Performance and Long-Term Financial Plan

The Lockyer Valley Regional Council's financial strategy is encapsulated in the Long-Term Financial Plan 2023–2024 to 2033–2034, which aligns with the Community Plan, Corporate Plan and Operational Plan. The Council's 2025–26 Annual Budget reflects a balanced approach to service delivery and infrastructure investment, ensuring financial sustainability while meeting community expectations. This section delves into the Council's revenue streams, expenditure allocations and financial strategies that support its long-term objectives.

## Budget Overview

For the 2025–26 financial year, the Lockyer Valley Regional Council has adopted a budget of \$114.02 million, comprising:

- Operational Expenditure: \$84.26 million
- Capital Program: \$29.76 million

This budget reflects the Council's commitment to maintaining essential services while investing in infrastructure and community development.

## Revenue and Expenditure

The Council's revenue is primarily derived from:

- Rates and Charges: The main source of income, with a modest increase of 3.56% across all rating categories, equating to an average rise of \$2.10 per week per property.
- Fees and Charges: Adjusted in line with the Queensland Council Cost Index to ensure cost recovery for services provided.

## Financial Strategy

The Long-Term Financial Plan 2024–25 to 2033–34 outlines a sustainable financial strategy, focusing on:

- Asset Management: Prioritising the maintenance and renewal of infrastructure assets.
- Debt Management: Maintaining a conservative approach to borrowing, ensuring financial stability.
- Service Delivery: Balancing service levels with financial capacity to meet community expectations.

### Sources:

- [Lockyer Valley Regional Council 2025-26 Annual Budget](#)





# Summary of Economic Development Strategy

The Lockyer Valley Regional Council's Economic Development Strategy 2021–2026 focuses on fostering a diversified and resilient economy. The strategy builds on the region's strong agricultural base while seeking new growth opportunities, supporting local businesses, attracting investment and enhancing infrastructure to strengthen employment and regional prosperity.

## Strategic Objectives:

The Economic Development Strategy 2021–2026 aims to:

- **Diversify the Economy:** Reduce reliance on agriculture and encourage growth in emerging sectors.
- **Support Local Businesses:** Provide resources and guidance to help local enterprises grow and innovate.
- **Enhance Infrastructure:** Improve transport, digital connectivity and utilities to support regional development.

## Key Initiatives:

- **Water Infrastructure Feasibility Study:** A \$1.4 million study assessing long-term water supply options, supporting agricultural productivity and investment decisions.
- **Inland Rail & Correctional Facility Redevelopment:** Projects designed to enhance regional connectivity, employment and economic opportunities.
- **Equine Precinct Development:** Establish the region as a hub for equine industries, attracting investment and promoting industry growth.

These initiatives align with the Council's strategic vision to position the Lockyer Valley as a competitive, sustainable and attractive region for business and residents alike.

## Sources:

- [Lockyer Valley Regional Council Economic Development Strategy 2021-2026](#)
- [Current Economic Projects](#)



# Vision, Mission and Values

## Vision

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

## Mission

Lead, engage and empower.

## Our Values

Values form the basis of our culture. They add meaning to work and they provide a basis for consistent planning and decision making across the organisation. The desired values that every employee of Lockyer Valley Regional Council is expected to demonstrate in their daily activities, in the way they behave and in the way they make decisions are Leadership, Accountability, Integrity, Communication, Customer Focus and Teamwork & Collaboration



*Leadership*

We lead through excellence and partner with the community to achieve Council's vision and mission.



*Accountability*

We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.



*Integrity*

We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.



*Communication*

We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.



*Customer Focus*

We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.



