

## Job and Person Specification

<b>Position:</b>	ASSISTANT WORKS MANAGER
<b>Department:</b>	Infrastructure & Works
<b>Reports to:</b>	Works Operations Manager
<b>No of Direct Reports:</b>	4
<b>No of Indirect Reports</b>	12
<b>Award / Level:</b>	To be negotiated
<b>Incumbent:</b>	Vacant
<b>Date Appointed:</b>	

### Position Objective

The position is crucial for the success of the Council’s outdoor work operations. Its main function is to ensure community services are provided efficiently and effectively, offering the best value. The Assistant Works Manager oversees the daily activities of multiple work teams, ensuring goals are met within budget and on time.

This role supports the Works Operations Manager by helping manage change, coaching, mentoring team members, and supporting the Council’s strategic direction.

Adding value to the staff, customer service approach and culture of the organisation is a cornerstone of the position. The Assistant Works Manager will provide leadership, support, and direction in accordance with agreed organisational values and explain how we go about our work “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions”.

## 1. Governance & Corporate Planning

### 1.1. Organisational Planning

- 1.1.1. Assist the Works Operations Manager (WOM) in reporting departmental activities in the Monthly Works Report to the Council (both operational and capital works).

## 2. Works Operational Activities

### 2.1. Infrastructure & Services

- 2.1.1. Manage the day-to-day activities of the Coastal Works & Services, Building Maintenance, Waste Collection, and Rapid Response Teams; provide advice and support to resolve issues; and direct activities and resources to ensure quality, efficiency, timeliness, and cost-effectiveness.
- 2.1.2. Liaise with the WOM on the planning and implementation of maintenance and works programs to be undertaken by the Works Teams.
- 2.1.3. Assist the WOM with developing, establishing, and directing on-going operational and maintenance programs that meet organisational requirements.
- 2.1.4. Assume operational responsibility for Works Projects as required.

- 2.1.5. With the support of the WOM and HR Coordinator implement human resource activities including recruitment, training and development, disciplinary matters, leave planning, workforce planning and performance reviews.
- 2.2. Asset Management
  - 2.2.1. Ensure assets which are within the Works operational area are maintained in accordance with appropriate and/or specified service standards.
- 2.3. Financial Management
  - 2.3.1. Support the WOM in the preparation of Capital and Operational budgets.
  - 2.3.2. Monitor financial performance of capital works and operational budgets the position is responsible for, liaising with the WOM on the budget situation.
  - 2.3.3. Utilise and comply with procurement processes which are effective and focus on quality and value for money.
- 2.4. Quality Systems – policies & procedures
  - 2.4.1. Engage proactively in the continuous improvement across Works service delivery, employee performance, work practice, and procedures. Contribute to policy reviews and the enhancement of policies and systems. systems improvements
- 2.5. Training and Development
  - 2.5.1. Assist in the identification of training need and provide necessary support for training and inductions as needed.
  - 2.5.2. Attend all mandated training and retraining events.
- 2.6. Risk Management
  - 2.6.1. Comply with risk management responsibilities as outlined in the BODC Risk Management Framework.
  - 2.6.2. Ensure emergency event stock items are maintained including emergency signs, lights, barriers, spill kits.
  - 2.6.3. Perform and assign Risk Management inspections as scheduled and provide timely inspection reports to relevant Council officers.
  - 2.6.4. Monitor all worksite areas for potential risks and hazards and proactively act to mitigate identified hazards and associated risks. Report all findings to the Works Operations Manager.
  - 2.6.5. Implement Traffic Management Plans developed for construction and maintenance works within Councils Road reservations including sign maintenance and erection.
  - 2.6.6. Ensure compliance with relevant legislation, regulations, and Council policies.

*Performance Measures:*

- a) Maintenance and construction activities delivered in accordance with agreed schedules, intervention levels and project specifications.*
- b) Compliance with policies, procedures, and operating licence requirements.*
- c) Provision of information to assist in understanding utilisation and condition of assets.*
- d) Delivery of activities and projects within budget allocations.*
- e) Identification and delivery of ongoing and one-off savings without compromising or reducing services being delivered.*
- f) Effective management of employees*

### 3. Customer Service, Communication & Culture

#### 3.1. Customer Service

- 3.1.1. Develop and foster high levels of respect and satisfaction from the community and stakeholders dealing with the Infrastructure & Works Department through a customer service focus by team members.

#### 3.2. Communication

- 3.2.1. Encourage and support communication within the Department and organisation.

#### 3.3. Organisational Culture

- 3.3.1. Provide leadership, support, and direction to departmental employees in accordance with agreed organisational values.
- 3.3.2. Promote the Council as an effective, efficient, and responsive organisation with a focus on developing innovation and productivity.
- 3.3.3. Encourage flexibility and innovation by providing employees with opportunities to broaden their capability and participate in short-term projects which are occurring.

#### *Performance Measures:*

- a) *Quality of the customer service activities delivered by the Department (internal and external)*
- b) *Establishment of a culture within the Department which reflects the values of the organisation.*

Selection Criteria/Person Specification	
<b>QUALIFICATIONS/ EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications (Cert IV Civil Construction or equivalent) and/or experience in civil construction and maintenance works</li> <li>• Previous experience in a supervisory role managing staff and contractors.</li> <li>• Local Government background (Highly desirable)</li> </ul>
<b>KNOWLEDGE/ SKILLS</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to lead, coordinate and build high performing teams across diverse work areas and functions.</li> <li>• Excellent oral communication and interpersonal skills with proven ability to liaise with people at all levels.</li> <li>• Sound problem solving, analytical, investigative and negotiation skills relevant to the position.</li> <li>• Proven knowledge of WHS and demonstrated ability to prepare safe operations procedures, risk assessments and safe work method statements.</li> <li>• Extensive knowledge of the operation of small and large plant and equipment used in pavements, asphalts, sealing and concrete construction, building and drainage maintenance works.</li> <li>• Sound knowledge of project management, contract management and tendering processes.</li> <li>• Good levels of computer literacy</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• High standards of personal ethics and values</li> <li>• Dedication to delivering exceptional customer service.</li> <li>• Skilful in fostering a cohesive and motivated work team.</li> <li>• Demonstrated leadership abilities and high levels of motivation.</li> <li>• Proven ability of encouraging innovation within a team.</li> <li>• Proficient in making confident decision and providing solutions within tight deadlines.</li> </ul>

<b>DELEGATIONS &amp; AUTHORITY</b>	<ul style="list-style-type: none"> <li>• Authority to approve purchasing within Departmental Budget</li> </ul>
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Current driver's licence</li> <li>• National Conviction Check</li> <li>• Ability to obtain Traffic Control worksite ticket to allow design and audit of traffic control plans (Orange Card)</li> <li>• OHS General Induction for construction work Certificate</li> </ul>
<b>EEO</b>	<ul style="list-style-type: none"> <li>• Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• As identified</li> </ul>

**By accepting this position, the employee understands their responsibility:**

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the Council's systems that is not directly relevant to their work.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval By General Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Position Created: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Position Reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_