



Road Renewal Coordinator

Position Number: 500319

Directorate: Development and Infrastructure

Department: Operations and Parks

Reports to: Manager Operations and Parks

Classification: Band 8

Employment Status: Permanent

Location: **Broadford Depot** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: January 2020

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



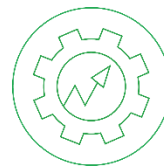
Respect



Customer Service
Excellence



Accountability



Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure



- > Advocacy and Community Services

About the Role

Objectives

Working within the Operations and Parks Team and working in conjunction with other Council departments, the Road Asset Coordinator will;

- Develop and deliver strategy and policy in relation to Council's road infrastructure assets including the Road Asset Management Plan, Investment Strategy, Service Level Strategies and Road Maintenance / Renewal procedure manuals.
- Develop capital works programs that deliver best practice asset management principles to Council's road (and related) infrastructure renewal programs.
- Develop and deliver strategies for the long-term improvement to the condition and service standards of Council's network of road and footpath assets.
- Develop strategies and specifications for the use of recycled materials in the rehabilitation and renewal of road and footpath assets.
- Lead a small team for the development and delivery of the road renewal program in line with Council budgets.
- Manage and create excellence around customer service requests and response to stakeholders in relation to requests for inspection and possible inclusions into renewal/upgrade renewal programs.

Key Responsibility Areas

- Oversee the collection of high quality road asset condition data to be used to make informed investment decisions for the renewal of road (and related) assets.
- Interrogate road asset condition data for accuracy and completeness and develop road pavement and road seal renewal programs.
- Diagnose the causes of failure of pavements and seals and develop sustainable renewal treatments.
- Manage the delivery of road asset related capital works projects including program and project management, planning, design, construction and handover of same in accordance with Council's Project Management Framework and Asset Management Principles.
- Prepare clear, well-articulated and succinct project/program related documents including briefs, business cases, plans, tender specifications, reports, presentations and annual corporate reporting requirements.
- Provide engineering advice and management of Council's road network and infrastructure.
- Manage and coordinate key activities including planning, design, risk and issue management, quality assurance activities, financial management, procurement and compliance activities, contract management and program reporting.
- Supervision of staff and contractors reporting to the position.
- Ensure all appropriate actions are taken to implement occupational health and safety and all other relevant policies, procedures and legislative requirements.
- Build a strong and effective working relationship with the Road Maintenance Coordinator including the regular provision of technical and practical advice for road maintenance and



rehabilitation projects and prioritisation of road works for the sealed and unsealed road network;

- Lead and promote a strong customer service culture, ensuring a service delivery approach that is responsive, is within reasonable timeframes and that addresses the issues and requests of stakeholders;
- Oversee the investigation of matters raised by the community relating to roads infrastructure including the preparation of responses in a timely and professional manner.

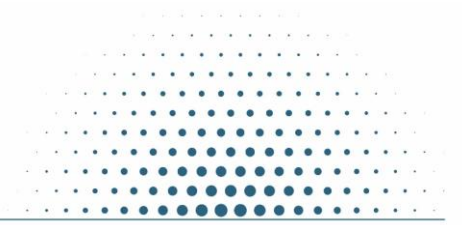
About You

Key Selection Criteria

- Degree qualification in Civil Engineering or other relevant equivalent qualifications, and extensive relevant work experience.
- Extensive and demonstrable technical expertise and experience in all aspects of project management, staff management, contract management and procurement.
- Significant experience (minimum five years) in strategic and operational asset management of roads infrastructure including knowledge of Asset Management principles and reporting, and proven experience in delivery of asset renewal of road, footpath bridge and drainage infrastructure.
- Proven experience in the development and management of capital works programs, civil engineering design, construction and contracts.
- Proven experience in cost estimations and programming.
- Proven experience in understanding of financial reporting and cost control requirements for project and contract management.
- Proven ability to prepare and write financial, administrative, contractual and other reports and procedures. This will include the preparation of reports for Council meetings and monthly project cost and progress reports
- Strong commitment to customer service delivery (internal and external).
- Acknowledge the behavioral competencies required of this position in the areas described in Appendix B.
- Current vehicle drivers licence.