*Teamwork & Collaboration*

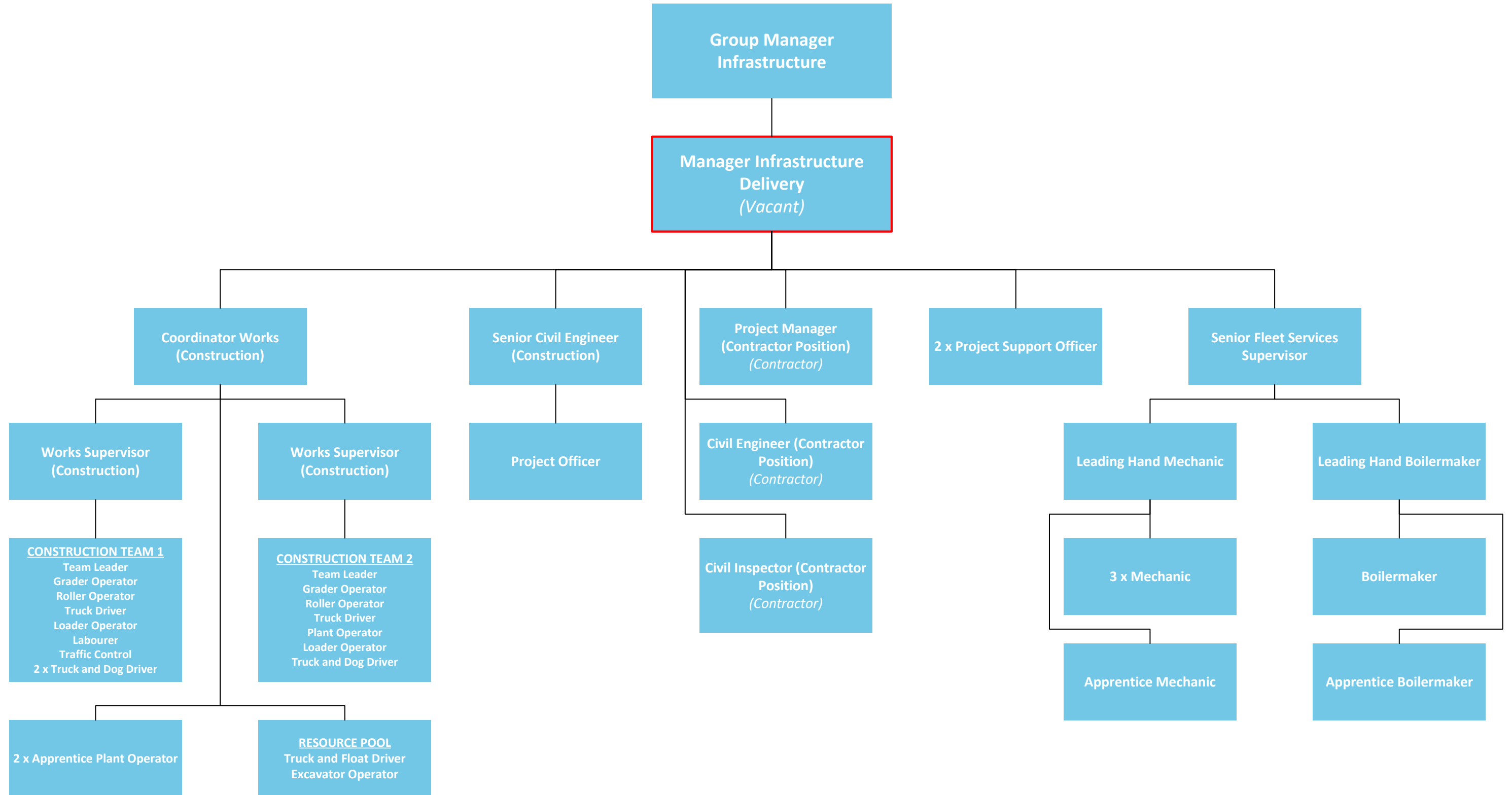
We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.



# Organisational Structure

## Infrastructure

### Infrastructure Delivery





# Living in the Region



## Housing

The Lockyer Valley offers a range of housing options to suit different lifestyles. Towns such as Gatton, Laidley and Plainland feature established suburbs, new residential estates and rental opportunities. For those seeking more space, rural residential blocks and acreage properties are common throughout the Valley, providing a semi-rural lifestyle within commuting distance of larger centres.



## Educational Facilities

Families have access to a variety of public and private schools across the region, with both primary and secondary campuses located in Gatton, Laidley, Withcott and surrounding towns. Vocational education is available through TAFE Queensland's Gatton campus, offering training across trades and professional fields. For tertiary studies, residents can access the University of Southern Queensland (Toowoomba campus) and the University of Queensland's Gatton campus, both within a short drive.



## Healthcare

The Lockyer Valley region is supported by two public hospitals - Gatton Hospital and Laidley Hospital - which provide acute care, outpatient services and 24-hour emergency departments. Together, the hospitals operate a modest number of inpatient beds and cater for general medical needs within the community. In addition to hospital services, residents have access to a range of medical practices and clinics located throughout Gatton, Laidley, Plainland and surrounding towns. These practices provide general practitioner services, women's and men's health, immunisations, chronic disease management and allied health support. Specialist services are available on referral, and residents requiring advanced medical or surgical care can access major hospitals in Toowoomba (approximately 30–40 minutes by road) and Ipswich (around 45 minutes by road).





