

| | | | |
|------------------------|-----------------------------|--------------------|-------------------------|
| Directorate: | City Works and Presentation | Department: | N/A |
| Position Grade: | Director | Reports to: | Chief Executive Officer |
| Date: | February 2022 | Version: | 0.3 |

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide, and is known as one of South Australia's most innovative and progressive councils. The City spans approximately 778 hectares, has a population of around 21,500 people.

The City of Prospect Strategic Plan, **Towards 2040**, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring*, *Active and Engaged*, *Proud of our Past, Excited by our Future*, *Inclusive and Diverse*, *Creative and Innovative*, and *Responsible and Sustainable*, **Towards 2040** offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

Provide high level leadership and strategic direction to the City Works and Presentation Directorate.

To lead the provision of best practice strategic project management and delivery, asset management and renewal, and asset/infrastructure maintenance services across the City of Prospect.

To lead the delivery of essential local government services for our community, making it easier to conduct business in our City, and providing a safe and attractive urban environment for all.

To deliver effective whole of life planning and management of Council's diverse infrastructure assets, and to seek partnerships with government bodies to deliver on Council's strategic plans, stimulating the local economy and supporting existing community needs and future growth.

To ensure the identification, development, and delivery of high quality services and infrastructure to customers in accordance with community and customer expectations.

To ensure that all assets are effectively managed, and that appropriate plans and strategies are in place to deliver a financially sustainable outcome

To lead the City Works and Presentation program to guide, develop and achieve the relevant outcomes of **Towards 2040**.

Key accountabilities and responsibilities:

- Lead, inspire, motivate and develop an agile, cohesive, innovative and a high achieving team of people to optimise service delivery and performance, and to embrace and engage with the Council's strategic vision for change and growth.
- Lead a culture of continuous improvement, innovation, high achievement, opportunities for development, and collaborative leadership across Council to effectively deploy resources, meet changing circumstances, improve service delivery and ensure adequate capability and capacity to deliver operational and significant priority projects.
- Lead a positive, respectful, healthy and safe work environment, and work collaboratively across all service areas of Council through building trusted and effective relationships with all key stakeholders (including Elected Members, community members and other external stakeholders) to ensure issues and needs are

understood and taken into consideration when decisions are being made and services delivered.

- Act as a trusted advisor regarding best practice and innovative service to Council, and manage and resolve complex problems by proactively seeking and integrating information from a wide range of stakeholders and subject matter experts to anticipate issues before they occur, and ensure decisions made and actions taken are based on both evidence and an appreciation of stakeholder needs and expectations
- Represent and promote Council, by highlighting group achievements and actively articulating the Council's vision within the community and industry, to endorse Council as an employer of choice and as an agile, forward-looking and innovative organisation that is focused on serving the needs of the community
- Contribute to the development and implementation of Council strategic plans (and development and implementation of related Directorate operational plans), and participate as a member of the Executive Leadership Team to achieve the strategic objectives of Council, and set and promote excellent customer service standards within the Directorate and across Council to ensure best practice service is delivered to the community
- High level strategic leadership and advice in relation to project governance, project management, project delivery, asset management, renewal, asset and infrastructure maintenance, and related matters to support the achievement of community objectives.
- Effectively lead Council's City Wide Transport and Movement Plan, placemaking opportunities, and environmental initiatives.
- Maintain up to date knowledge of local and regional priorities, opportunities and challenges to ensure Council strategy and service delivery is based on community needs, considering contemporary management and professional standards, reform and best practice innovation.
- Establish and maintain the confidence, trust and respect of a majority of elected members, acting as representatives of the community of the City of Prospect.
- Other duties as directed by the Chief Executive Officer.

Decisions made in the position:

- Strategic direction for the directorate
- Decisions within delegation for financial management and people
- Allocation of resources to achieve strategic outcomes within directorate
- People, performance and achievement management (except for final decisions – see below)

Decisions referred:

- Final people management decisions, i.e. new appointments, dismissal, restructures, salary progress
- Expenditure in excess of delegation
- New initiatives and policy changes

Key issues/challenges:

- Delivering results in a constantly changing and political environment
- Achieving operational outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional projects

Key working relationships:

Internal

- Chief Executive Officer
- Executive and Management Team

- All staff
- Mayor and Elected Members

External

- Community
- First Nations stakeholders (in particular, the Kurna people of the Adelaide and Adelaide Plains region)
- State and Federal Government Agencies
- Local Gov't Agencies and partners (in particular East Waste, LGA, ERA, GAROC, EHA etc)
- Developers
- Business owners/proprietors
- Landowners
- Various professional consultants
- Auditors

WHS Accountabilities and Responsibilities

This role is considered as an "Officer" under the Work Health and Safety Act 2012 (SA) (WHS Act). An 'Officer' includes a person who makes or participates in making decisions that affect the whole or a substantial part of a public authority.

