



POSITION DESCRIPTION

Manager, Works and Services

Position Title:	Manager, Works and Services
Business Unit:	Works and Services
Location:	Wiluna Shire Offices – 70 Wotton Street, Wiluna and other locations as may be requested from time to time.
Reports To:	CEO
Supervises/Manages:	Leading Hand – Works and Services Works Administration Officer Senior Project Officer
Employment Status:	Permanent
Award Classification:	Level 9 in accordance with Shire of Wiluna Salary Matrix
Salary:	\$122,803 per annum plus the Wiluna Allowance of \$12,191 per annum (subject to residing or working in Wiluna), plus any applicable allowances (excluding the Location Allowance) as per the <i>Local Government Officers' (Western Australia) Award 2021</i>
Superannuation:	11.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
Housing Provision:	Provided by the Shire at no cost other than electricity that will be on charged – can be fully furnished if required.
Vehicle Provision:	You will be provided access to a suitable fully maintained Shire of Wiluna vehicle for business and private use within Western Australia. The Shire will be responsible for the maintenance and operational costs and you will be responsible for ensuring the vehicle is serviced when required and cleaned on a regular basis.
Probation Period:	6 months
Police check required:	Yes
Working with children check required:	No
Pre-employment medical required:	Yes



Position Objective

The purpose of the position is to provide both strategic and operational direction across all major projects and works programs with a focus on road construction and maintenance, parks and gardens, waste management and business wide asset management. You will ensure the Works and Services and the Projects and Contract Management teams have appropriate resources to ensure they contribute to achieving the overall strategic objectives of the organisation and facilitate effectiveness and efficiency.

The role will primarily be responsible for the pre-planning and delivery of civil infrastructure works (both maintenance and construction activities), which may include roads, bridges, stormwater drainage and associated infrastructure assets ensuring that scheduled and reactive maintenance works are delivered within nominated response times and ensuring that quality, environmental and safety standards are met and projects are delivered within budget.

The position will provide guidance to the Leading Hand – Works and Services who will undertake the coordination, day-to-day oversight and supervision of work crews to carry out the required works and services. It will also provide guidance to the Senior Project Officer who will undertake high level project, contract management, contractor liaison, AGRN disaster recovery project control and administration.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Service Delivery, Project Management, Planning and Monitoring	Provide leadership, influence and motivate a diverse team in various locations, resolve problems and organise priorities.
	Establish a performance culture and lead by example by ensuring that there is a culture of teamwork and cooperation between members of the team, and across the organisation.
	Undertake the planning, scheduling and quality control of annual works programs and all civil works including the co-ordination and supervision of labour, plant, cost estimates, work programs, risk management assessments, services identifications and locations, and materials scheduling, including creation and upkeep of relevant management plans.
	Oversee the monitoring of works to ensure they are completed in accordance with agreed plans, timing, standards and specifications, including environmental, safety and quality requirements, traffic control plans and risk management plans.



	<p>Set works programs and priorities for jobs on a weekly, monthly and annual basis including:</p> <ul style="list-style-type: none"> • Maintenance grading programs • Slashing and spraying programs • Construction programs • Landfill Management • Building Maintenance Program
	Source materials required for the works program of Shire projects as requested
	Supervise and participate in the maintenance, upgrade and construction of the various sealed and unsealed roads within the Shire of Wiluna.
	Develop and promote both a strong customer and high-quality service orientation.
	Provide advice on plant and equipment replacement.
	Understanding of contract management principles with proven experience in delivering works with contractors.
	Assist with and provide input into the preparation of the Shire's annual and 5 year works programs.
	Undertake the role of project coordinator for various other Shire projects under instruction from the Chief Executive Officer or Deputy Chief Executive Officer.
	Work collaboratively with others to deliver quality outcomes.
Administration	Review, develop and recommend Internal Organisational Directives and procedures.
	Provide input to the Shire's Annual Report including KPI and business unit reporting.
	Attend and contribute to Council and Committee Meetings as required.
	Ensure correspondence and reports are produced within appropriate timeframes.
	Ensure that the team have the appropriate tools and equipment to perform their roles efficiently and effectively.



Human Resources	Provide leadership to the Works and Services Team, including monitoring of staff performance to ensure team members are adequately supervised, are working effectively and efficiently, and have opportunities for development and training.
	Manage staff across various locations effectively forming good relationships and communication techniques across various mediums.
	Monitor work practices to ensure the safety of employees and compliance with Occupational Safety and Health.
	If required, check and approve daily timesheets for staff ensuring accuracy of submitted information.
	Attend to call-outs after work hours and organise the availability of employees for work after hours as required or instructed.
Quality and Continuous Improvement	Proactively pursue the development of improved work practices through initiative and provide leadership to operational staff.
	Monitor the productivity of labour and plant and make appropriate improvement changes, including longer term improvement recommendations to the Leadership team.
	Develop organisational practices and guidelines relevant to work and safety improvements for construction, maintenance, parks and gardens, waste, street sweeping and workshop/depot staff.
	Liaise with and respond to enquiries from residents, rate payers and members of the public in a timely, courteous and helpful manner.
Financial	Monitor financial reports and budgets to ensure projects are completed on time and within budget.
	Assist with the preparation of the Works and Services, and the Project and Contract team's annual budget.
Training	Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
General	Other duties as directed by CEO relevant to the position and level.



	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.
	Develop and maintain positive working relationships with other internal business units, contractors, and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.

Organisation Vision, Values and Behaviours

One proud, inclusive sustainable community welcoming growth and opportunities

Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers
- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my colleagues and trust them to fulfil their roles
- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my duties within the workplace
- I deal with issues when they arise

Respect

- I treat each team member consistently and equitably
- I lead with honesty, fairness and respect
- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning



- I support my team to implement new ideas and make decisions even if that means learning from their mistakes

Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve

The Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

Authority and Accountability

The role may be accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the Employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the Employer and have significant impact upon external parties dealing with the Employer. The position's influence would have an important role in the overall performance of the function.

