



Morningshon Shire Council

POSITION DESCRIPTION

• POSITION DETAILS			
Position Title	Works Manager	Designation & Classification Level	Contract
Position No		Directorate	Technical Services
Division		Date Created	20 th June 2019
Location	Morningshon Island	Date Approved	
Reports To	Executive Manager Technical Services	Version Date	20 th June 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 contribute to the planning and delivery of Technical Services programs for the Morningshon Shire Council including: Civil Works, Airport, Parks and Gardens, Waste Management, Animal Control, Water & Sewerage, and Cemetery.		
Major Role and Challenges	The Works Manager will play a pivotal role in assisting the Executive Manager plan and coordinate the Department's services in accordance with Corporate & Operational Plans, Budgets, annual works programs, service standards and statutory requirements.		
Key Interactions/ Relationships	<ul style="list-style-type: none"> • Mayor, Deputy Mayor & Councillors • Chief Executive Officer • Executive Leadership Team • Executive Manager Technical Services • Council's Managers, staff and contractors • Government and Non-government Agencies • External customers • Community Organisation Representatives 		
Special Conditions	<p><u>Essential</u></p> <p>Prior to employment with Morningshon Shire Council you must hold or obtain the following;</p>		

	<ul style="list-style-type: none"> ▪ A new, satisfactory criminal history check; ▪ A current Working with Children Blue Card; and ▪ Be an Australian Resident or possess a current, relevant Visa to work within Australia <p>It is a condition of employment with Mornington Shire Council that you must renew your Blue card and provide an up-to-date criminal history check annually.</p>
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	Financial Delegations – as per Council delegation register
• KEY RESPONSIBILITIES	
Council Budget & Finance	<p>Contribute to the development and implementation of the Technical Services Department's budget and financial models</p> <ul style="list-style-type: none"> • In conjunction with the Executive Manager, draft a departmental annual budget and works program within agreed timelines for inclusion in Council's annual budget deliberations; • Implement, monitor and review annual budgets and works programs as required and provide reports to Council, CEO and funding agencies where required; • Supervise and deliver the Technical Services functions in line with Council Policy and statutory requirements; • Analyse new project budgets to ensure financial and operational viability and provide advice to the Executive Manager on the financial sustainability of projects.
Departmental Planning	<p>To contribute to the Technical services Department's medium and long term planning</p> <ul style="list-style-type: none"> • Contribute to Technical Services planning processes by providing proactive and high level input and advice, • Assist in the development and implementation of Council's / Department's strategic plan for service delivery • Assist in the development and implementation of Operational Service Plans for all Technical Service delivery requirements • Assist in the development and implementation of a Strategic Technical 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 Technical Services delivery requirements. • Develop and implement departmental Asset Management plans in accordance with statutory and financial requirements. •
Operational Management	<p>Council services are delivered in accordance with Corporate and Operational Plans</p> <ul style="list-style-type: none"> • Ensure the Technical 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 Technical Services participates as a

	<ul style="list-style-type: none"> member of policy and procedure review committee as required. Ensure all regulatory requirements related to the Technical Services section are fulfilled. Oversee sewage and water management to ensure required standards and flow rates to the community.
People Management	<p>Actively encourage staff participation and development</p> <ul style="list-style-type: none"> Regular and effective communication is practiced in the work place. Staff performance is monitored, including assisting in coordination and delivery of employee annual performance reviews. Ensure Technical Services Department policies and procedures are implemented. Ensure that staff are adequately supervised and have opportunities for development and training. Leadership is provided to the section. Service and employee responsibilities are clearly identified. Actively contribute toward improving and developing the organisational culture.
Customer Service	<p>Council provides customer-focused products and services to the community</p> <ul style="list-style-type: none"> A customer-focused workforce 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 and maintained. 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"> Actively contribute to the development, review and implementation of Corporate Risk Management strategies. 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.
Works Programs	<p>To assist in implementing Council's Works Program</p> <ul style="list-style-type: none"> Assist in developing, implementing and reporting against the Department's annual works program and Operational Plan The Works Program, Budget and Operational Plans are actively monitored. Monthly reporting upon the status and budget of Departmental Works Programs and Operational Service Plans. Oversees MSC's civil construction programs ensuring delivery of the program is on time and within budget.
Community Engagement	<ul style="list-style-type: none"> Liaise with community residents and stakeholders to ensure departmental projects and services meet community needs, expectations and standards.
<ul style="list-style-type: none"> POSITION SKILLS / KNOWLEDGE / EXPERIENCE 	
SELECTION CRITERIA	

Essential	<ul style="list-style-type: none"> • Post secondary qualifications in Civil Construction, Engineering or related discipline, or comparable experience. • Minimum of 5 years experience in a related role • 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. • Ability to actively promote team building to ensure a range of team goals and objectives are met. • 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 unrestricted, manual 'C' Class Drivers Licence • It is a condition of employment with Mornington Shire Council that you must be an Australian Resident or hold the appropriate visa to work within Australia
Desirable	<ul style="list-style-type: none"> • Tertiary qualifications in a field relevant to the role • Previous Local Government Experience • 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: