
Position Description

Manager Assets and Waste

Position overview

You will be responsible for the leadership of a specialist team who take pride in their work and who are passionate about delivering incredible places for our community and visitors.

Under your expert guidance, Council's capital works program will be delivered on-time, on-budget and in line with community expectations. Your capacity to determine and monitor Council's asset renewal requirements will inform reliable strategic asset management, planning and investment. You will lead and manage Council's waste services program, one of our key functions and important services to the community. Your sound judgement will allow you to understand and prioritise competing demands and focus on what's important.

Your positive and constructive approach to leadership will support one of the biggest teams in Council. You will actively participate in the leadership of the organisation by your productive contribution to the management team and your ability to provide accurate and timely information and advice.

Central to the role is leading and modelling a values-driven culture where Council's values are reflected in all actions and decisions. The role will set clear expectations of acceptable behaviour, uphold high standards of conduct, and foster an inclusive, respectful, and accountable workplace.

Classification and relationships

Classification:	Senior Executive Officer Alpine Shire Council Enterprise Agreement
Reports to:	Director Assets
Supervises:	Asset Management Coordinator, Team Leader Capital Works, Waste and Circular Economy Coordinator

Key duties and responsibilities

Responsible for the effective leadership and management of the Assets and Waste department. Accountable to the Director Assets for the achievement of corporate objectives in the following functional areas:

The Manager's performance will be assessed against criteria established on an annual basis in the following key areas:

Capital Project Design and Delivery, including

- Manage the development of Council's Project Pipeline, liaising with stakeholders to identify, prioritise and scope projects for future delivery.
- Manage the development of Council's annual capital works program, liaising with stakeholders to prioritise projects, refine project scope and determine resource requirements.
- Manage the successful delivery of Council's annual capital works program including stakeholder engagement, procurement, contract management, commissioning, handover and reporting.
- Identify funding opportunities, prepare and submit grant applications to enable the design and delivery of capital works projects.
- Liaise with and support the Manager Growth and Future who will be responsible for preparing grant funding applications planning, design and delivery of strategic, economic and sustainability initiatives, where they involve infrastructure works.
- Ensure that all reporting and acquittals are completed on time for all grants associated with capital projects.
- Ensure that appropriate data is compiled on completion of each capital project in order to maintain an accurate asset database in Council.
- Manage the development phase of key infrastructure assets in partnership with the community, funding agencies and other stakeholders.

Asset Management, including

- Develop and maintain an effective Asset Management Framework, including all supporting policies, strategies, procedures and plans.
- Maintain the integrity of asset data in Council's asset management system and seek opportunities to develop and improve the capabilities of the system.
- Ensure compliance with Council Policy and statutory accounting requirements in conjunction with Council's Finance Team.

Waste Management, including

- Accountable for the management of Council's waste services and resource recovery program and any operational areas, including transfer stations and recycle shop facilities in a manner that complies with the Environmental Protection regulations, including the Environmental Protection Act 1970, Recycling Victoria policies and initiatives, etc
- Responsible for the monitoring, management and rehabilitation of Council's closed landfills in accordance with the Environmental Protection Act and Best Practice Environmental Management Guidelines (BPEM), including undertaking capping, rehabilitation and other infrastructure work
- Represent Council as a member on the North East Local Government Waste and Recycling Forum

Accountability and extent of authority

This position is responsible for the efficient and effective leadership, management and operation of the following business functions:

- Developing and managing the department's annual budget.
- Delivering the relevant aspects of the Council Plan.
- Managing the human resources within the department effectively and harmoniously.
- Ensuring that department members adhere to policies and procedures.
- Effectively applying the Enterprise Agreement.
- Contributing to the development of Council's long term strategies (including 2030 Vision, Council Plan, Business Plans, etc.).
- Making decisions under and in accordance with instruments of delegation.
- Complying with Council's Procurement Policy and associated financial delegations and Sustainability commitments.
- Freedom to act is subject to broad goals, objectives, procedures and policies.

Corporate responsibilities

- Contribute to Council's aim of being a high performing organisation by providing high performing information management systems and business solutions.
- Build and strengthen productive relationships across Council management and provide leadership, direction and support.
- Promote a positive image of Council and maintain good public relations.

Management responsibilities

- Implement measures to ensure compliance with Occupational Health and Safety, Risk Management and Human Resource Management policies including associated legislative requirements.
- Contribute to the development of Council's long-term strategies (e.g. 2030 Vision, Council Plan, Business Plans)
- Ensure effective general management and management of resources align with strategic direction.
- Provide strategic leadership and planning for the development and delivery of quality services within the municipality.
- Lead and manage the department ensuring effective and responsible staff management and development and adherence to corporate values, processes and policies.
- Support a cross functional approach to issues within the organisation.
- Drive Customer Service excellence consistent with Council's Customer Promise.
- Minimise Council's risk exposure.
- Undertake the regular performance appraisal of the team to ensure performance and personal development meet operational needs.
- Provide support, guidance and encouragement to supervisory staff to undertake performance development of their staff.

