



EXECUTIVE MANAGER INFRASTRUCTURE SERVICES

Advertisement

The Shire of Boddington is a vibrant, connected and evolving local government. The position of Executive Manager Infrastructure Services reports to the Chief Executive Officer and is a member of the Shire's Executive Leadership Team. Accountabilities include leading the infrastructure team, as well as the development and delivery of strategies and plans that service the objectives of the Shire's Integrated Strategic Planning Framework.

The Infrastructure Services Department is responsible for the Shire's roads and drainage, waste management, parks and gardens, heavy and light fleet, building maintenance, and cemeteries. The Executive Manager Infrastructure Services role is responsible for providing leadership and direction to the Infrastructure Services team in the delivery of a range of construction projects, programs, maintenance, and day-to-day operations.

The successful candidate will have:

- Excellent leadership, planning and organisational skills, with the capacity to lead and motivate teams
- Experience in a similar role involving civil construction and maintenance
- Demonstrated experience in capital works programming, contract management and procurement practices

This position is offered on a three to five year contract, with a total remuneration package of up to \$187,436 per annum, including a base salary of up to \$125,000, provision of housing and vehicle, up to 17% superannuation, and additional allowances. The Shire is supportive of flexible working arrangements, which may be negotiated with the successful candidate.

To apply for this position, please refer to the Application Package on the Shire of Boddington website www.boddington.wa.gov.au under Current Vacancies. Applications can be submitted by clicking Apply Now or via email to: hr@boddington.wa.gov.au Applications should include a cover letter, resume, and responses to the selection criteria.

For more information on the position, contact Julie Burton via email ceo@boddington.wa.gov.au or phone 9883 4999.

Applications close at 4pm on Thursday 21 December 2023.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

SHIRE OF BODDINGTON AT A GLANCE

Located on Wilman Country in the Gnaala Karla Booja region, and sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming, rustic country charm, affordable housing and local employment prospects, it may be one of Western Australia's best kept secrets.

Less than 1.5 hours from Perth, the Shire of Boddington covers 1,900 square kilometres and takes in the locations of Boddington, Ranford, Marradong, Crossman and Quindanning. Five main rivers flow through the Shire of Boddington, and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, stand-up paddle boarding, horse-riding, birdwatching and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in Western Australia, draws large numbers of visitors each year. Other attractions include Boddington Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern. Boddington boasts numerous sculptures and public art installations. Many are the creations of Len Zuks, an acclaimed international artist, and local resident.

The traditional custodians of the land are the Gnaala Karla Boodja people, who used the area seasonally for food and water as well as quarrying stone and mining ochre. The area was settled gradually by farmers from the 1860s and became well known for its wool and wheat production. Boddington was named after a local shepherd, Henry Boddington, and gazetted in 1912 when the railway line arrived in the district to service the local timber industry.

Today, the main industry is mining, followed by agriculture. Mining employs 44 percent of the local workforce. There are two major mining operations in the area, being Newmont Boddington Gold, one of Australia's largest producing gold mines, and the South 32 bauxite mine. Agriculture employs six percent of the local workforce. The main agricultural industries are sheep farming, jarrah forest harvesting, blue gum and pine plantations and orchards. Viticulture and gourmet foods also contribute to the local economy.

As at the 2016 census, there were 1,844 residents. Around 2,000 additional people drive in and drive out weekly to live at the Newmont Boddington Gold mining camp. While it is expected that the future population will be impacted by Newmont's life of mine, broadly identified as 2032, there is a climate of opportunity and optimism with the Boddington SuperTown Growth Plan setting a vision for the Shire to grow to 4,500 people by 2051.

Boddington is well serviced with a local hospital, medical centre, childcare facility, local school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.



SHIRE OF BODDINGTON INFORMATION

SHIRE OFFICE

Office: 39 Bannister Road,
Boddington WA 6390

Email: shire@boddington.wa.gov.au

Website: www.boddington.wa.gov.au

Telephone: (08) 9883 4999

COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Andrew Ryley
Lee Lewis
3 x vacant

Council Meetings are held on the 4th Thursday
of each month at 5.30pm

SHIRE STATISTICS

Population: 1,759 (2021 Census)

Area: 1,900km²

Distance from Perth: 123km

Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974

Number of Dwellings: 832

Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford



REMUNERATION DETAILS

1. TOTAL REMUNERATION PACKAGE

Employment is offered under a performance based contract of up to five (5) years with a remuneration package in the range of \$169,886 - \$187,436 per annum and includes:

Item	Lower Limit	Upper Limit
Salary	\$ 110,000	\$ 125,000
Superannuation (11%)	\$ 12,100	\$ 13,750
Matching Superannuation (6%)	\$ 6,600	\$ 7,500
Uniform Allowance	\$ 440	\$ 440
Vehicle Provision (full private use within WA)	\$ 22,546	\$ 22,546
Housing Provision (value \$400/week)	\$ 18,200	\$ 18,200
Total	\$ 169,886	\$ 187,436

2. EMPLOYMENT BASIS

A performance based contract of 3-5 years duration will be offered to the successful candidate.

3. HOURS OF WORK

This position is based on a 38 hour week. Flexibility is required and additional hours will be needed at times to achieve objectives.

4. ANNUAL LEAVE

Four (4) weeks annual leave.

5. PERSONAL LEAVE

Ten (10) days per year.

6. LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

7. SUPERANNUATION

- a) Superannuation Guarantee 11%
- b) Matching up to an additional 6%

8. PROBATIONARY PERIOD

A six (6) month probationary period is applicable to this position.

9. OTHER REQUIREMENTS

- Provision of satisfactory National Police Clearance (issued within the last three months).
- Medical declaration prior to commencement

10. VEHICLE USAGE

The position is offered with the unrestricted private use of a fully maintained vehicle within Western Australia.

11. HOUSING

A four bedroom two bathroom house is provided with this position. A housing benefit of \$18,200 is included in the package.

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

To enable a valid assessment of your application, it must include the following information.

Covering Letter

A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

Resume (Curriculum Vitae)

Your resume should contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of at least two referees who can comment on your work performance

Other Documents (optional)

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees

The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address, so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

POSITION DESCRIPTION

1. TITLE

Executive Manager Infrastructure Services

2. DEPARTMENT

Development Services

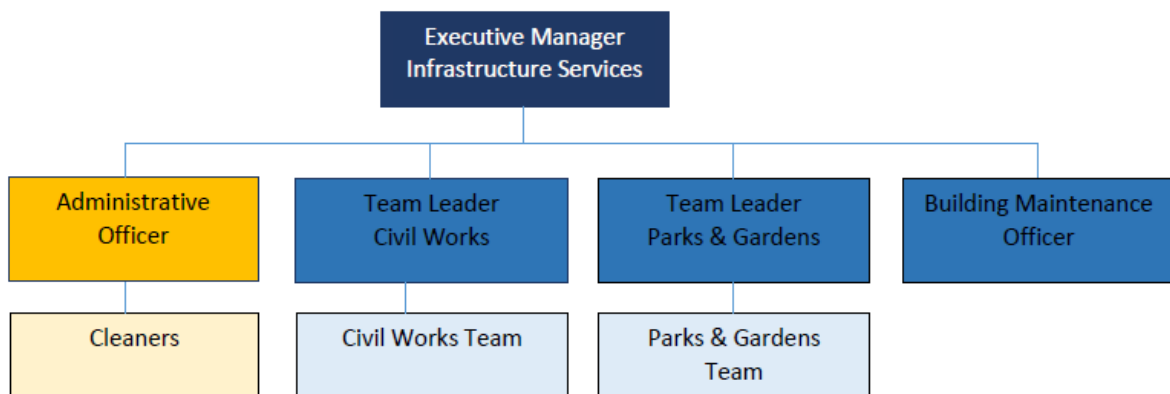
3. SALARY AND CONDITIONS

Negotiated Contract 3 - 5 years

4. ORGANISATION RELATIONSHIPS

Responsible To	Chief Executive Officer	
Direct Reports	Administrative Officer	(1.0 FTE)
	Team Leader Civil Works	(1.0 FTE)
	Team Leader Parks & Gardens	(1.0 FTE)
	Building Maintenance Officer	(1.0 FTE)

5. BUSINESS UNIT STRUCTURE



6. KEY RESPONSIBILITIES

6.1 Management / Supervision

- 6.1.1 Provide strategic leadership across the organisation and take responsibility for all outcomes associated with the Infrastructure Services Department.
- 6.1.2 Recruitment, training and development of staff in accordance with the relevant Awards, policies and procedures.
- 6.1.3 Ensure staff are knowledgeable about organisational goals and objectives, and provide a framework for the achievement of objectives.
- 6.1.4 Ensure annual performance reviews are delivered on time and with key focus areas for each employee.
- 6.1.5 Identify staff training needs and facilitate appropriate training.
- 6.1.6 Ensure working conditions are in accordance with work health and safety requirements.
- 6.1.7 Ensure compliance with legislative requirements for all employee related issues.
- 6.1.8 Ensure high levels of support, coordination, and positive culture across the Department, ensuring staff and team leaders are appropriately mentored, and achieve set levels of service.

6.2 Administration / Budget

- 6.2.1 Preparation of budget, financial and non-financial documentation including submissions, reporting and liaison for funding / service agreements.
- 6.2.2 Attend Council and Committee meetings providing reports, as appropriate, on all aspects of programs, services and operations.
- 6.2.3 Monitoring and control of income and expenditure relating to Infrastructure programs and services.
- 6.2.4 Ensure grant applications are developed, grant guidelines are complied with, and all acquittal procedures are followed in relation to works and asset grants.
- 6.2.5 Take responsibility for service delivery planning and resource allocation in all functional areas within the Infrastructure Services Department.
- 6.2.6 Develop appropriate scope of works documentation for contracts, and administer contracts to deliver best value for the Shire.
- 6.2.7 Ensure the Department is compliant in relation to all documentation and reporting relating to projects, grants, database management and audit queries.
- 6.2.8 Ensure the Department follows the necessary Work Health and Safety processes before undertaking works.

