

# BARKLY REGIONAL COUNCIL



## Director of Infrastructure/Fleet (TBA)

### 1. Position Objectives

The Director of Infrastructure/Fleet will be responsible for the strategic management of infrastructure assets including fleet management for Barkly Regional Council. In addition, the position has operational responsibilities for council facilities and maintenance to ensure safe and healthy communities, and to lead and manage the successful delivery of infrastructure maintenance and construction projects across the Barkly region.

*This is a senior appointment reporting to the Chief Executive Officer and is part of the Executive Leadership Team which is based in the Council's Regional Office in Tennant Creek. The senior classification and organisational requirements pertaining to this position require a significant degree of commitment.*

*It is a requirement of this appointment that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area. The position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Key Responsibilities

#### Infrastructure and Fleet

- Achieve the annual KPI's as set in the annual Regional Plan relevant to your directorate.
- Regularly visit all Barkly Regional Communities to ensure infrastructure and fleet are adequate.
- Manage all Council fixed assets including council owned houses, officers, depots, and any other fixed assets.
- In conjunction with the Chief Executive Officer develop the Infrastructure and Fleet Directorate annual budget.
- Working with the Director of Municipal Services to oversee the maintenance and development of municipal infrastructure in all Barkly communities and towns.
- Provide technical and project advice to the Senior Management Team.
- Ensure that all council policies and procedures are adhered to at all times.
- Develop and implement asset management plans including a five-year asset management plan.
- Develop, implement, and regularly review the infrastructure plan.
- Provide advice and recommendations to the Chief Executive officer on council projects.
- Provide cost effective project management to projects that are identified to be managed in house.
- Ensure all projects are completed on time and within budget.
- Achieve your set annual budget.
- Ensure that all procurement processes comply with council policy and support local businesses where possible.
- Provide expert advice to the Chief Executive Officer on the development and maintenance of regional infrastructure.

- Lead, mentor, and manage the Infrastructure and Fleet Team.
- Ensure all Infrastructure and Fleet Staff are trained and able to perform the duties assigned to them.

### **Strategic Projects**

- Attend Local Authority meetings as rostered.
- Prepare public tenders in line with council policies and the Local Government Act 2019.
- Collaboratively work with other council staff and external stakeholders to develop council assets and infrastructure for the benefit of Barkly residents and visitors.
- Attend council meetings and brief the council on the activities of your directorate.

### **Other**

- Actively participate in Work health Safety and emergency management, reporting and incident management processes and procedures.
- Be aware of the principles of Diversity, Equity, Inclusion, and Belonging (DEIB).
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- Other duties within skills, knowledge, and ability as directed by a relevant Director or Manager.
- Any other duties as reasonably requested by the Chief Executive Officer.

## **3. Key Accountabilities**

- Manage contractual and service relationships to optimize service delivery and value for money.
- Ensure that Infrastructure and Fleet Staff are held accountable for their work and all tasks are completed on budget and in a timely manner.
- Projects are completed on time and within budget.
- All incidents are reported in a timely manner.
- Manager workplaces and public spaces to eliminate workplace injuries, so that they are safe for staff and members of the general public.
- Communicate with Local Authorities, so that they are kept informed of the Directorate's activities.
- Ensure that there is full compliance with council policies and procedures in the Infrastructure and Fleet Directorate.
- Ensure that all grant monies are spent in accordance with the funding agreements and that projects are completed on time and within budget.
- Implement and maintain effective performance management processes that enable optimal employee, and contractor engagement, and productivity ensuring to meet relevant legislative requirements.
- Keep the Infrastructure and Fleet Directorate Staff turnover below 10%.
- Ensure that the Infrastructure and Fleet Staff have two performance appraisals per year and are completed within the scheduled timeframe.

#### 4. Organisational Relationship

<b>Position Title:</b>	Director of Infrastructure/Fleet (TBA)
<b>Reports To:</b>	Chief Executive Officer (10000)
<b>Department:</b>	Infrastructure and Fleet
<b>Supervises:</b>	Manager Fleet Manager Infrastructure Manager Roads
<b>Internal Liaison:</b>	Chief Executive Officer Directors Finance Directorate Human Resources Manager Other Council Staff Elected Members
<b>External Liaison:</b>	Commonwealth and Territory Government Departments Local Aboriginal Entities External Business/Suppliers Contractors Other Local Government Entities Rate Payers, Residents, and Visitors

#### 5. Wages and Allowances

<b>Classification:</b>	Above EBA Award <i>Barkly Regional Council Enterprise Agreement 2023</i>
<b>Status:</b>	Full Time (38 hours per week)
<b>Salary:</b>	\$162,750.12 per annum (\$3,129.68 gross per week)
<b>Zone Allowance:</b>	Tennant Creek Zone Allowance \$1.89 per hour
<b>SGC:</b>	11.5%
<b>Additional Super</b>	1.0%

#### 6. Knowledge and Skills

##### Organisational:

- Knowledge and understanding of Aboriginal Culture and Aboriginal Issues.
- High level of tact, diplomacy, and confidentiality
- Excellent time management and communication skills.
- Ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing working environment.

#### Interpersonal:

- Ability to successfully interact with people at all levels.
- Good communication and interpersonal skills.
- A willingness to adapt to work in a challenging environment.

#### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best business practices at all times.

#### Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times when dealing with external contacts.
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace.

### **7. Essential Criteria – Qualifications, Skills, and Experience**

1. Formal qualifications/demonstrated experience in Infrastructure, Fleet, Project Management, or similar field.
2. Demonstrated experience and a successful track record in managing and leading staff.
3. Ability to develop plans for the provision of regional infrastructure and fleet and to lead and direct the delivery of quality improvement and maintenance programs.
4. The ability to provide a strategic planning focus contributing to the future success of the Barkly Regional Council.
5. Demonstrated negotiation and conflict resolution skills to successfully manage a wide range of community and industrial scenarios.
6. Demonstrated experience/understanding of Indigenous culture and the ability to work with people from diverse cultural backgrounds, both within the organisation and the community.
7. Proven track record in the development of policies, procedures, and systems to support infrastructure and Fleet Staff, operations, and systems.
8. The ability to provide leadership and motivation to Infrastructure and Fleet Staff to achieve service goals and objectives.
9. A current Manual Drivers Licence.
10. A current National Police Clearance.
11. A current Working with Children Clearance (OCHRE Card).

### **8. Desirable Criteria - Qualifications, Skills, and Experience**

1. Safety auditing and training qualifications.
2. A technical understanding of high level risk activities and relevant plant equipment.
3. A current First Aid Certificate

## 9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



\_\_\_\_\_  
Romeo Mutsago  
**Deputy Chief Executive Officer**

02 / 07 / 2024

\_\_\_\_\_  
Date

## 10. Acceptance

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date