- Provide leadership and an environment that encourages staff innovation, initiative, and pro-active participation

Other duties

- Deliver astute and timely reports to the Executive team, Council and the community and other relevant government departments.
- Provide assistance and advice to the Growth and Future and Engineering and Maintenance department and other departments as required.
- Contribute to the planning and budgeting of the Plant Replacement Program.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the Director.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Emergency Management (Deputy MRM)

- Fulfil the role of Deputy Municipal Recovery Manager (MRM) as required. The Deputy MRM will support the MRM to coordinate emergency management activities on behalf of Council in partnership with the Municipal Emergency Management Officer (MEMO) or Deputy MEMO and in consultation with the Emergency Management Coordinator (EMC), including:
 - being part of a 24/7 on-call roster to perform the dual role of MEMO/MRM providing immediate response and relief needs for non-major emergencies with the Shire
 - being part of an on-call roster providing support to the MRM in the Council Emergency Operations Centre or Incident Control Centre during major emergencies
- A position description and operating guidelines are provided in the Deputy Municipal Recovery Manager Operating Guidelines. Training will be provided on emergency management processes and procedures.

Judgement and decision making

- Solve complex problems in a demanding operating environment and initiate policy development.
- Make decisions transparently and professionally on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Make decisions at a strategic level in line with corporate goals and objectives.
- Solve problems that involve identification and evaluation of unclear options and develop policy options for consideration.
- Allocate resources with sound judgment to achieve corporate objectives and responsibilities.
- Identify key opportunities and develop and implement strategies to achieve objectives and goals.

- Provide timely advice and recommendations to Directors and Council and implement Council decisions.
- Resolve issues and solve problems at a strategic and organisational level.
- Set and achieve budgets.
- The incumbent must be a strategic thinker in addition to demonstrating sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have broad economic, political and social consequences.

Management skills

- Ability to manage tertiary qualified employees or employees with extensive experience.
- Ability to promote a professional work ethic.
- Ability to promote and achieve high quality outcomes.
- Demonstrated ability to prepare and adhere to budgets and business plans.
- Ability to effectively manage resources, assets, projects and staff to maximise service delivery.
- Ability to develop and show commitment to teamwork and delegate to appropriate levels.
- Ability to manage information flow upwards and downwards from an organisational perspective.
- Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Strong project management experience.

Interpersonal skills

- Ability to lead, motivate and develop staff to ensure attainment of organisational and individual targets.
- High level analytical skills, including a grasp of technological issues.
- Ability to collaborate and establish effective working relationships and consultative frameworks within council, community, other levels of government and regional organisations.
- Ability to develop and show commitment to teamwork and delegate to appropriate levels.
- Excellent negotiation and conflict resolution skills.
- Exceptional communication skills to ensure quality communications with a range of audiences including internal staff and Councillors, as well as key external stakeholders within the community, government and private sectors.
- Ability to project a positive image in communicating with both internal and external customers at all times.

Expertise

Qualifications

- Driver license.
- Tertiary qualifications in engineering or construction or a discipline relevant to the position and/or significant relevant experience at a senior management level.
- Training in community engagement would be highly desirable.

Specialist skills and knowledge

- Record of proven high performance and professional knowledge in managing assets and infrastructure development or similar services.
- An understanding of relevant legislation.
- A sound knowledge of budgeting and relevant accounting and financial procedures.
- Clear understanding of local government processes and relevant legislation.
- Detailed understanding of customer service and a commitment to achieve Council's customer services standards.
- Strategic and business planning skills.
- Contemporary knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Expertise in workplace health, safety and risk management.

Experience

- Experience in managing staff, ideally including in a similar role, to deliver successful projects.
- Substantial experience in project and contract management.
- Experience in engaging with the community to deliver successful outcomes.
- Experience in asset management and waste management highly preferable
- Track record in achieving results at management level and ability to lead teams.
- Interpersonal skills that demonstrate ability to build sustained relationships across all stakeholder groups to deliver agreed outcomes.
- Proven problem-solving abilities, strategic thinking and sound judgement.
- Strong customer service focus and demonstrated ability to provide responsive, accurate and informative advice.
- Experience in managing multi-disciplinary teams.
- Proven capacity to deliver proactive, coordinated and sustainable Local Government management practices in areas of responsibility.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.