

<b>Position Title</b>	Manager Asset Construction
<b>Department</b>	City Assets
<b>Unit</b>	Asset Construction
<b>Team</b>	
<b>Supervises</b>	Asset Construction Unit
<b>Reports To</b>	Director City Assets
<b>Grade</b>	
<b>Date Prepared</b>	7/11/2022
<b>Date Last Updated</b>	7/11/2022

## 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

The Manager Asset Construction will provide direction, leadership and accountability to the Delivery Unit, which consists of Project Managers and Officers, Contract Admin and the communications team. The Unit purpose is to provide project management services to support Council's requirements and in particular leading the delivery of projects through the Project Management Framework of the annual Capital Works program in line with the internal Client's scope, budget, timeframe and quality outcome.






## Accountabilities

- Identify annual resourcing requirements to ensure on-time delivery of the adopted capital works program and other support services.
- Lead the recruitment of permanent and contract staff as part of Council's resourcing needs.
- Act as Superintendent to contract on all large value projects.
- Foster good working relationships across Council with internal and external project stakeholders.
- Maintain Unit budget and expenditure including overseeing Project budget expenditure and transactions in accordance with Council's procurement policies.
- Maintain accurate reporting of activity on the corporate project register ensuring organisational commitments are met and bring issues to the Director's attention as required.
- Coordinate the quarterly reviews of the Capital Works Program for final approval by the Director.
- Align the operational duties and functions to the organisational strategic directions whilst enabling innovation, agility and responsiveness of the unit.
- Maintaining a constructive culture and living values of the organisation through decisions and exemplary behaviour.
- Key challenges include but are not limited to leading the implementation of critical and imperative changes, and strategic initiatives, across the organisation achieving high levels of ownership and compliance as well as developing and continuously improving services levels in the line with customer expectations and available resources.

## 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 – Manager

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 <b>Relationships</b>	Communicate and Engage	Advanced
	Customer and Community Focus	Advanced
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Advanced
 <b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Innovate and Improve	Advanced
	<b>Deliver Results</b>	Advanced
 <b>Resources</b>	<b>Finance</b>	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 <b>People Leadership</b>	<b>Manage and Develop People</b>	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
<b>Personal Character</b>		
Lead Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>

<b>Resources</b>		
Finance	Advanced	<ul style="list-style-type: none"> <li>• Ensures the design/delivery of services is within budget</li> <li>• Explains the organisation’s financial drivers to others in plain language</li> <li>• Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services</li> <li>• Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>• Seeks and applies specialist financial advice to inform decisions</li> </ul>
<b>People Leadership</b>		
Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Knows the individual strengths, weaknesses, goals and concerns of members of the team</li> <li>• Fosters high performance through effective conversations and feedback and by providing stretch opportunities</li> <li>• Identifies and develops talent across the organisation</li> <li>• Coaches and mentors staff to foster professional development and continuous learning</li> <li>• Implements performance development frameworks to align capability with the organisation’s current and future priorities</li> <li>• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> </ul>

\* 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 General Manager.

## 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.

## Qualifications and Experience

### Essential Qualifications

- Tertiary qualification in either Architecture, Building or Civil Engineering, including Project Management and Business Management.
- Class C Drivers License.
- Workcover WHS General Construction Induction Training Certificate.

### Essential Experience

- Demonstrated ability to lead and work with a diverse and multi-disciplinary teams and deliver results.
- Extensive knowledge and experience in project management and delivery, contracts and contract law, procurement, programming and budget management.
- Proficient in the use of multiple software systems. e.g. MS suite in particular MS project.
- Proven ability to think strategically, analyse complex situations, achieve outcomes and negotiate and approach problem solving in a flexible and resourceful manner.
- Excellent interpersonal skills and demonstrated ability to form positive relationships with a wide range of stakeholders, groups, organisations and individuals.
- Excellent written, verbal and presentation skills.
- Demonstrated skills in developing and effectively managing a financial budget.
- Well developed time management and organisational skills.
- Well-developed leadership skills and experience which enables staff to embrace change to deliver greater efficiencies.

### Desirable Qualifications and or Experience

- Further studies in selected qualification and/or other relevant studies.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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