



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	Manager Infrastructure
Section	Office of the CEO
Award / Agreement	Negotiated
Classification (Level)	Contract
Term of Employment	Fixed Term – 3 to 5 years
Location	Home Island Shire Depot – Infrastructure Department
Reports to	Chief Executive Officer
Number of Direct Reports	1-7

## The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

## Vision & Values

### MAJU PULU KITA | ADVANCE OUR ISLANDS

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.



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## Position Objective

- To effectively and efficiently lead a culturally and linguistically diverse workforce, manage and plan the operations of the Shire's Works and Services Team to ensure the Shire's Infrastructure including buildings & facilities, parks & reserves, streetscapes, roads, footpaths, drainage, waste management, coastal management, plant and fleet are maintained appropriate service levels.
- Provide support and advice to the Chief Executive Officer ensuring strategic outcome and organisational goals and objectives are achieved.

## Primary Responsibilities

1. Demonstrate a commitment to and advancement of the Shire's:

Vision: Working together to advance our Islands; and

Values:

### Service

Provide the best service we can. We serve the community and each other.

### Accountability

We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

### Respect

We respect and value others. Our interactions are always respectful towards others.

### Support

We support our team and our community. Look for opportunities to help each other.

### Integrity

We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

### Achievement

Being proactive and enabling the outcomes. Be creative and think outside the square.

2. Lead and manage the Works and Services Department, consisting of:
  - i. Road Maintenance and Construction
  - ii. Parks and Gardens Maintenance
  - iii. Building/Property Maintenance
  - iv. Waste Management
  - v. Plant/Fleet Management
3. Develop the strategy/asset management plans for, and manage Council's work program, inclusive of roads and paths, parks and reserves, buildings, plant, coastal protection, waste management facilities, storm water management and built infrastructure.
4. Develop, implement and review the strategies, programs, policies, work practices and procedures to ensure they remain contemporary, efficient, and meet the requirements of the organisation, community, applicable legislation and standards as applicable to your department.
5. Prepare operational and capital budget submissions, and monitor, review and report expenditure trends to ensure the effective and efficient delivery of works programs within approved budget allocations.
6. Continuously monitor and review services and programs to ensure the needs of the Shire and the community are met and remain relevant to current and future requirements and achieve sound business practices. This includes but is not limited to new products, materials and plant.
7. Respond to public enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices and with the aim of maintaining a strong focus on customer service.
8. Manage the activities of the Shire's Works and Services staff and ensure they are provided with appropriate training and development opportunities to be able to undertake their duties to the required standard achieving agreed outcomes.
9. Plan and manage the effective implementation of projects and programs, applying project management methodologies to enable achieving agreed targets, budgets and project expectations / deliverables / outcomes.

10. Manage tenders and contracts in accordance with established policies and procedures, including the preparation of specifications and evaluation of submissions to ensure organisational outcomes are achieved.
11. Develop and implement appropriate maintenance schedules and programs in order to maintain all assets in accordance with the relevant Asset Management Plans and service level agreements.
12. Liaise with the Manager Governance, Risk and Planning on monitoring and management of service and program delivery within identified risk activity areas.
13. Identify and prepare appropriate funding applications for grant funding relevant to the area and ensure ongoing funding requirements are met where appropriate.
14. Contribute to the preparation of policies, strategic plans and the department budget.
15. Authorise requisitions and accounts for payment inline with the approved budget and in accordance with the Shire's Purchasing Policy.
16. Deliver clear communication of key organisational objectives to the Shire's Works and Services Team to ensure staff are well informed and engaged.
17. Effectively manage and demonstrate leadership in Equal Opportunity and Diversity within the work area and ensure the working environment is free from discrimination, harassment and bullying.
18. Demonstrate behaviours that reflect the organisation's values and support cross functional teams that meet both internal and external stakeholder expectations.
19. Undertake other duties as required, within the scope and level of the position as directed by the Chief Executive Officer.

## Selection Criteria

1. Understanding of, and ability to apply contemporary Workplace Health Safety & Well-being Practices.
2. Demonstrated experience in delivering infrastructure projects and services preferably in a remote location.
3. Demonstrated experience in leading and managing a culturally diverse team.
4. Comprehensive knowledge of and ability to interpret Acts, Regulations and Policies.
5. Proven track record of successful contractor and project management.
6. The ability to demonstrate a genuine commitment to providing the highest quality of customer service.
7. Well-developed ability to communicate with a variety of stakeholders and carryout effective community engagement.
8. Demonstrated experience of establishing and maintaining effective working relationships both internally and externally.
9. Qualification in civil engineering, asset or project management.
10. Sound knowledge of Local Government (desirable).

## Organisational Relationships

Reports to	Chief Executive Officer
Supervises	Infrastructure Coordinator, Leading Hands, Senior Staff and Officers
Internal stakeholders / relationships	Senior Management and Shire Staff
External stakeholders / relationships	Community Members and Stakeholders

## Accountability and Extent of Authority

- Minimal Degree of supervision
- Executive Level Degree of authority (autonomy)
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy





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### Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

### Managers/Supervisors Duties

Managers and supervisors, who are responsible for supervision of one or more persons, have general duties under the occupational safety and health legislation to ensure the safety of others at the workplace. The role and responsibilities of management is to:

- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- Provide such information, instruction and training to and supervision of the employee as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regards to the OSH management system;

- Apply OSH, relevant legislation and best practice as applicable;
- Implement components of the OSH management systems as applicable to work area;
- Consult with the area Safety Representative and the Health, Safety and Injury Management Coordinator on OSH issues;
- Implement hazard identification, risk assessment and control; and
- Implement incident investigation, reporting and record keeping.

### Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

### Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.



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## Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Authorised By*  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_