



# General Manager Infrastructure and Operations

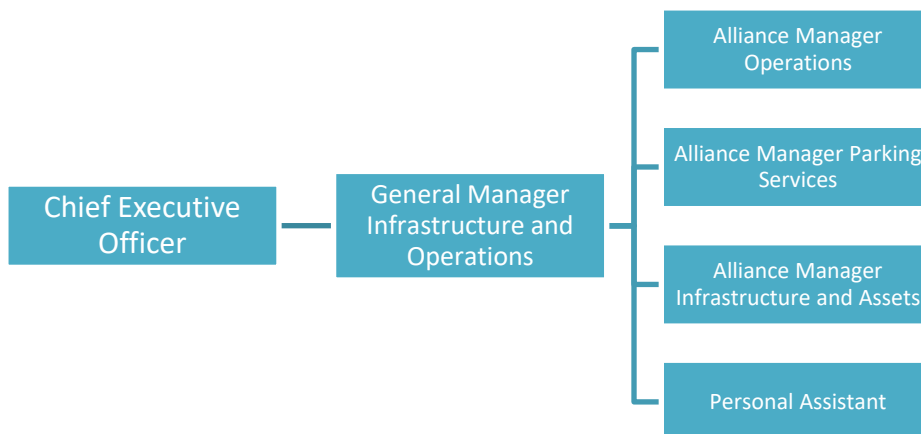
## Position Description

<b>Alliance</b>	Infrastructure and Operations	<b>Date</b>	November 2020
<b>Service Unit</b>	Infrastructure and Operations	<b>Sub-Service</b>	Infrastructure and Operations Alliance Admin
<b>Salary</b>	Negotiable	<b>Location</b>	Council House
<b>Line Manager</b>	Chief Executive Officer	<b>Contract Period</b>	Maximum Term
<b>Employment Type</b>	Full Time	<b>Hours per Fortnight</b>	75 hours
<b>Direct Reports</b>	4	<b>Pos. No.</b>	3

### Our Values

- **Commitment:** Think It, Say It, Do It
- **Teamwork:** One City: Stronger Together
- **Courage:** Speak Up, Stand Up, Persevere
- **Respect:** Listen, Consider, Support

### Organisation Chart



## Role Responsibilities

- Responsible for the strategic leadership and management of the Infrastructure and Operations teams in the following core areas:
  - Capital construction projects.
  - Building and infrastructure management and maintenance.
  - Parks and gardens management, maintenance and beautification.
  - Waste and fleet management services.
  - City of Perth Parking (CPP).
- Ensure the successful delivery of the City's capital infrastructure projects on time and on budget.
- Contribute to the strategic development of the City as part of the Executive Leadership team (ELT).

## Organisational Responsibilities

### Leadership and Management

- Provide leadership to the Infrastructure and Operations Alliance underpinned by strong values, communication and a positive approach.
- Monitor, review and facilitate the recruitment, induction, development, performance and wellbeing of the Infrastructure and Operations leadership group.
- Mentor and develop Alliance Managers and senior officers within the Infrastructure and Operations Alliance to understand and deliver a contemporary Infrastructure and Operations service.
- Facilitate the annual performance shaping process with particular emphasis on the personal and professional development of the Infrastructure and Operations leadership group.
- Ensure the Infrastructure and Operations Alliance understand and embrace the importance of safety in the workplace, equal opportunity and behave appropriately and respect colleagues.

### Financial Management

- Monitor the financial performance of the Infrastructure and Operations Alliance against the service plan and the annual budget.
- Review the service plan financials annually and ensure integration with the City's Corporate Business Plan.
- Facilitate an understanding of the importance of financial sustainability and sound asset management within the Infrastructure and Operations Alliance.

### Governance and Compliance

- Facilitate effective communication between employees and management with informed input at meetings, well researched and constructed agenda papers, reports, memoranda, and information bulletins.
- Ensure that all operations and functions of the Infrastructure and Operations Alliance comply with the *Local Government Act 1995*, the *City of Perth Act 2016* and other relevant statutes and regulations.
- Ensure that the Infrastructure and Operations Alliance complies with policies, procedures, and other organisational directives that are instituted by Council, the Chief Executive Officer or the Executive Leadership Team from time to time.

### Corporate Compliance and General

- Maintain safe and compliant work practices in accordance with Occupational Safety and Health legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures.
- Identify, monitor and register operational risks and ensure identified risks and controls are communicated to relevant team members, and implemented.
- Perform other duties as directed when appropriate to the scope and level of this position.

This position has delegated authority. You will be required to complete primary and annual returns, in which you will need to make personal disclosures. The returns can be inspected by the public on request.

Delegated and Statutory Authority in accordance with the Delegated Authority and Statutory Authorisation Registers located on the City of Perth Website.

**Selection Criteria**

**Knowledge**

- Excellent knowledge and application of the principles of risk and value management, and their assessment in making project level decisions and recommendations on operational issues
- Sound understanding of sourcing grant funding from government, semi-government and private sector groups
- Strong understanding of the built environment, infrastructure management and maintenance, construction contracts and procurement strategies, including client side

**Skills**

- Significant track record of dynamic project management, program delivery, budgeting, cost allocation, financial analysis and grant acquittal
- Ability to lead and engage people to maximise team and individual performance, aligned to the goals and the values of the City
- Sound research skills to evaluate and make recommendations on complex infrastructure and operations based issues
- Outstanding stakeholder management and interpersonal skills to develop and influence outcomes
- Reporting in a statutory or legislative environment

**Experience**

- Significant experience at a senior level, managing complex, concurrent projects and operations in a politically nuanced and / or commercial environment
- Experience engaging with and achieving results through multi-disciplinary teams, delivering a high standard of customer service
- Proven experience in aligning resources effectively, managing budgets, complex decision making and proactively collaborating with a network of stakeholders

**Qualifications**

- Tertiary qualifications in a field relevant to the position.

**Eligibility requirements associated with the position**

- 'C' class drivers licence
- Current National Police Clearance (within the preceding three months)

APPROVALS					
CEO		Signature		Date	

I have read, understood and accept the role and responsibilities outlined in this Position Description.

Employee		Signature		Date	
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