

Position Title	Senior Infrastructure Services Officer
Department	City Assets
Unit	Infrastructure Services
Team	Roads Infrastructure Services
Supervises	N/A
Reports To	Team Leader Roads Infrastructure Services
Grade Range	I
Date Prepared	1/07/2022
Date Last Updated	5/07/2022

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

To be an integral member of the Roads Infrastructure Services Team to resolve customer needs in relation to Council's roads infrastructure assets and services

Accountabilities






- Act as Roads Infrastructure representative to coordinate and provide roads infrastructure input to major state government infrastructure proposals, and major planning and development proposals managed by City Planning and City Future
- Liaise with the State Government organisations who carry out major projects within the LGA to ensure Council's interests in relation to roads infrastructure assets are addressed
- Manage street lighting and act as Council representative in dealing with Ausgrid/Endeavour Energy and SSROC in relation to street lighting issues including street lighting improvement programs
- Assist with the management of Council's Street Furniture Contracts
- Administer and provide Council approvals/services/information in relation to customer applications including Stormwater information application, National Heavy Vehicle Regulator (NHVR) applications, Directional/Community Signage and Dividing Fences
- Prepare and/or contribute to relevant policies, guidelines and standard drawings for related assets and services and provide expert advice to the community, staff and Council as required
- Investigate and respond to customer requests as allocated and where applicable make recommendations to the Asset Systems & Planning Unit for consideration and possible inclusion in the Rolling Capital Works Program or request maintenance work as necessary
- Contribute to the investigation and provision of advice regarding acquisition and disposal of Council assets as required
- Manage Smarter scheduling to achieve better coordination amongst utility authorities to minimise impact on road assets
- Prepare project brief, program, deliverables and contract documentation for the engagement of consultants as required

- Prepare presentation briefings, correspondence and write Council and senior management reports as required
- Participate in community consultation processes for projects identified on the Capital Works program in conjunction with other Departments of Council as required
- Contribute to the preparation of grant applications as required
- Contribute to the development of Council's Delivery Program and Operational Plan
- Contribute to developing a culture of customer service excellence and continuous business improvement within the team
- Other related tasks as required by Team Leader Roads Infrastructure Services

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 – Senior Technical/ Professional Specialist

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

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		
Display Resilience	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives direct and honest feedback/ advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector

		<ul style="list-style-type: none"> Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> Draws on numerous sources of information, including past experience, when facing new problems Demonstrates an understanding of how individual issues relate to larger systems Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports Uses rigorous logic and a variety of problem solving methods to develop workable solutions Anticipates, identifies and addresses risks and issues with practical solutions Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

* 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 Civil Engineering
- Class C Drivers Licence
- WH&S Construction White Card

Essential Experience

- Demonstrated extensive experience in investigation, planning and design of road infrastructure assets
- Demonstrated high level of knowledge in Local Government regulations and legislations including planning
- High-level communication skills, both written and oral
- Demonstrated understanding of asset management in relation to local government infrastructure
- Demonstrate knowledge and experience in drainage and flood mitigation and understanding of the NSW Government's Floodplain Management Manual
- Demonstrated high level of stakeholder engagement on issues and projects
- Demonstrated project management skills
- Demonstrated well-developed computer skills in Microsoft Office applications

Desirable Qualifications and or Experience

- Post-graduate engineering or other relevant qualifications
- Knowledge and experience in engineering aspects of subdivisions and land development planning and design
- Eligible for membership of relevant professional associations

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 type="checkbox"/>	<input checked="" 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"/>
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"/>