6.3 Policy Development and Planning and Investigation

- 6.3.1 Development and implementation of policy for programs and services, including advice / recommendations to the Chief Executive Officer (CEO) and Council.
- 6.3.2 Ensure that stakeholders are provided with the opportunity to participate in decision making aspects of the infrastructure process, where appropriate.
- 6.3.3 Ensure all policies and procedures relating to the Infrastructure Services Department are up to date and well communicated across the organisation.
- 6.3.4 Coordinate and implement integrated planning and reporting documents relevant to the Infrastructure Services Department.
- 6.3.5 Develop goals, objectives and performance indicators for programs and operations.
- 6.3.6 Ensure long-term strategic initiatives and planning documents are appropriately researched.

6.4. Asset Management

- 6.4.1 Support the development and implementation of the Asset Management Plan.
- 6.4.2 Take responsibility for the Asset Management data required and retained for Shire facilities.
- 6.4.3 Ensure plant and equipment is utilised appropriately, and managed in accordance with structured usage, and replacement plans and policies.
- 6.4.4 Apply appropriate forecasting and data analysis to reduce asset renewal and maintenance gaps.
- 6.4.5 Ensure the RAMMS database is well managed and up to date.
- 6.4.6 Work with the Corporate Services Department to ensure all asset revaluations are completed in line with legislative requirements.
- 6.4.7 Take responsibility for the management of critical assets.

6.5. Works

- 6.5.1 Ensure the maintenance, renewal and upgrade of all roads within the Shire are well planned and delivered effectively.
- 6.5.2 Ensure the Shire delivers upon and meets all obligations relating to grant funded road and other works projects.
- 6.5.3 Liaise with Main Roads and other key stakeholders in relation to non-Shire roads.
- 6.5.4 Ensure footpaths, kerbing, drainage systems and other street or road related infrastructure is well managed.
- 6.5.5 Forward plan the Shire's Infrastructure Programs.
- 6.5.6 Ensure core infrastructure is well maintained, compliant and future capital needs have been addressed as part of Asset Management Planning.
- 6.5.7 Ensure high quality horticultural works are delivered to parks, reserves and streetscapes.
- 6.5.8 Ensure projects operate with clear project governance in line with set timeframes and budgets.

6.6 Business Improvement and Organisation Development

- 6.6.1 Work with the CEO to define current and target levels of service.
- 6.6.2 Develop and implement community engagement processes appropriate to infrastructure services.
- 6.6.3 Implement continuous improvement strategies and targets, encouraging ideas and suggestions that promote service delivery improvements.
- 6.6.4 Work closely with the CEO and other senior Staff in identifying opportunities for productivity gains, workplace continuous improvement, performance enhancement and skill acquisition.
- 6.6.5 Working closely with Team Leaders to provide direction, training and development within the team where required.

6.7 General

- 6.7.1 Perform all duties and functions as required to deliver excellent operations of the Infrastructure Services Department, or as directed by the CEO.
- 6.7.2 Occasional travel to events and meetings as and when required.
- 6.7.3 Ensure the CEO is well informed on all critical matters relevant to the Infrastructure Services Department.
- 6.7.4 Foster a safe work culture and demonstrate a commitment to the organisation and community as a role model for all staff.

- 6.7.5 Liaison with State, Commonwealth and non-government agencies on statutory procedures, policy and resource assistance / allocation.
- 6.7.6 Comply with all WH&S legislation, workplace procedures for risk identification, risk assessment and risk control.

6.8 Accountability and Extent of Authority

- 8.1 Takes responsibility for a significant business portfolio and its outcomes as per the Shire's Works Program in achievement of program objectives.
- 8.2 Promote, maintain, and improve working environments and practices to ensure compliance with Industrial Awards, Work Health and Safety, Equal Employment Opportunity legislation, Council Policy, Operational Practices, and Procedures.
- 8.3 Ensure effective utilisation of electronic file management techniques and compliance with records management policies, procedures and requirements.
- 8.4 Represent the CEO as required in public forums, Committees and other local and state government groups.

6.9 Other

- Knowledge of and commitment to Work Health and Safety, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery
- Perform duties in accordance with the Shire of Boddington's Policies and Procedures.
- Perform other duties as directed.

7. SELECTION CRITERIA

Essential

1. Minimum of two years' experience in a similar role, with demonstrated experience in the successful delivery of civil infrastructure maintenance and construction projects.
2. Demonstrated leadership of multi-disciplined operational teams to achieve efficient and safe performance results, and drive a high performing culture.
3. Sound knowledge and understanding of asset management principles.
4. Excellent interpersonal skills, with demonstrated ability to liaise with stakeholders to create positive outcomes.
5. Demonstrated experience in capital works programming, procurement and cost control.
6. Well-developed written and verbal communication skills.

Desirable Criteria

1. Qualifications such as Engineering//Project Management, or other qualifications relevant to the requirements of the role.

Prerequisites

1. Current WA driver's licence.
2. Police Clearance –less than 3 months old.