# Living in the Region



## Shopping & Dining

The main town centres of Gatton and Laidley provide a variety of shopping facilities, including supermarkets, specialty stores, pharmacies and everyday services. Larger retail outlets and homemaker centres are located in Plainland. A short drive to Toowoomba or Ipswich offers access to major shopping centres and national retailers. The dining scene in the Lockyer Valley includes cafés, restaurants, pubs and country bakeries, as well as local produce markets and farm-gates showcasing the region’s fresh fruit, vegetables and artisan goods.



## Sports & Recreation

Lockyer Valley promotes active lifestyles through a broad range of sporting facilities and community clubs. Council-managed amenities include the Lockyer Valley Sports and Aquatic Centre in Gatton, featuring an Olympic-sized heated pool, learn-to-swim hydro pool, gym and indoor courts for basketball, cricket, netball, futsal, badminton and volleyball. The Laidley Sports Complex and Recreational Reserve supports multipurpose sporting and community events. Complementing these are local sporting clubs and “come and try” days encouraging inclusive participation in regional sports. Outdoor pursuits abound with its rural landscape, the region is well-suited to activities such as cycling, horse riding, hiking and visits to heritage attractions like the Laidley Pioneer Village.



## Getting Around

Most residents travel by car, with the region well connected by the Warrego Highway, linking Brisbane to the east and Toowoomba to the west. Public bus services operate between towns, and long-distance coach services connect Gatton to Brisbane and Toowoomba. Airport transfer services also operate to both Brisbane Airport and Toowoomba Wellcamp Airport. The Valley is within comfortable commuting distance to Toowoomba (30–40 minutes), Ipswich (45 minutes) and Brisbane (around 90 minutes), making it convenient for work, study or leisure travel.



An aerial photograph of a two-lane asphalt road stretching into the distance. The road is flanked by dense, vibrant yellow flowering trees, likely Grevillea, which create a canopy effect. To the left of the road, there is a green grassy field and a large, long building with a red roof. To the right, there are residential houses, a blue car, and a white van. In the background, a horse racing track is visible on the left, and a small town or village is nestled in the valley under a blue sky with scattered white clouds.

**Take a Breath of Fresh Air  
Visit the Lockyer Valley**





# 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 [Selection Criteria](#) (page 8)



## Evaluation Process

Leading Roles and Lockyer Valley Regional 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. Lockyer Valley Regional Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check and a VEO “right to work” check.



## Indicative Timeframes



Applications Open

- Thursday 11 September 2025



Applications Close

- 5:00 pm Monday 29 September 2025



Initial Assessment

- Week Commencing 29 September 2025



Council Interviews

- Week Commencing 13 October 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
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with client. Feedback provided to applicants.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interviews:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including: <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>





# 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

Client Rating

Candidate Rating





ATTACHMENT

# Position Description



# Position Description



## POSITION DETAILS

**POSITION TITLE:** MANAGER INFRASTRUCTURE DELIVERY

**REPORTS TO:** Group Manager Infrastructure

**SUPERVISES:** *Coordinator Works (Construction)*  
*Senior Civil Engineer (Construction)*  
*Senior Fleet Services Supervisor*  
*Project Support Officer x 2*

## ORGANISATIONAL ENVIRONMENT

Located west of Ipswich and within an hour's drive of Brisbane City, the Lockyer Valley region covers an area of approximately 2200 km<sup>2</sup> and has a population of around 45,000 residents with long term population growth being estimated at 2.4%. The vision of Lockyer Valley Regional Council is to deliver sustainable services to enhance the liveability of the community while embracing the Region's economic, cultural and natural diversity. Council employs approximately 320 staff and has a budget for 2025/26 of \$114.02M, including capital works valued at approximately \$29.76M.

## JOB PURPOSE

The Manager Infrastructure Delivery reports to the Group Manager Infrastructure and leads and manages a team of professional, technical and operational staff providing a wide range of services across the region relating to transport, drainage, fleet and facility capital renewal and upgrade programs. To effectively fulfill the requirements of this role the incumbent will need to be able to:

- Work effectively in alignment with Council's core values as a member of the Infrastructure Group's senior management team to provide fit for purpose, sustainable services, and infrastructure for the Lockyer Valley community;
- Manage the Infrastructure Delivery Branch to provide a cost-effective capital program delivery and fleet function for Council's civil infrastructure and fleet assets using a risk management framework;
- Embed a 'Safety First' culture into the Branch's operations;
- Develop and maintain systems and processes that support the efficient delivery of capital renewal and upgrades to the community's civil and fleet assets and the maintenance and operation of the fleet assets on behalf of the organisation;
- Develop strategic plans for capital delivery of the civil and fleet assets in alignment with asset management plans for the relevant asset classes;
- Prepare and manage the annual capital budget process for the Group, along with monitoring and updating the Group's 10-year Capital Program in collaboration with the senior management team of the Infrastructure Group;