The position is authorised to and responsible for:

- The provision of sound, accurate, detailed and professional financial services.
- Meeting regulatory requirements related to financial reporting.
- Provision of quality advice to management on income and expenditure, budgets and financial matters.
- Managing the financial and staff resources of the department.
- Making decisions on all matters, which are the responsibility of the position, within the delegated authority, legislative requirements and established policy.



Extent of Authority

The position is subject to broad direction from the CEO and exercises managerial responsibility for the Works and Services Team. No authority is given for the dismissal or employment of employees under the supervision of the position. All dismissals or appointment must be authorised by the Chief Executive Officer in consultation with the Deputy Chief Executive Officer.

Degree of control is governed by:

- Work practices
- Standards
- Procedures
- Policies
- Regulations and Acts

All Shire staff are required to comply with the financial and operational delegations issued to them as per the delegations register.

The incumbent is required to be involved in the initiation and formulation of programs that will deliver upon the Shire's objectives, including the development and implementation of work practices and procedures in all facets of the Works and Services Team to achieve the Shire's goals. This position authorises expenditure within delegations provided by the CEO.

The role will exercise control of the Works and Services Team, being accountable for the quality, effectiveness, cost and timeliness of projects or programs under their control.

Judgement and Problem Solving

The role has a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the Employer in the resolution of problems.

The role is required to:

- Provide professional judgement and decision making based on experience and qualifications when advising on appropriate strategies to be adopted by management or Council in relation to works and services matters within the parameters set by legislation and Shire policies and procedures.
- Provide specialist and informed advice to the Executive team on matters relating to works and services and the implications of such decisions.
- Provide solutions to problems requiring analytical approaches and elements of development and creativity within the scope of the Shire's Policies. Methods,



procedures and processes may be less defined, and the position is expected to contribute to their development and adaptation.

- Actively participate in and contribute to the leadership team and organisational development initiatives and improvements.

Specialist Knowledge and Skills

Positions require knowledge and skills for the direction and control of a key function of the Employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Knowledge required includes:

- Detailed knowledge of the Shire's organisational structure and functions as well as workplace procedures, programs and policies.
- Detailed knowledge of Local Government Act and Regulations, Local Laws and Shire policies.
- Good knowledge of Human Resource Management principals.
- Sound knowledge of computer systems and software applications.
- Extensive knowledge of management practice and legislative requirements.

Skills required include:

- High level written and verbal communication skills with the ability to relate to officers at all levels and members of the public.
- Well developed financial management skills.
- Highly developed interpersonal, negotiation and conflict resolution skills.
- Ability to provide clear advice and assistance to staff as well as other officers within the organisation
- Highly developed problem solving and analytical skills.
- Ability to think creatively and be innovative.
- An advanced knowledge and understanding of construction, maintenance, park and gardens and waste where it is required to analyse complex options and make decisions.
- Working knowledge of plan and design interpretation.
- Demonstrated ability to set priorities and plan/organise work allocated.
- An ability to work under pressure, working across several projects at the one time.



- A strong understanding and awareness of engineering principles for the provision of maintenance & construction services.
- Understanding of contract management principles with proven experience in delivering works with contractors.

Management Skills

Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.

The role requires:

- Well-developed leadership and supervisory skills.
- Excellent time management and organisational skills including the ability to set priorities, plan and organise workload to achieve the objectives and goals of this position.
- Skills in contributing to the strategic direction for an organisation and achieving strategic outcomes.
- Skills in managing, leading and motivating teams.
- Well-developed skills in managing contractors.
- Proven ability to think at a strategic level in relation to works and services matters.

Interpersonal Skills

Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the Employer and to liaise with external bodies.

The position requires:

- Well-developed written and verbal communication skills to deliver ideas, reports and correspondence to a wide range of audiences.
- Ability to present to Councilors and management and articulate complex matters simply in a professional manner.
- Ability to engage with various internal and external stakeholders.
- Ability to mentor and provide coaching to staff.



Qualifications and Experience

This position will have a relevant degree or equivalent with extensive practical experience with experience in a financial environment ideally undertaking financial statement preparation and monitoring.

The incumbent will require a detailed knowledge of the statutory requirements associated with the role.

Other desirable experience includes office administration, experience in human resources procedures and practices, contract administration and management, grant applications and experience in a supervisory/management position.

Accessible and Inclusive Employer

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OSH) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OSH legislation and Council policy.

Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.

Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

Key Selection Criteria

1. A relevant qualification or willingness to complete formal qualifications in construction, maintenance, parks and gardens and waste as well as previous demonstrated experience in a supervisory role in a works and services environment.
2. Extensive knowledge of road, drainage and bridge construction and maintenance with the ability to ensure works are completed satisfactorily in accordance with technical specifications, plans, designs and within budget.



3. Previous experience in budget management, including development of estimates and scheduling and ideally experience in local government procurement processes including quotes and tenders.
4. Experience in a supervisory/management role with strong organisational and time management skills.
5. Highly developed interpersonal skills including strong written and verbal communication skills as well as negotiation and conflict resolution skills.
6. Well-developed managerial, planning and organisational skills with the capacity to lead and motivate people.
7. Knowledge of project management principles and demonstrated experience overseeing works projects including plan, drawing and design interpretation, and contract management.
8. Current driver's licence.

Approval

APPROVED BY: Natalie Te Pohe, Acting Chief Executive Officer

Date: July 2024

Position Description Agreement

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.

Employee Name

Employee
Signature

(Please print)

Date