



Position Description

General Manager, Assets & Delivery

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	General Manager, Assets & Delivery
Position Number(s)	COHB0126
Classification	General Manager
Reports to	Chief Executive Officer
Division	Assets & Delivery
Department	n/a
Direct reports	4

Position Purpose

Responsible for the strategic leadership, development and management of the Assets & Delivery Division to fulfil Council's strategic and business objectives, including operating and delivery transformation. This role forms part of the Senior Leadership Team. It is responsible for the following areas: Field Services; Engineering; Asset Management; Buildings & Facilities Management; Environment & Coastal; Contractor Management; Renewal Capital Works and Construction Projects Delivery, Traffic Management and Public Realm & Urban Design.

Key Relationships/Interactions

Internal

- Chief Executive Officer
- General Managers
- Council – Mayor and Councillors
- Asset & Delivery Leadership Team
- Managers

External

- Local Government Association of SA
- Contractors and service providers
- Suppliers
- Community Members
- Other Government agencies
- External partners

Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours including Council workshops and meetings.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.

- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

The General Manager, Assets & Delivery is responsible for:

Executive Leadership

- Working collaboratively as part of the Senior Leadership Team to determine key Council decisions for Assets and Delivery and facilitate actions toward the achievement of the Strategic Plan.
- Provision of high-quality advice to Senior Leadership Team and Elected Members relevant to specific span of control.
- Manage political matters and collaborate both internally and externally to try to resolve Elected Member requests and ensure the implementation of Council resolutions.
- Modelling and executing healthy Stakeholder, Councillor and Customer relationships with eQ and a customer-first mind-set.
- Establishing effective measures & indicators, including financial, in place to guide our operational performance.
- Set annual budgets aligned to strategic and operational objectives.
- Leading positive large-scale change with high standards and expectations for the staff within the division.
- Instilling a confident people and safety culture to facilitate the wellbeing of staff and their engagement with Council.
- Set divisional direction and goals that drives delivery towards business plans through the Annual prioritisation and staff performance and development (PDR) process with measurable goals.
- Lead, Coach and Mentor Management team to establish and maintain a cadence of activities, governance, data metrics and delivery to effectively lead divisional outcomes in alignment with Council's identified leadership capabilities.
- Accountable for compliance in the related areas and functions and provide clear direction and influence over the legislative and procedural responsibilities by establishing requirements and monitoring processes.

Work Health and Safety

- Accountable for Work Health and Safety leadership in setting a culture for high standards of practices and governance within the Division.
- Drive the improvement of safety processes, practices and employee mindset for preventing accidents and injury.
- Steward the Risk Assessment Processes, Hazard, Incident and Risk Reporting and WHS compliance requirements through influencing the Asset & Delivery Management team.
- Accountable to ensure all staff are adequately trained, supported with WHS and provided with PPE
- Provide oversight and ensure resolution following investigation of high-risk hazards and incidents within the Directorate of responsibility.
- Proactively promote and consider WHS management in operational functions and projects to comply with policy and legislation.
- Actively support Managers, Team Leaders and injured workers during return-to-work processes.

- Oversee and provide leadership to ensure programs are in place supporting the rehabilitation of injured workers and their safe return to work in accordance with the service standards set out in the Return-to-Work Act 2014 and Council policy and procedures.

People & Culture

- Demonstrate positive leadership capabilities which result in building relationships, empowering others, embracing challenges and delivering on promises.
- Ensure effective communication is undertaken to engage the needs of reporting staff, internal and external key stakeholders including volunteers.
- Accountable for the strategic development and growth of people capability and outcomes of workforce planning.
- Foster, develop and deliver a customer centric culture, to empower team members to strive for high level of customer satisfaction and positive interaction with Council.
- Build and foster effective relationships with both internal and external key stakeholders. Create confidence and build credibility with Elected Members.
- Ensure a strong communication link between staff and management related to required information.
- Sponsor and facilitate EBA negotiations and oversight of industrial disputes and matters within the division, actively lead and mitigate industrial and employment relations matters.
- Manage grievances, and investigations with integrity and care for serious matters raised in the directorate or in matter pertaining to the Asset and Delivery Leadership team.
- Drive and apply the practices that support maintain a customer focused culture and models this behaviour to the division.
- Steward a regular divisional team meetings and leadership meetings to communicate work outcomes and improvement opportunities with openness and transparency.

Divisional Accountabilities

- Major contributor to the Annual Business Plan and establishing departmental business plans by leading the divisional prioritisation and delivery across the division.
- Oversee the departmental business plans are set and monitored for Engineering, Property, Field services, and Projects and Urban Development.
- Proactively lead and influence large change based on Council's strategic and business plans.
- Ensure creation, action, review and monitoring of sustainable Asset Management Plans in line with the Long-Term Financial Plan.
- Develop and review service requirements, service models for cost effective delivery.
- Sponsor upgrades to the Asset Management System, and other related transformational changes, in collaboration with relevant teams.
- Manage key external stakeholders, lead partnership meetings and influence outcomes to support desired achievements for the division.
- Develop and continuously improve Council's Capital Works Program and Strategic Asset Management Plans
- Sponsor and facilitate outcomes for all divisional areas including operations, environment, traffic, projects, buildings, and property aligned with department plans and the strategic plan.
- Undertake ad hoc projects in collaboration with the Senior Leadership Team as required.

- Identify and manage areas of risk in areas of responsibility and corporately, drive outcomes within the division for risk management.
- Authorise purchases up to budget policy or delegated limitations.
- Drive and sponsor improvements to work practices and outcomes to support employee satisfaction.

Essential Selection Criteria

Qualifications	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (Engineering, Projects, Environment or similar) • A Master of Business Administration (Highly Desirable)
Technical Knowledge & Experience	<ul style="list-style-type: none"> • Experience managing a large budget and value-driven financial outcomes • Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation • Experience in strategic planning; business transformation and evaluation; and continuous improvement activities • Experience in leading services or organisation through times of change and politically driven environment • Advanced ability to manage planning and associated budgeting processes. • Experience in environmental management and understanding of climate management • Experience in overseeing or managing significant projects against initial project scope of work and cost
Leadership Capabilities	<ul style="list-style-type: none"> • Executive leadership experience with a proven ability to guide and influence teams at all levels from elected members to staff, ensuring alignment with strategic goals and driving organisational success • Demonstrated ability to facilitate a safety culture to meet WHS obligations • Experience in overseeing large operational workforces • Experience in resource management, mentoring and coaching individuals to deliver quality outcomes • Experience and knowledge in Employee Relations, including leading Enterprise Bargaining negotiations
Personal Capabilities	<ul style="list-style-type: none"> • Ability to influence, communicate and lead across all levels of the Council from Elected Members through to staff. • Highly driven to achieve people and work outcomes with integrity, credibility and transparency • Advanced writing skills to support writing Council Reports and other documents. • Proven executive capability in navigating complexity and driving successful outcomes • Demonstrated ability for resilience, innovation and adaptability and to support teams with prioritising and workload • Strong Analytical, problem solving, and decision-making skills with an ability to explore new and innovative ways to do business using creative solutions
Government	<ul style="list-style-type: none"> • Experience working in Local Government (or other Government) environment

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

Employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role. Additionally, leaders will ensure PDR are completed on an annual basis for direct reporting staff.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: _____ Direct Manager: _____
Signature: _____ Signature: _____
Date: _____ Date: _____