Bayside Council
Serving Our Community

Position Description

Manager City Works

Position profile

Business Unit	City Works	Position number	
Department	City Presentation	Status	Permanent Full Time
Salary group		Last review	18 September 2019
Reports to	Director City Presentation		

Overview

Bayside Council brings together the former City of Botany Bay and Rockdale City Councils. The new organisation was established by Proclamation on 9 September 2016. The Bayside Council area covers approximately 50 square kilometres and has an estimated population of 152,814.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

Bayside Council represents a fresh start for the community and a great opportunity for staff to build a new and stronger Council.

This is an exciting opportunity for an innovative, people focused and outcomes driven leader to be part of creating a modern, dynamic organisation that serves the Bayside community well.

- Population: 152,814
- Area (sq Km): 50
- Number of Wards: 5
  1. Botany Bay Ward
  2. Bexley Ward
  3. Rockdale Ward
  4. Mascot Ward
  5. Port Botany Ward
- Staff: 800
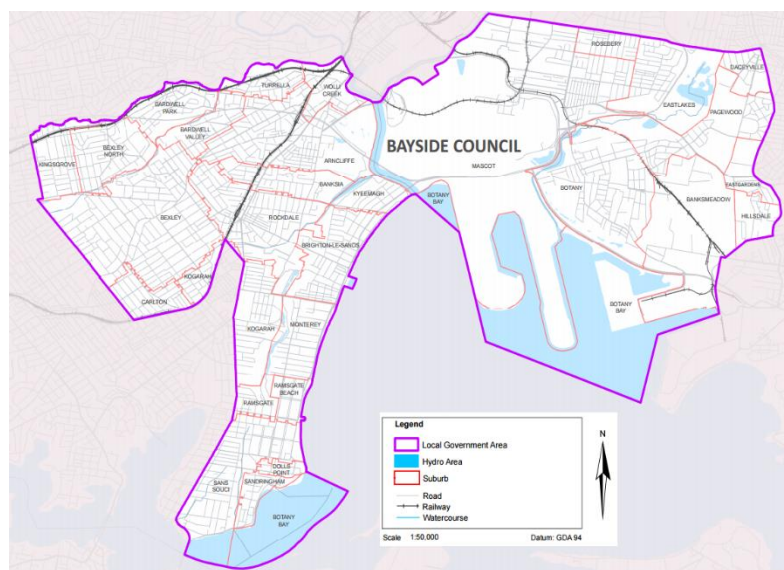
Values

Bayside Council is committed to providing a positive customer experience to our community and customers. In collaboration with our staff, the Leadership team will refresh our values to reflect the new organisation and vision for the future.

The guiding principles of respect, trust, accountability, leadership, innovation, collaboration, and excellence in customer service define how Bayside Council strengthens its working environment to deliver on the aspirations of our community.

Primary purpose of the role

Drive and manage the successful co-ordination and implementation of Bayside Council's City Works programs to ensure efficient and effective service delivery.

The role is responsible for managing and overseeing Bayside Council's capital and maintenance programs including roads and footpaths; kerb and gutter; drainage and civil ancillary works; mechanical workshop, servicing, maintenance and Properties and Facilities maintenance. .

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide leadership across the City Works Division to develop long-term innovative programs and projects that ensure maintenance of assets and to support community development and involvement.
- Prepare and monitor the annual works program and activity based budget development for consideration by Council to meet identified asset maintenance and improvement strategies.
- Provide clear direction and action on agreed plans to enable organisation alignment, and a focus on the achievement of goals.
- Manage the co-ordination, programming and implementation of works to meet all statutory and legislative requirements in relation to areas managed.
- Provide high-level professional advice to Council on all issues associated with services provided to ensure informed and robust future planning in line with industry best practice.
- Maintain a professional relationship with Government departments and agencies, service providers, staff associations, suppliers, key industry and business groups, community organisations and local residents to negotiate outcomes that support program delivery.
- Engage and consult with stakeholders to identify their requirements and use this information to enable organisational direction, strategy and action.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision-making and ethical, professional behaviour.

As Council's Local Emergency Management Officer (LEMO) –

Support Bayside Local Emergency Management Committee and provide assistance to emergency Combat Agencies

Key challenges

- Assessing and managing services in line with Local Government Act 1999, Council's Operational Plan objectives and Council policies.
- Leading implementation of critical and imperative changes, and strategic initiatives, across the organisation in a manner that achieves high levels of ownership and compliance.
- Balancing community expectations, staffing, resources and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making

- The role operates with a high level of autonomy and is fully accountable for the delivery of initiatives and projects on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by Bayside Council General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, policy, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with approved budget and Council plans.

Essential Requirements

- Tertiary qualifications and/or equivalent experience in a relevant field.
- Demonstrated experience in leading and managing multi-disciplinary teams across a diverse range of works.
- Demonstrated experience and knowledge across a number of functional areas within a relevant field.
- Demonstrated skills in developing and effectively managing a financial budget.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	**Advanced**
	Manage Self	Highly Advanced
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Advanced
	Work Collaboratively	**Highly Advanced**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Advanced**
	Plan and Prioritise	**Advanced**
	Think and Solve Problems	**Advanced**
	Demonstrate Accountability	Advanced
Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	**Adept**
People Management	**Manage and Develop People**	**Advanced**
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	• Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Highly Advanced	• Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector • Publicly celebrate the successful outcomes of collaboration • Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop organisational, whole-of-government and cross-jurisdictional solutions • Identify and overcome barriers to collaboration with internal and external stakeholders
Results Deliver Results	Advanced	• Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Plan and Prioritise	Advanced	• Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Results Think and Solve Problems	Advanced	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
People Management Manage and Develop People	Advanced	• Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Corporate Obligations

Employees	To be determined upon final approval of structure.
Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	Managers have overall responsibility, accountability and authority to provide a healthy and safe workplace for workers throughout their area of responsibility. Managers will ensure appropriate resources are provided to meet the Service Unit's work health and safety (WHS) objectives and implement strategies. Managers have responsibility to ensure the workplace is a healthy and safe workplace for all workers and adhered to all work health and safety (WHS) requirements.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE (REMOVE EITHER YES OR NO)	
Does this position fall under the definition of child related employment?	**No**
Does this position require incumbent to undergo criminal reference check?	**No**
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	**Yes**
Specify licence: Class C Drivers Licence	**Yes**
Will incumbent need to make disclosure of pecuniary interest?	**Yes**
Could there be a conflict of interest with secondary employment?	**Yes**