**We are LVRC – We Value:**



ACCOUNTABILITY



COMMUNICATION



CUSTOMER FOCUS



INTEGRITY



LEADERSHIP



TEAMWORK & COLLABORATION

- Manage and deliver the annual capital works program in line with program and budgetary constraints, using internal and external resources in line with Council's policies and procedures;
- Actively pursue funding opportunities in support of national and state funding strategies and guidelines in close collaboration with the Grants Officer in relation to the area of responsibility;
- Management and maintenance of Council's vehicle fleet and heavy plant including oversight of the mechanical and fabrication workshop;
- Possess a high level of knowledge and application of the Manual of Uniform Traffic Control Devices (MUTCD);
- Participate and respond to disaster management situations to protect the community, staff, and infrastructure, and ensure resources are available for the response and recovery, during and after a disaster event;
- Manage customer requests that are a result of the Branch's operations;
- Participate as an effective member of the broader Council's management team, representing the Group at both internal and external interactions with various forums and stakeholders; and
- Mentor and develop staff to foster a culture of 'high performance'.

As a Branch Manager and a member of the Council's senior staff, more general accountabilities include:

- Financial, operational and service planning and management;
- People management, developing the capability of the workforce and fostering Councils desired values;
- Service development, enhancement, quality and growth;
- Systems and process improvements within the Branch;
- Relationship building with key stakeholders;
- Contributing to managing risks and ensuring compliance with numerous statutory requirements within the Branch and across Council more broadly; and
- Provide strong leadership and management in responding to natural disasters and crises in the region.

Specific Accountabilities	Performance Criteria
<b>Leadership and Planning</b>	
Provide strong leadership and direction to the Branch at all levels.	<ul style="list-style-type: none"> <li>• Plans developed on-time and provide a strong foundation for Council to move forward.</li> <li>• Satisfactory progress on implementing key strategic initiatives.</li> <li>• Improvements to the operational and financial performance of the Branch.</li> </ul>
In conjunction with Group Manager, contribute to the formation of Council's Corporate Plan, and develop annual operating business and resourcing plans across all services of the Branch to achieve Council's strategic goals.	
Execute key strategic initiatives for the Branch in accordance with the Council's Corporate Plan and suggest further initiatives that will promote Council's vision.	
Lead and foster a high performing culture for the Branch by creating an environment where innovation and new ideas that improve service delivery can be constructively explored, encouraged and implemented.	

**We are LVRC – We Value:**



ACCOUNTABILITY



COMMUNICATION



CUSTOMER FOCUS



INTEGRITY



LEADERSHIP



TEAMWORK & COLLABORATION



## Managing and Operating

Provide flexible and innovative engineering solutions to the Group Manager and Chief Executive Officer (CEO) as required pertaining to infrastructure construction.

Prudently manage expenditure of the Branch across all program areas within budget constraints, resourcing allocations and funding guidelines, and ensure that all major projects have proper scoping, detailed designs and are constructed in an efficient way.

Provide advice to Council's construction team and contractors to ensure the designs are implemented as intended and audit completed works to ensure all aspects of the design have been delivered, including key safety features.

Through the Coordinator Works (Construction) ensure that the workforce and heavy equipment are efficiently and effectively deployed in planned construction activities, and that all works are carried out to strict quality, timeliness and budget requirements.

Continuously monitor the performance of the Branch across all key functions in complying with its statutory and contractual obligations across all services.

Through direct reports ensure that systems and processes are continually reviewed and improved across the Branch.

Monitor key Branch construction projects across all programs to ensure they are delivered on-time, on-budget and achieve the intended business outcomes.

Effectively manage major change within the Branch including workforce management and addressing cultural problems as necessary.

- Branch operates within expenditure budgets whilst meeting operational targets.
- Positive feedback from the community.
- All services meet, public safety expectations.
- Improved systems and processes across the Branch.
- Construction keeps pace with approved capital plans.
- Key Branch initiatives/projects delivered and implemented.

## Community Development and Stakeholder Relations

Foster strong working relationships with government, internal and community stakeholders as well as funding agencies to continue to promote Council, attract grant funding and improve services to the community.

Cultivate and maintain effective relationships with Councillors, regulators, State and Federal government agencies, residents and ratepayers and community interest groups generally.

Represent Council at meetings, committees, conferences and workshops where required.

- Positive feedback from key government, business and community groups.
- Positive feedback from elected representatives.