'Officers' can be held personally responsible for contraventions of WHS laws. An 'Officer' has a duty to exercise due diligence to ensure a Person Conducting Business or Undertaking (PCBU) meets its health and safety obligations. This duty cannot be delegated and failure to comply is a criminal offence, which can carry severe penalties.

As a Director, you will accordingly be responsible for ensuring your own health and safety, and that of the staff reporting through to you. You are also responsible for the health and safety of volunteers, contractors, and other persons under your direction/control, or who reside or work in spaces under your control or responsibility.

You are accordingly required to make yourself familiar with, and comply with, all relevant policies and procedures, as well as the key legislative, regulatory and other provisions applicable to Work Health and Safety Management at the City of Prospect. It is also your responsibility to remain current with your knowledge in this area, by participating in training as and when required. You must similarly ensure that those persons under your management are doing the same.

The City of Prospect takes safety very seriously. A failure to comply with Work Health and Safety requirements will be considered a fundamental breach of employment obligations.

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualification in Civil Engineering, Traffic Engineering, Construction, Construction Management, or a related engineering/construction-based discipline.
- Current Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Demonstrated ability and experience in leading, managing and developing people in order to manage work and resources across a range of complex projects and in a manner that supports professional development.
- Extensive leadership experience in managing change within a multi-functional team.
- Demonstrated ability to partner with various key stakeholders to achieve outcomes beneficial to the organisation.
- Extensive Project and Contract Management experience in leading and managing the delivery of multiple and complex projects for a large organisation.
- Demonstrated experience in asset life-cycle management, including the evaluation, review, procurement, maintenance and (in appropriate cases) disposal of a diverse range of assets.
- Demonstrated experience in the application of best practice project and contract management, financial, risk and governance principles and practices to the planning, design and delivery of major projects.
- Proven experience in managing and applying best practice business management principles to the development and delivery of strategies, development plans, initiatives, programs, policies and procedures in a strategic working environment.

Knowledge and Skills

- Demonstrated knowledge of financial management procedures relating to project planning, resource allocation, budgeting, cost management and reporting, in accordance with corporate objectives and strategic directions.
- Capability to manage and work across a diverse range of highly complex tasks simultaneously, establish priorities and meet deadlines.
- Demonstrated commercial acumen, budget awareness, and ability to ensure strategic and business agility in project & program delivery.
- Well-developed political acumen and awareness.
- Comprehensive knowledge of Capital Works, Assets and Infrastructure Management (including asset systems management) and Project Management.
- Capability to identify opportunities to optimise asset life cycle management to ensure maximum financial benefits to the Council's community.
- Ability to prioritise and be flexible when responding to changing priorities and demands.

- Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.
- Knowledge of Human Resource, Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and workplace diversity.
- Demonstrated ability to work in a politically sensitive environment.
- Demonstrated ability to provide authoritative advice.
- Capacity to perform significant work out-of-hours, including attendance at after-hours meetings and workshops.

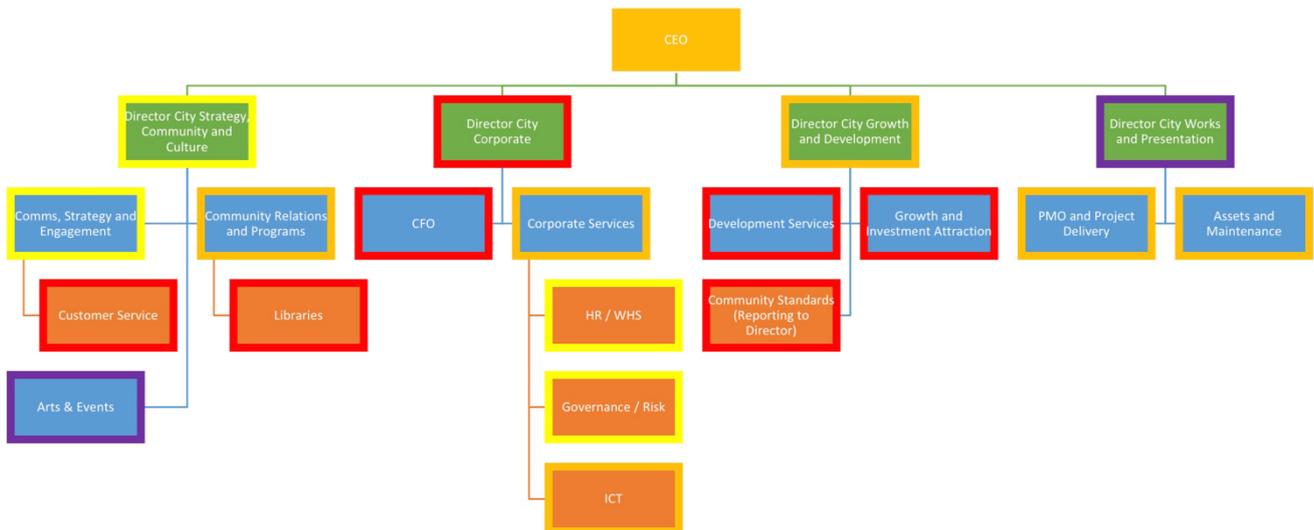
DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Additional tertiary or post graduate qualifications in areas in areas related to project management, asset management, traffic management, engineering, or related discipline.
- Relevant management qualifications or certifications.
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide.
- Knowledge of the Local Government Act.
- Knowledge of issues relating to public sector governance.

