

**TITLE:** Director Technical Services

**PURPOSE:** To effectively direct the activities of the Technical Services Division through management of human and technical resources within budget provisions, and statutory and legislative requirements

Key Responsibilities	Requirements
<p><u>Strategic Management</u></p> <ul style="list-style-type: none"> <li>• Provide strategic planning and decision making for the direction of Technical Services within the Shire, which includes but is not limited to:               <ul style="list-style-type: none"> <li>- Undertake research into meeting the community's changing expectations and needs relating to divisional matters.</li> <li>- Provide strategic direction and conceptual vision for current and future public open space, including balancing needs for natural and built areas</li> <li>- Provide direction for the use of the Shire's Road &amp; Drainage Network including forecasting traffic needs for the future, and actively manage Heavy Haulage within the Shire, which includes identifying haulage routes, surveillance and compliance, and making recommendations to Main Roads on road access</li> <li>- Provide direction to Asset Management system development and implementation</li> <li>- Ensure asset maintenance programming and resources are in place to sustainably manage infrastructure and buildings</li> <li>- Provide direction for Shire water use and efficiency and promote effective water management strategies within the community.</li> </ul> </li> <li>• Develop Divisional Plan and implement through continuous improvement divisional processes and individual objectives, in accordance with statutory requirements.</li> <li>• Implement and monitor new technology and operational change within the division.</li> </ul> <p><u>Council &amp; Public Relations</u></p> <ul style="list-style-type: none"> <li>• Respond to political matters and manage relations with Council and community, including responding to queries, requests and providing technical advice and support.</li> <li>• Attend Council meetings, Community Forums and other public meetings to represent the Division and the Shire, which includes but is not limited to:               <ul style="list-style-type: none"> <li>- Making presentations to Council and the community</li> <li>- Preparation of Agenda items, briefings and reports</li> <li>- Effectively communicate to Councillors through Snippets and Info Brochure and other information sources as necessary.</li> </ul> </li> </ul>	<p><u>Experience and Qualifications Required:</u></p> <p>Essential:</p> <ul style="list-style-type: none"> <li>• Relevant previous experience in a senior management position</li> <li>• Possession of a Degree in Civil Engineering or other relevant qualification</li> <li>• "C" class driver's licence</li> <li>• Demonstrated leadership experience</li> <li>• Developed skills in forward/strategic planning, budgeting and estimating procedures</li> <li>• Public relations experience</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience in the design, construction and maintenance of roads, reserves, drainage and footpaths</li> <li>• Sound knowledge of administration of works contracts</li> <li>• Working knowledge of Local Government administration</li> <li>• Working knowledge of Risk Management practices and legislation ie OH&amp;S, High Risk Construction, Public Liability, and Traffic Management</li> </ul>

<p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>• Provide effective leadership of employees as required to align performance with divisional and strategic objectives, within Shire Policies and Procedures, and in consultation with CEO and HR as appropriate. This includes but is not limited to: <ul style="list-style-type: none"> <li>- Impart vision and direction, and empower employees and teams to develop their performance capabilities</li> <li>- Planning &amp; recruitment of employees in conjunction with HR</li> <li>- Hold monthly divisional staff meetings and other meetings as required</li> <li>- Support, develop and mentor employees</li> <li>- Performance management</li> <li>- General employee administration ie leave applications, timesheets etc</li> <li>- Identification of training needs, provision of on the job training and direction.</li> </ul> </li> </ul>	<p><u>Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Leading Through Vision and Values</li> <li>• Aligning Performance for Success</li> <li>• Strategic Decision Making</li> <li>• Building a Successful Team</li> <li>• Planning &amp; Organising</li> <li>• Stress Tolerance</li> <li>• Impact</li> <li>• Facilitating Change</li> <li>• Delegating Responsibility</li> <li>• Building Partnerships</li> <li>• Safety Awareness</li> <li>• Adaptability</li> <li>• Communication</li> <li>• Customer Focus</li> </ul>
<p><u>Risk Management</u></p> <ul style="list-style-type: none"> <li>• Ensure divisional responsibility is undertaken and full compliance with Risk Management requirements, including but not limited to: <ul style="list-style-type: none"> <li>- Ensure employees and contractors are provided safe work environment and safe systems of work through active promotion of Occupational Safety and Health policy and procedures, hazard management, adequate training and supervision.</li> <li>- Ensure that staff are appropriately equipped to assess and minimize risk</li> <li>- Actively promote and participate in the Work Injury Management Program</li> <li>- Develop and implement Risk Management strategies to reduce liability in areas of public liability, OH&amp;S and other areas of risk.</li> </ul> </li> <li>• Provide first response to Emergency Management, by maintaining effective callout system and processes to ensure timely response.</li> </ul>	<p><b>Level of Authority</b></p>
<p><u>Financial</u></p> <ul style="list-style-type: none"> <li>• Prepare budget submissions for Division including capital and maintenance.</li> <li>• Manage budget and provide financial reports as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Delegations as per Register</li> <li>• Purchase order approval within budget</li> </ul>
<p><u>Capital Works Program</u></p> <ul style="list-style-type: none"> <li>• Provide direction to the management of the capital works program, which includes but is not limited to: <ul style="list-style-type: none"> <li>- Identify capital works needs within the Shire and prioritise projects accordingly</li> <li>- Oversee the planning and implementation of projects and sufficient allocation of resources</li> <li>- Ensure State and Federal funding for Roads is allocated and spent according to program and budget</li> <li>- Project manage delivery of Buildings capital works, and liaise with Community Development on funding, reporting and progress of funded projects.</li> </ul> </li> <li>• Recommend projects for funding, and implement projects as agreed by Council.</li> </ul>	

<p><u>Extractive Industry Licencing</u></p> <ul style="list-style-type: none"> <li>• Maintain Extractive Industry Licencing (EIL) within the Shire in consultation with Planning &amp; Development Services, which includes: <ul style="list-style-type: none"> <li>- Approving EIL Planning Applications and Extractive Industry Licences</li> <li>- Overseeing the EIL processes</li> <li>- Ensuring compliance with EILs.</li> </ul> </li> </ul> <p><u>General Duties</u></p> <ul style="list-style-type: none"> <li>• Liaise with the Planning and Development Services Division as necessary to ensure compliance with conditions and standards for development and subdivisions.</li> <li>• Provide accurate, timely, impartial and objective advice to the CEO.</li> <li>• Maintain working relationships with Councillors, Senior Management Group and all staff to foster positive workplace culture.</li> <li>• Any other duties as required.</li> <li>• Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OH&amp;S responsibilities are met and promoted by complying with the Shire OH&amp;S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.</li> <li>• Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.</li> </ul>	<p><b>Reporting Relationships</b></p>
<p><b>Conditions of Employment</b></p>	<p><u>Reports to:</u> Chief Executive Officer</p> <p><u>Direct Reports:</u> Manager Works Engineering Project Officer Engineering Technical Officers Natural Resource Management Officer Asset/Contracts Officer Administration Officer – Tech Services</p> <p><b><u>INCUMBENT:</u></b></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p><b><u>DIRECT MANAGER:</u></b></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>
<p><u>CLASSIFICATION:</u> Negotiated 5 year performance-based contract.</p> <p><u>EXECUTIVE LEAVE:</u> 12 days per annum.</p> <p><u>PROFESSIONAL MEMBERSHIP FEES:</u> \$450 per annum.</p> <p><u>USE OF VEHICLE:</u> A Shire vehicle is provided with this position, for Unrestricted Private Use as per Shire Policy.</p> <p><u>LOCATION:</u> The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel.</p>	