

Position Title	Executive Manager - City Plan and Infrastructure
Department	City Future
Division	City Plan & Infrastructure
Unit	City Plan & Transformation, Asset Systems & Planning, Project Management Office
Supervises	3
Reports To	Director City Future
Grade	M4
Date Prepared	29/04/2025
Date Last Updated	8/07/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

Reporting directly to the Director City Future, this pivotal position offers the opportunity to shape the long-term success of our city through the planning of critical infrastructure and community outcomes. It will lead high-impact planning activities that guide the future of our city, including:

- Integrated planning and reporting under the Local Government framework
- Citywide strategic plans for open space, catchments, recreation, biodiversity, and transport
- Asset planning to maximise long-term value and sustainability
- Planning for major transformational capital projects
- Capital works programming and budgeting
- Project Management Office (PMO)

The position works closely with the Director City Future to deliver key organisational priorities, champion innovation, manage complex challenges, and improve how services are planned and delivered. It will directly shape the way residents experience and interact with their city.

The position will be responsible for overseeing a skilled team of staff and contractors to ensure projects are delivered safely, sustainably, on time and on budget, driving a visionary, collaborative culture. It will act as a trusted advisor across the organisation—providing expert advice on strategy and planning ensuring alignment with Council's strategic vision and corporate objectives.

Accountabilities

- Oversee the coordination and delivery of Council IPR suite of documents.
- Oversee the planning of City outcomes across a broad range of topics including open space, catchments, recreation, biodiversity, transport.
- Oversee the planning for major design projects (buildings and public space) that transform the city.
- Oversee the coordinated planning of Council's assets.
- Oversee the capital works forward planning and budgeting.

- Lead the Project Management Office and develop and implement ongoing process improvement initiatives.
- Negotiate and align competing stakeholder expectations with a strategic view within the complex political and social environment.
- Be accountable for the effective management of the team's budget and projects by monitoring, measuring outputs, taking corrective action and providing regular progress reports to the Director.
- Ensure that approved infrastructure projects delivered by City Assets meet the agreed outcomes and consistent with approved plans and strategies.
- Collaborate as a member of the department's leadership team to foster a highly engaged team environment and a unified approach to leadership, service delivery, and problem-solving.
- Representing and promoting Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
- Engage directly with Councillors, State and Federal Members of Parliament aligning their aspirations with Council's forward plans.
- Represent the Director of City Future as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Executive Manager

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Highly Advanced
	Safety and Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Innovate and Improve	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Customer and Community Focus	Highly Advanced	• Creates an organisational culture which embraces high quality customer service • Ensures that management systems, processes and practices drive service delivery outcomes • Ensures that community and customer needs are central to strategic planning processes • Establishes systems to set and monitor service delivery standards in line with customer and community expectations • Ensures council services contribute to social, environmental and economic sustainability in the community/region
Results		
Innovate and Improve	Advanced	• Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and

		• Contributes own knowledge and experience to staff training and development sessions
People Leadership		
Inspire Direction and Purpose	Advanced	• Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Councils policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- A degree-level qualification in Urban Planning, Engineering, Asset Management, Public Policy, or a related discipline.

Essential Experience

- Demonstrated experience in leading the development and implementation of strategic plans, frameworks, or policies that deliver long-term outcomes for communities or organisations.
- Proven ability to develop and apply asset planning principles, including lifecycle management, capital investment planning, and optimisation of infrastructure assets.
- Highly developed critical thinking skills, with the ability to interpret complex information and translate it into practical strategies and initiatives.
- Proven examples of budget development, financial management, project management.
- Exceptional interpersonal and communication skills, with the ability to collaborate with a diverse range of stakeholders, including executive leadership, politicians, community members, and technical teams.
- Demonstrated experience in leading multi-disciplinary teams, fostering a high-performance culture, and managing staff or contractors to deliver organisational outcomes.
- Demonstrated experience in change management and innovative business efficiency achievements.
- Highly developed communication skills, including consultation, negotiation, presentations and advanced written skills.

Desirable Qualifications and or Experience

- A clear understanding of how strategic and asset planning functions align with broader organisational goals, service delivery priorities, and community outcomes.
- Post Graduate qualifications in Management.
- Understanding of how local government operates within the Local Government Act.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