**We are LVRC – We Value:**



ACCOUNTABILITY



COMMUNICATION



CUSTOMER FOCUS



INTEGRITY



LEADERSHIP



TEAMWORK & COLLABORATION

Investigate and resolve complaints from Councillors, management or members from the public when required.	
Workforce Capability	
Ensure human resources of the Branch are managed fairly and effectively, in accordance with statutory requirements and contribute to staff recruitment, retention, training and development, performance management and resource adjustment as needed.	<ul style="list-style-type: none"><li>• Training plans are implemented and improve the capability of the workforce.</li><li>• New staff are engaged and become productive quickly.</li><li>• Increasing engagement, productivity and retention of the workforce across the Branch as a whole.</li><li>• Improved safety performance and 100% compliance with Queensland Work Health and Safety (WHS) Act and Council’s WHS policies and procedures.</li></ul>
Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites are well understood by staff that need to know, including measures to keep members of the public safe.	
Collaborate with Organisational Development in the resolution of grievances, discipline issues, cases of bullying and harassment, code of conduct violations and contribute to the development and implementation of new Enterprise Agreements.	
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence by encouraging leaders to effectively address any staffing issues, communicate regularly with their teams and build commitment to service performance improvement.	
Quality, Risk and Compliance	
In conjunction with the Group Manager, implement a professional and thorough approach to identifying and managing engineering, operational, business, financial and reputational risks.	<ul style="list-style-type: none"><li>• Risks appropriately identified and well managed.</li><li>• 100% compliance with statutory requirements.</li><li>• Maintenance of required accreditations/licences.</li></ul>
Report to the Group Manager on the management and mitigation of risks across the Branch in accordance with the Risk Management Policy and sound business practice.	
Actively oversight safety audits and compliance audits across the Branch and ensure that non-conformances are quickly addressed and closed-out.	
Governance and Reporting to Council	
Ensure that the Branch has a well-developed and highly professional suite of Council policies and operational protocols, and that they are regularly reviewed and kept fully up to date.	<ul style="list-style-type: none"><li>• Accuracy and timeliness of monthly and/or special reports.</li><li>• Good working relationships are maintained across the Group and with the Mayor and Councillors.</li><li>• Good governance practices are always followed, including</li></ul>
Monitor the Branch’s operational and financial performance and provide information and advice to the Group Manager through well considered reports.	

**We are LVRC – We Value:**



ACCOUNTABILITY



COMMUNICATION



CUSTOMER FOCUS



INTEGRITY



LEADERSHIP



TEAMWORK & COLLABORATION



Attend Council workshops, Council meetings and Committee meetings as requested, and provide advice to Council on any matter within the Branch's functional responsibilities.

appropriate dealing with conflicts of interest.

## POSITION DIMENSIONS

**Staff Resources:** ~35 FTE

**Group Budget:** Capex and Opex expenditure ~\$35m

## DECISION MAKING AUTHORITY

**Policy:** Provides suggestions for new policies and procedures. Interprets and applies policies.

**Staffing:** Mentor and develop staff of the Branch; undertake performance management across the Branch and deal constructively with any industrial/discipline issues in association with Organisational Development.

**Delegations:** Delegations under the Local Government Act and delegations as directed and published in Council's Delegations Register.

## KEY SKILLS, EXPERIENCE AND QUALIFICATIONS (KEY SELECTION CRITERIA)

- Appropriate tertiary qualification(s) and extensive experience in the field of civil engineering design, construction and contract administration.
- Registered Professional Engineer Queensland (RPEQ).
- Comprehensive knowledge of civil engineering design and the ability to oversee civil engineering design works to a high standard including Traffic Management Plans.
- Comprehensive knowledge of organisational plant and fleet needs and operations.
- Comprehensive knowledge of civil engineering construction processes and contract administration. The ability to provide high level advice to the Group Manager, CEO and Council and its Committees on any aspect of services managed by the Branch.
- Extensive experience in dealing with key stakeholders and the capacity to work productively with councillors, the community generally and diverse interest groups, to negotiate desired outcomes with individuals, other government organisations and the general public.
- Demonstrated high level leadership, organisational and people management skills, cultural awareness and the ability to prioritise key objectives and manage change effectively.
- Ability to create, develop and energise teams and develop a high performing workforce across all employee groups, with the ability to manage competing demands in a complex environment.
- Ability to provide strategic and operational advice and meet the engineering, financial and compliance obligations of the organisation while maintaining high levels of employee engagement.
- Well-developed analysis, presentation, communication, negotiation and representation skills, and the ability to take a broad perspective on matters and deal with ambiguity.
- Demonstrated experience in the preparation and management of business plans and budgets and generating innovative approaches to achieve more effective use of resources.
- High degree of political nous.

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