



Morningshon Shire Council

POSITION DESCRIPTION

• POSITION DETAILS			
Position Title	Executive Manager Infrastructure Services	Designation & Classification Level	Contract
Position No		Directorate	Infrastructure Services
Division	Executive	Date Created	13 th May 2019
Location	Gununa - Morningshon Island	Date Approved	13 th May 2019
Reports To	Chief Executive Officer	Version Date	13 th May 2019
• POSITION CONTEXT			
Council Overview	<p>The Morningshon Shire Council provides a range of services to twenty two islands of the Wellesley Group in the Gulf of Carpentaria, the State of Queensland. Morningshon island is the largest island in the group with the main township of Gununa, housing the majority of the population. Morningshon island is located 125kms north-west of Burketown, 200kms west of Karumba and 444kms from Mount Isa.</p> <p>Morningshon Shire Council delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation, Water and Sewerage Maintenance; Civil Works, and many more.</p> <ul style="list-style-type: none"> • The overall vision of Morningshon Shire Council is to: • Empower our Community - Our people, • To feel solid and strong like the rock in Mundalbe, • To taste and hear the breaking waves of change, • To establish clean, safe, healthy lifestyles together, • Pride and respect for each other in our culture, achievements and successes, and • To see and smell the compassion and peacefulness of our community. 		
Principal Objectives	To plan and deliver Infrastructure Services programs for the Morningshon Shire Council including: Mechanical Workshop, Housing, Special Projects / Contracts and Risk Management, Asset Management, NDRRA, Batch Plant, Fencing and Concrete programs.		
Major Role and Challenges	<p>The Executive Manager Infrastructure Services is responsible for ensuring that Councils Infrastructure Services obligations under the Local Government Act and regulations are met. Operating under the direction of the Chief Executive Officer and in accordance with Shire Council corporate plans, policies, relevant legislation and accounting standards this position is responsible for:</p> <ol style="list-style-type: none"> 1. Management of Councils' Infrastructure Services programs and to provide leadership, direction and a commitment to the goals and aspirations of Morningshon Shire Council. 2. Cultivation of Councils' productive working relationships at all levels, which support the nurturing of internal and external relationships, facilitates cooperation trust and respect, mentoring team members, values differences and diversity and guides mentors and focuses on the development of the Infrastructure Services Team. 		
Key Interactions/ Relationships	<ul style="list-style-type: none"> • Chief Executive Officer • Executive Managers • MSC Managers & employees • Mayor, Deputy Mayor & Councillors • Government and Non-government Agencies • External customers 		

	<ul style="list-style-type: none"> • Community Organisation Representatives
Special Conditions	<ul style="list-style-type: none"> • Incumbent will be required to drive in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity. • Some out of hours work, and occasional travel intra and interstate absences may be required. • Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis. <p><u>Essential</u></p> <ul style="list-style-type: none"> • Prior to employment with Mornington Shire Council you must obtain the following; <ul style="list-style-type: none"> ▪ Undertake a new criminal history check at commencement of employment with MSC ▪ At commencement of employment hold a current Working with Children Clearance (Blue Card) ▪ Be an Australian Resident or provide the current, relevant Visa to work within Australia • It is a condition of employment with Mornington Shire Council that you must; <ul style="list-style-type: none"> - Renew your Blue card clearance every two years through the HR Department
Corporate Values and Accountabilities	<p>Mornington island Shire council is committed to a work environment founded on respect, honesty, integrity, and fairness as vital components for the organization and prides itself on:</p> <ul style="list-style-type: none"> • An exceptional level of customer service • Respect for others • Open communication • Responsiveness to the Mornington Island Community • Honesty and equity • Cooperation, understanding and empathy • Economy and efficiency • Innovation and leadership • Commitment and motivation to achieve their full potential • Compliance with Council's Code of Conduct, policies and procedures • Commitment to Council's Corporate Plan • Ensure that work is performed to meet the safety, environmental and legislative requirements and adherence to Mornington Shire Council's Workplace Health and Safety Policy. • Commitment to Equal Employment Opportunity • Application of Council's risk management policy objectives as they impact the position • Projecting a high level of professionalism and represent Mornington Shire Council in a positive way
Authority to Act / Delegations	<ul style="list-style-type: none"> • Financial Delegations – as per Council delegation register

<p>Organisational Responsibilities</p>	<p>4 FTE direct reports 48 FTE indirect reports</p>
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• KEY RESPONSIBILITIES

<p>Council Budget & Finance</p>	<p>Facilitation of Council budget and forward financial modelling development and Management</p> <ul style="list-style-type: none"> • In conjunction with all Council Departments, draft a departmental annual budget within agreed timelines for inclusion in organisation budget for ratification by council • Implement, Monitor and review budgets as required by relevant legislation/accounting regulations and provide reports to Council and funding agencies where required. • Supervise and deliver the Council Infrastructure Services functions in line with Council Policy and statutory requirements. • Provide advice to the Chief Executive Officer on Infrastructure Services matters including recommended strategies to promote community improvement. • Assist Council Members to improve Council knowledge of Infrastructure Services matters. • Develop and maintain a forward Infrastructure Services model/plan in conjunction with the annual budget for the period as required under legislation/accounting accounting regulations or a longer period as required by Council. • Analyse new project budgets to ensure viability and provide advice to the CEO on the financial sustainability of projects.
<p>Council & Organisational Management</p>	<p>To advise and assist the CEO on policy and organisational management issues</p> <ul style="list-style-type: none"> • Review, develop and recommend policy and procedures. • Attend and contribute to Council and Committees as required. • Ensure all regulatory requirements related to infrastructure services are fulfilled. • Assist the CEO as required.
<p>Community & Organisational Planning</p>	<p>To contribute to medium and long term planning</p> <ul style="list-style-type: none"> • Leading the Council's Infrastructure Services planning processes by providing proactive and high level input and advice, • Assist in the development and implementation of Council's Strategic plan for all service delivery • Assist in the development and implementation of Operational Service Plans for all Infrastructure Service delivery requirements • Assist in the development and implementation of a Strategic Infrastructure Services plan to align with Council's strategic planning processes. • Support the Council's corporate and business planning by providing proactive and high level input and advice in regard to Infrastructure Services delivery requirements. • Develop and implement Council's strategic plan for Infrastructure Services Delivery. • Develop and implement Operational Service plans for all Infrastructure Services delivery requirements. • Develop a strategic financial plan to with council strategic planning processes for Infrastructure Services.

