POSITION DESCRIPTION

TITLE OF POSITION:	**Director of Works & Services**
POSITION STATUS:	**Full Time**
DEPARTMENT:	**Works and Services**
LOCATION:	**Jundah**
AWARD:	**Contract**

ORGANISATIONAL ENVIRONMENT

Barcoo Shire - The Heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60,901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 265 and its administration centre is Jundah.

Barcoo Shire Council administers local government, makes and enforces local laws and adopts and implements policy. Council's vision is to develop a proactive community with a diverse and sustainable economy based on the natural resources and values of the Channel Country.

Council's mission is to provide a better quality of life for the people of its Shire by:

- Committing to the objectives in its Corporate Plan
- Empowering its communities
- Creating and taking advantage of opportunities; and
- Being a leader and innovator in local government and its region

POSITION OBJECTIVES

- To provide high quality, cost efficient Works across the organisation, the broader community and industry.
- To ensure Council provides 'best value' services through balancing community expectations and service levels within funding constraints.
- To provide good governance services to the community and Council across all functions of Works and Engineering including technical and project management, contract management, organisational change, leadership, provision of advice to the Chief Executive Officer and Council.
- To lead and manage the human and physical resources under the control of the Director.
- To ensure the efficient and effective implementation of Council's approved annual programs.
- To contribute to the development and implementation of strategic directions and plans authorised by Council or the Chief Executive Officer.
- To promote and enhance the interests of the Council in the community.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Responsible to: Chief Executive Officer
Supervises: Town Services Manager, Operational Works Manager, Works & Services Support Officer, Consultant Engineer, Senior Boilermaker and Workshop Contractor.

DELEGATION

Refer to Council Delegation Register.

EXTENT OF AUTHORITY

This position operates under limited direction and exercises a high degree of autonomy to make decisions.

This position has authority to adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council and the community are protected against reasonable loss.

Approval of subordinate staff timesheets and required overtime.

Make recommendations to the Chief Executive Officer regarding the appointment, promotion, demotion, termination and remuneration of subordinate staff, including the effective management of any associated employee relations issues.

PERFORMANCE ASSESSMENT

This position is subject to an annual performance review process in accordance with Council's Performance Management System.

Individual performance in this position will be assessed against achievement the Duties and Responsibilities outlined in Duties Statement.

POSITION REQUIREMENTS

Knowledge

- A comprehensive knowledge of legislation, regulations, standards, guidelines, codes and frameworks as applicable to Local Government.
- Comprehensive knowledge of road construction and maintenance.
- Comprehensive knowledge of water and sewerage infrastructure, highly desirable.
- Comprehensive knowledge of project and asset management.
- Comprehensive knowledge of fleet management.
- Knowledge of Department of Transport and Main Roads standards and specifications.
- Sound knowledge of Work, Health & Safety practices.
- Comprehensive knowledge of Local Government practices and the current issues in Local Government in Queensland.

Skills & Ability

- Demonstrated leadership skills including the ability to provide the team with clear objectives and inspire a positive attitude to work.
- Highly developed technical skills in an engineering and asset management environment.
- Demonstrated Project Management skills.
- Highly developed strategic thinking skills and ability to articulate at all levels.
- Ability to work effectively with the Council, Executive Leadership Team and with the local community.
- Demonstrated ability in initiating and managing change processes and performance management.

- Demonstrated commitment to people management practices that value continual learning and professional development.
- Highly developed conceptual and analytical skills, including the ability to identify emerging issues, trends and risks, and impacts and the expertise to resolve complex operational program and service delivery issues.
- Highly developed written communication skills including the ability to write in a clear, fluent and concise manner, produce written communications that are appropriate and readily understood by the intended audience and organise information in a logical sequence.

Experience/ Qualifications

- Registered Professional Engineer of Queensland or ability to obtain, essential
- Degree qualifications in a relevant discipline applicable to the role, essential
- Extensive experience at a senior management level in a similar role
- Post graduate qualifications in project and asset management, or similar, desirable.
- Demonstrated competence in managing priorities to meet business planning, program and statutory requirements.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position, and
- Willing to obtain a "Blue Card" to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required, and
- Medically fit and physically capable to meet requirements of the position, and
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner, and
- Prepared, if required, for Council to undertake a Criminal History Check.

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and

- Maintain a positive team culture based on honesty, trust and integrity.

Work Health and Safety

Employees must:

- Actively participate in the development of a safety culture within Council; and
- Demonstrate a zero tolerance for unsafe practices and procedures.

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer;
- Council currently operates under an Enterprise Bargaining Agreement;
- All positions with Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature……

Employee Name..... Date…….

CEO Signature……

CEO Name..... Date……