ORGANISATIONAL STRUCTURE

FINAL STRUCTURE – CITY OF PROSPECT – FEBRUARY 2022



LEADERSHIP COMPETENCIES

Leadership Competency Framework – Directors

| Competency | Safety Leadership | Managerial Leadership | Business Acumen | Strategic Development and Performance Accountability | Working Collaboratively |
|--|--|---|--|--|---|
| Capability, skills, knowledge and/or experience that typify these competencies | <ul style="list-style-type: none"> Creates a safe working environment which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the department | <ul style="list-style-type: none"> Creates departmental structure that enables the delivery of strategies Empowers direct reports to deliver results and holds them accountable for the effectiveness of their managerial leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies opportunities to develop own leadership capability and supports development for direct reports Personally demonstrates and holds workforce accountable for living our values and associated behaviours | <ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to political query and scrutiny and can influence political debate at a local, state and national level Considers and responds to budgetary implications for the whole of department and positions the organisation to meet financial challenges Analyse and leverage new markets, new ventures and alliances with high quality results Considers and responds to relevant risks to ensure effective decision making Responds in a timely manner to business challenges and challenges relating to meeting service delivery | <ul style="list-style-type: none"> Supports the development of the organisation's strategic intent Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture Sets clear departmental goals and measures aligned to organisation's strategies and values Identifies links between social trends, community concerns and organisational delivery and consider the impact on the delivery of the organisation's strategies Develops direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives | <ul style="list-style-type: none"> Builds relationships across the local government industry and other political levels that seek to assist in the achievement of organisational objectives Builds a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the department and wider organisation Builds and maintains effective working relationships with CEO, Elected Members and internal stakeholders Personally demonstrates and holds workforce accountable for customer service principles Considers actions and outputs and how they impact other areas in the business and the wider community |

CORPORATE VALUES:

OUR WORKPLACE CULTURE

You will be able to demonstrate the ability to use City of Prospect's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of City of Prospect will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

Respect

We will all feel valued

Maintain confidentiality

Value, be empathetic to individuals' opinions, beliefs and unique situations

Listen to others with an open mind and acknowledge others opinions

Acknowledge time is valuable, be on time for meeting and strive to meet deadlines

Keep people informed of the status of things that impact on them

Innovation

We are a creative and dynamic organisation

Be creative and look at new ways to approach existing tasks

Simplify and streamline systems and procedures to achieve quality outcomes and service excellence

Be solution focussed and create new opportunities

Provide and encourage feedback and fairly evaluate ideas

Acknowledge problem solving and give individuals credit where it is due

Teamwork

Working together with a positive and supportive attitude

Encourage and support others

Share information

Be flexible in our approach to work

Take ownership of our mistakes and take action to seek resolution

Offer people support and ask for it if we need it

Integrity

An environment where people understand, respect and trust each other:

Do what we say we will

Take responsibility and accountability for our actions

Act honestly in all aspects of our work

Live our values

Give and receive feedback in a respectful, honest and tactful manner

Commitment

Deliver exceptional customer service:

Demonstrate full ownership of behaviours

Be dedicated to improving what we do

Be reliable and dependable by following through on promises

Acknowledge we have internal and external customers

Own my responsibilities

Enjoyment

People are happy and proud to work here:

Demonstrate that we are driven by positive, passionate and flexible attitudes

Have a sense of humour, be friendly and smile

Believe in what we do and foster it in others

Encourage relaxed discussions and share ideas

Acknowledge, celebrate and reward successes



Director City Works and Presentation
POSITION DESCRIPTION

ACKNOWLEDGEMENT AND AGREEMENT

I have read and understand the requirements and expectations of this position description. I agree that I have the medical capacity to fulfil the inherent requirements of the position and accept my role in fulfilling the Corporate Values and Key Responsibilities. The City of Prospect may amend responsibilities to meet business and operational requirements as positions develop over time. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**** Electronic Offer**** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____ Date

CEO Name: _____

CEO Signature: _____ Date