	<ul style="list-style-type: none"> • Direct and coordinate the preparation, monitoring, evaluation and reporting of Mornington Shire Council's Strategic and Corporate plans achievements and outcomes in respect of Infrastructure Services. • Community consultation regarding community needs and development of strategic and operational plans
Operational & Management	<p>Council services are delivered in accordance with Business Plan</p> <ul style="list-style-type: none"> • Ensure the Infrastructure Services work practices and procedures are appropriate and current. • Ensure that a teamwork philosophy is engendered in all operations. • Provide timely management reports on operations of the section. • Provide input to Council's Annual Report. • Oversee completion of Statutory Reports. • Negotiate and manage contracts as required to ensure delivery of efficient service delivery. • Review, develop and recommend policy and procedure relating to Infrastructure Services participates as a member of policy and procedure review committee as required. • Attend and contributes to council and committee meetings as required. • Ensure all regulatory requirements related to the Infrastructure Services section are fulfilled. • Assist the CEO as required.
People Management	<p>Actively encourage staff participation and development</p> <ul style="list-style-type: none"> • Regular and effective communication is practiced. • Staff performance is monitored. • Workshop, Housing, Special Projects & Risk Management, Asset Management, Batch Plant, Fencing & Concrete team policies and procedures are implemented. • Ensure that staff is adequately supervised and have opportunities for development and training. • Leadership is provided to the section. • Service and employee responsibilities are clearly identified.
Customer Service	<p>Council provides customer-focused products and services to the community</p> <ul style="list-style-type: none"> • A customer-focused Council is promoted. • All customer issues are responded to in accordance with Council's Customer Service Standards. • Sound customer relations with internal and external customers, including Councillors, are developed. • Stakeholders are engaged in the section's activities. • All customer requests are recorded and attended to.
Risk Management	<p>Assist in the development and implementation of organisational risk management procedures</p> <ul style="list-style-type: none"> • Participate as Councils representative on the committee. • Development and maintenance of internal controls within all sections of councils operations. • Ensure that appropriate systems are established and actions taken to implement the Council's Work Health and Safety requirements. • Ensure regular monitoring of Health and Safety performance in the area of responsibility. • Participate in Work Health and Safety activities.
Business Plan	<p>To assist to implement Council's Business Plan in accordance with target dates</p> <ul style="list-style-type: none"> • Annual Shire Corporate & Operational Plans • The Business Plan, Budget and Operational Service Plans are actively monitored. • Monthly status review of Budget and Operational Service Plans. • Quarterly review and report to CEO.
K.P.I	<ul style="list-style-type: none"> • Oversee MSC's housing and infrastructure construction repairs and maintenance programs ensuring delivery of the programs are on time and within budget. • Oversee MSC's Housing and Special Projects procurement functions are managed appropriately with Council's Warehouse Operations. • Oversee MSC Mechanical Workshop to ensure services are delivered within budget and acceptable timeframes • Management of Council's NDRRA programs to ensure services are delivered at no cost to Council and within appropriate time frames. • Development and management of Surepact Risk Management System for all major projects and contracts • Development and Implementation of an Asset Management plan with policies and procedures to ensure appropriate monitoring of usage of council vehicles, plan and equipment. • Development of policies and procedure for engaging contractors in compliance of Local Government Act.
<ul style="list-style-type: none"> • POSITION SKILLS / KNOWLEDGE / EXPERIENCE 	

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • Hold a Degree and Post Graduate qualification or 4 Year Degree in a relevant discipline such as management, strategic planning etc or display equivalent operational experience • Possess a high level of analytical and innovative skills to resolve complex problems by deriving a range of elements and selecting a method of approach. • Proven ability to manage guided only by broad directions, key performance indicators, policy and legislative requirements. Ability to make a significant contribution to determining goals and objectives of the organisation. • Demonstrated ability to plan at a strategic level to coordinate a range of departmental activities across a number of teams. • Demonstrated organisational skills with the ability to manage and control a team. Actively promote team building and development to ensure a range of team goals and objectives are met. • Minimum of 5 years experience in a related role and/or employment or mentoring services • Excellent oral communication skills with the ability to mediate and/or negotiate issues between parties to effectively resolve major conflicts and problems. • Excellent written communication skills with the ability to write non-standard correspondence, reports, submissions and proposals that requires original content. • Promote team work and develop positive working relationships with funding bodies and stakeholders. • Current QLD Drivers Licence • It is a condition of employment with Morningson Shire Council that you must be an Australian Resident or hold the appropriate visa to work within Australia; apply and update (through the HR department) a current criminal history check each year that you work with MSC and hold a current Working with Children (Blue Card)
Desirable	<ul style="list-style-type: none"> • Tertiary qualifications in Technical and / or Infrastructure field • An awareness of issues impacting on Indigenous people in remote locations • Knowledge of the principles of Work Health and Safety and ability to promote them in the workplace

5. ACKNOWLEDGEMENT

Delegate / CEO		Date:	Signature:
Employee Name		Date:	Signature: