



Southern Grampians
SHIRE COUNCIL

Private and Confidential

**Candidate Briefing Notes for the Position of
Manager Works**

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

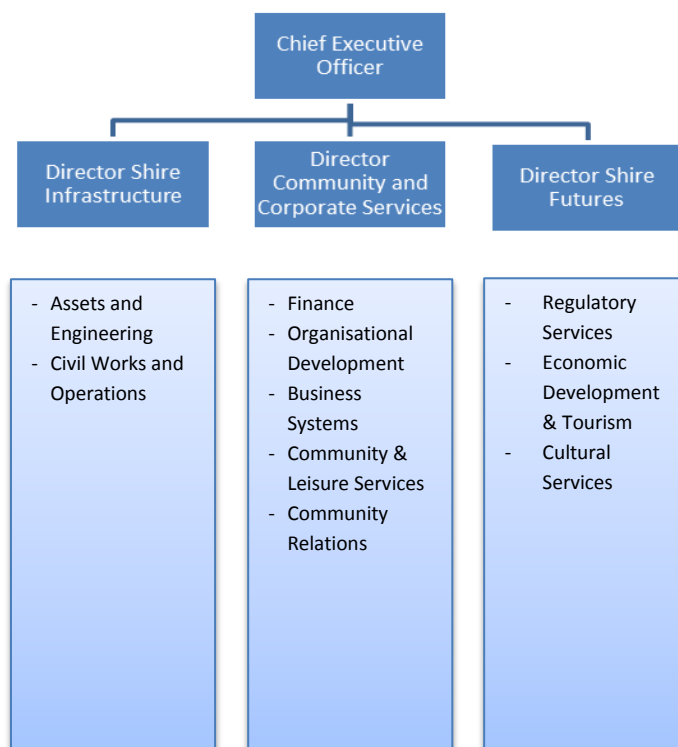
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Braxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenhompson, Penshurst and Tarrington. Seven elected members, including the Major represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- ☒ Follow instructions in the Candidate Briefing Pack.
- ☒ Provide a covering or application letter.
- ☒ Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- ☒ Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- ☒ Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- ☒ Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

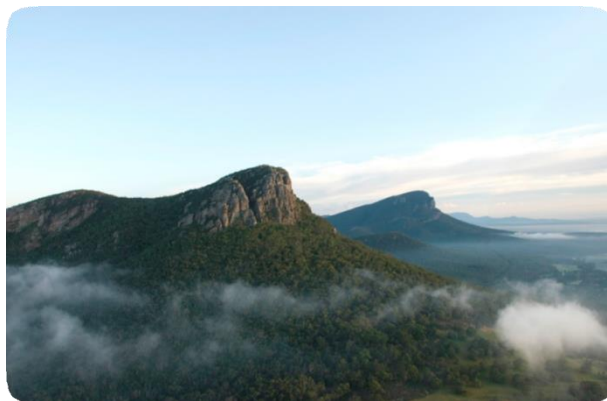
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for _____,

(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

Manager Works

Position Details:

Employee:

Classification: SEO

Position Number: 017

Business Unit: Infrastructure Services

About Southern Grampians Shire Council:

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Position Summary:

The Manager Works is an integral part of Councils senior leadership team being primarily responsible for Councils Works Department, Heavy and Light Fleet, Kerbside Waste Collection and Sustainability. As part of these responsibilities, the Manager Works will manage a diverse workforce across the Shire with 4 direct reports and 70 indirect reports. This position will be responsible for the planning and deliver maintenance cycle for Parks and Gardens, Roads and Buildings.

The Manager Works will provide leadership within Council in regards to OH&S, innovation and service delivery in particularly ensuring appropriate service levels are implemented and safe work systems are in place and effective for the delivery of Councils annual capital and maintenance programs for all asset categories along with the management of the kerbside waste collection service.

Organisational Relationships

Reports to: Director Shire Infrastructure

Supervises: Project Engineer
Team Leader Works

Coordinator Fleet Management
Coordinator Sustainability and Waste

Internal Liaisons: Other Council Staff

External Liaisons: Members of the public and external consultants
Business and community
Government departments and agencies
Industry Associations
Contractors

Organisational Objectives

The Corporate Plan is a reference and discussion document that describes our organisational direction. Our vision is to 'be a learning organisation with the capacity for solutions' and our mission is to deliver Public Value.

Integral to all that we do and strive to achieve is our Values of working together, integrity, respect, innovation, vision and pride. These guide our behaviours both individually and organisationally. All staff will be strongly encouraged to act in accordance with these values and to role model these at all times. The Behavioural competences associated with each position in the organisation highlight some key attributes essential for the achievement of effective outcomes but assume a high level commitment to the values at all times.

Guided by our values and the continuous improvement strategies, the corporate plan sets out Key Result Areas, Key Success Factors, Major Opportunities for Improvement, the strategic steps required and how we will measure what we do.

The capacity of the organisation and how it operates will influence our ability to deliver on the Council Plan - the 4 year high level strategic document set by Council outlining its aspirations and goals for the term against which the community will assess its effectiveness.

Employee Conduct: As a public sector organisation, it is an expectation that every employee has a strong customer service and community development approach to the delivery of their duties, in line with the organisations values and Employee Code of Conduct

An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

Key Objectives

- To ensure the efficient and effective planning, delivery, contract management and project management of Council's Capital Works Program, Maintenance programs, Parks and Gardens, Kerbside Waste Collection Contracts, Private Works and Fleet Management.
 - To assist with Council's Asset Management Systems and planning for infrastructure assets such as buildings, roads, bridges, aerodrome, livestock exchange, footpaths and another assets Council is responsible for.
 - To provide leadership and drive positive culture in the infrastructure directorate particularly with in the works department
 - Identify areas of improvement and implement those improvements
 - Provide professional and timely advice and reports to the Director, CEO, Executive Leadership Team (ELT) and Council
-

General

Functional Responsibilities

- Development, implement and monitor OH&S systems in the Works department
- Prepare contract specifications to ensure the provision of quality services and infrastructure improvements to meet community needs;
- Check and summarise tenders to facilitate comprehensive evaluations;
- Supervise contractors to ensure services and works are provided in accordance with contract specifications;
- Check and process contract payments according to contract terms;
- Comply within Council's Procurement Policy Manual.
- Assist in the delivery of Asset Management Plans for roads, buildings and other Council related assets;
- Provide input into the development and improvement of Council's Asset Management Program.
- Prepare works programs in consultation with the Directors, Manager Assets and other relevant stakeholders, and report on state of program in a timely manner to the Director Shire Infrastructure;
- Monitor the delivery of capital works to ensure budgets and timelines are met;
- Provide budget forecasting to the Director Shire Infrastructure as required.
- Monitor the processing of customer requests relating to functional areas, in particular ensuring responses meet Council expectations and Road Management Plan service levels;
- Ensure the safe and efficient management of Council's heavy and light fleet, including the operation, maintenance and replacement in accordance with agreed Council policy, budget and legal requirements;
- Facilitate the delivery of a range of services including road maintenance, construction, bitumen sealing, street cleaning, and parks and gardens maintenance;
- Assist in the implementation and review of Council's Road Management Plan.

2.2 Corporate Responsibilities

- Participate in the development of Council's corporate objectives, in particular those of the Unit;
- Proactively cultivate and maintain strong team relationships among direct reports, colleagues on a formal and informal basis across all Council functions.
- Update Director of legislative and regulatory changes within the area of responsibility

2.3 Policy Development & Implementation

- Assist in the formulation, preparation and review of Council's infrastructure management policies and implementation plans;
- Assist in the identification of high priority objectives and policies for the Unit, and prepare implementation plans in consultation with the Unit as appropriate.

2.4 General Responsibilities

- Assist in the establishment, development and maintenance of systems and procedures used within the Unit;
- Ensure security of Council's assets under Officer's control;
- Participate in training programs designed to increase efficiency and effectiveness;
- Assist in the implementation of Council's Best Value program;
- Adhere to Council's policies on ethics, duty of care, professional standards, legal requirements and resident complaints;
- Supervise staff reporting directly and indirectly to incumbent in accordance with relevant legislation, regulations and Council policies.
- Demonstrate a commitment to Council's Cultural Development Program and actively work to embed into the culture of the unit, ensuring objectives are being met;
- Other duties as directed

2.5 Risk Management

- Required to ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level:
 - taking all reasonable steps to reduce risks identified in risk audits and any other relevant studies;
 - demonstrating a commitment to risk management principles and practices, and to maintaining a safe environment for staff and the community.
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004, and Council's Health and Safety Management programs, and for ensuring as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

Functional Competencies (Technical)

- Tertiary qualifications in Engineering or related field;
- Demonstrated experience in the management of multi task business unit and human resources, including change management;
- Understanding of asset management principles;
- Working knowledge of flexible pavements and experience in bituminous surfacing treatment work is desirable;
- Knowledge of geographical information systems and their applications;
- Demonstrated understanding of and commitment to continuous improvement programs and their relevance to the organisation.
- Broad range of computer skills relating to project management and functional activities;

Personal Competencies (Behaviours)

- High order capacity to interpret and administer technical legislation and regulations
- Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- Excellent written and verbal communication/interpersonal skills;
- Ability to effectively plan, organise and manage time and achieve targets within a set timetable.
- Ability to gain cooperation and assistance from other employees and external stakeholders.
- Ability to remain pleasant and courteous at all times even when dealing with difficult people.
- Ability to deal discreetly and tactfully with confidential and sensitive matters

- Excellent written and verbal communication and interpersonal skills including problem-solving, negotiation and conflict-resolution.
- Demonstrated capacity to provide sound leadership to staff reporting to the position;
- Demonstrated capacity to provide high level customer service on a broad range of engineering matters and development of solutions;
- Ability to effectively plan, organise and manage time and achieve targets within a set timetable.

Qualifications/Experience

- Degree in Civil Engineering or equivalent with several years practical experience in road works, drainage construction, maintenance and design/drafting is desirable;;
- Post Graduate Degree in Leadership or Management desired
- A current Victorian Drivers Licence.

REQUIREMENTS	
Accountability and extent of authority	<p>Directly responsible and accountable to the Director Shire Infrastructure</p> <p>Accountable and responsible for effective and efficient performance of all duties and key responsibilities and adherence to position objectives as listed in this position description</p> <p>Undertaking project and contract management and implementing asset management plans and strategies;</p> <p>Delivery of outcomes/outputs according to plans and within budget and specified timeframes. Potential issues should where possible, be anticipated, analysed and reported to the Director Infrastructure;</p> <p>Behaving at all times in a manner which is just, equitable and ethical;</p> <p>Provision of timely and professional advice particularly in relation to budget and policy development;</p> <p>The accuracy, technical soundness, quality and timeliness of all plans and reports produced, and all advice given, including its conformity with Council policies and standards;</p> <p>Implementing Council's Human Resources policies within the areas of authority.</p> <p>Required to ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level:</p> <ul style="list-style-type: none"> - taking all reasonable steps to reduce risks identified in risk audits and any other relevant studies; - demonstrating a commitment to risk management principles and practices, and to maintaining a safe environment for staff and the community.
Judgement and decision making	<p>The objectives of the work are usually well-defined;</p> <p>Ability to make recommendations on work priorities and visual on-site assessments;</p> <p>Sound judgement is required to assess pavement conditions and recommend the necessary treatments required to preserve Council's road assets;</p> <p>Decisions of a non-routine or politically-sensitive nature must be discussed with the Director</p>

	Infrastructure, however guidance and advice may not always available within the time necessary to make such decisions.
Specialist knowledge and skills	<p>HR Management skills associated with the day to day management of employees and their performance</p> <p>Understanding of principles of road drainage, surfacing and road pavements;</p> <p>Understanding of Waste Collection Services</p> <p>Highly developed analytical and investigative skills;</p> <p>Ability to analyse, comprehend and research data to develop solutions;</p> <p>Knowledge and familiarity of principles and practices of budgeting and accounting procedures sufficient to assist in the preparation of the annual Budget for the Unit;</p> <p>HR Management skills associated with the day to day management of employees and their performance</p> <p>Ability to use personal computer including word processing, spreadsheets, desk top publishing and other specialised software;</p> <p>Ability to manage complex projects;</p> <p>Sound understanding of legislation and regulations as they apply to functional areas.</p>
Management skills	<p>Ability to effectively plan, organise and manage own time and achieve targets within a set timetable and despite conflicting pressures;</p> <p>Capacity to provide support and guidance to staff reporting to the position;</p> <p>Ability to establish a rapport and gain cooperation of other members of staff, and be part of a customer-focused team;</p> <p>Ability to understand and implement Council's personnel policies and practices including Enterprise Agreements, Equal Employment Opportunity and Occupational Health and Safety, recruitment and selection procedures and techniques and staff development schemes;</p> <p>Problem solving;</p> <p>Project management;</p> <p>Financial management;</p> <p>Contracts administration and supervision;</p> <p>Ability to prepare reports to Council as required.</p> <p>Responsible for ensuring the health, safety and wellbeing of employees by</p> <ul style="list-style-type: none"> • Initiating, developing and maintaining safe work systems and environments by applying skills to work with staff to lead, plan and drive OHS outcomes across the

	<p>unit.</p> <ul style="list-style-type: none"> • Ensuring compliance with OH&S and Risk Management Systems • Ensure the unit OHS activities and operations are conducted in compliance with applicable laws, regulations and Council code of conduct. • Engaging with teams to ensure that OHS responsibilities and expectations are understood and met by all. • Ensuring the workplace is free of risk and hazards for employees to work <p>Comply with Council's occupational health and safety management system and relevant legislation by following safe working practices, instructions and rules to prevent accidents to self and others. Responsibility includes the correct use of protective clothing and equipment and the identification and reporting of workplace incidents and hazards.</p>
Inter-personal skills	<p>Highly developed communication skills necessary to:</p> <p>Liaise with, establish rapport and gain the cooperation of customers, consultants/contractors and other members of staff;</p> <p>Liaise with counterparts within the industry and all levels of Council staff to exchange views and resolve problems;</p> <p>Identify high priority objectives and policies for the Unit and prepare implementation plans in consultation with the Unit as appropriate;</p> <p>Draft management and implementation plans as required;</p> <p>Respond to customer enquiries regarding general Council policies, procedures and programs relevant to the position;</p> <p>Prepare tender documentation.</p> <p>Ability to motivate and encourage high level performance of team members in order to meet team objectives and timeframes;</p> <p>Ability to persuade, convince or negotiate with clients, members of the public, employees etc.</p>

Additional Requirements

The incumbent will adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures
- Southern Grampians Shire Council Staff Code of Conduct
- The Privacy Act
- The Equal Opportunity Act
- The Occupational Health and Safety Act
- Government/Industry Codes of Conduct
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan

OH&S: While at work, you must take reasonable care for your own health and safety, and the health and safety of persons who may be affected by your acts or omissions at a workplace, cooperate with your employer to comply with a requirement imposed by or under the Act or the regulations and comply with all relevant safe work procedures.

While at work, you must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

Employee Conduct: As a public sector organisation, it is an expectation that every employee has a strong customer service and community development approach to the delivery of their duties, in line- with the organisations values and Employee Code of Conduct

An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

Performance Targets will be negotiated as part of Council's regular Employee Development Program planning and review process.

A Police Record check and a Medical Declaration are required prior to employment.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Manager Works

Works 2017