Key Selection Criteria - Qualifications and Experience

- Degree qualification in Civil Engineering or other relevant equivalent qualifications, and extensive relevant work experience.
- Qualification in Project Management or equivalent, or extensive and demonstrable technical expertise and experience in all aspects of project management, contract management and procurement.
- Extensive experience in large scale project and contract management, negotiation and dispute resolution.
- Extensive experience in project management and the implementation of capital works programs particularly as they relate to Civil Engineering design and construction and infrastructure improvements in parks and open space.



- Experience in working with and contributing to multi-tasked team outcomes and work environment.

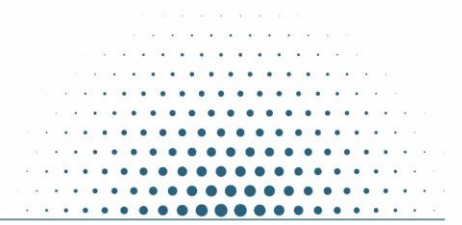
Position Requirements

Accountability and Extent of Authority

- Deliver all capital renewal projects in accordance with the adopted annual capital works program which is to be delivered in accordance within Council's timeline, budget and Project Management Framework.
- Management of staff and contractors reporting to the Road Asset Coordinator.
- Provide strategic advice and guidance to the Manager Operations and Parks on capital works and projects under the direct control of the service unit.
- Monitoring and development of financial and other reporting for all areas within the responsibility of the position.
- Ensuring the contractual obligations of external contractors are achieved and that performance, quality and OH&S requirements are met.
- Ensuring the monitoring of progress of various contracts, including approved variations and contract payments in accordance with Council's Procurement Policies.
- Ensure complete and accurate tender documentation is produced in a timely manner in accordance with timeframes set down.
- Assist in the development and delivery of the Annual Capital Works Program adopted by Council and contribute to development of Council's 10 year Capital Works Program.
- Abide by the Council's asset management policies, plans and strategies.
- Make and keep accurate and complete records of business activities and decision making

Judgement and Decision Making

- Deliver multimillion dollar projects within the approved budget and timing framework.
- Directly manage a portfolio of Engineering projects of approximately \$6M per annum.
- Manage expenditure in accordance with Council's Procurement Policy and allocated budget.
- Provide strategic advice to other service units on the design of capital projects.
- Ensure the management of procurement is carried out in accordance with approved policy procedures and probity requirements.
- Ensuring OH&S and other legislative requirements are met in relation to staff & the work for all areas within the responsibility of the position.
- High level problem solving and decision making skills including ability to independently discuss and resolve problems of a technical and general nature with supervisors, engineers, contractors, consultants and developers.
- Generation and submission of letters, Council Reports and other correspondence for the Manager's approval.



Specialist Skills and Knowledge

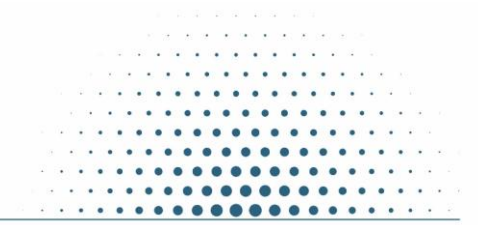
- Well developed knowledge and working application of a range of relevant IT Software packages such as Project Management, MS Office, GIS and document control packages including AutoCAD.
- Comprehensive knowledge of Engineering principles, practices, techniques and skills relevant to road engineering such as;
 - Pavement design;
 - Construction and/or rejuvenation techniques;
 - Rehabilitation and maintenance techniques.
- In the absence of guidance and/or advice not being readily available within Council the ability to research external to the organisation is required.
- Problem solving and the delivery of project techniques will often be based on newly emerging trends rather than previous experience. Comprehensive knowledge of storm water drainage design principles including catchment analysis, pit and pipe sizing, flood mitigation and a good working knowledge of WSUD principles;
- Comprehensive knowledge of Council's obligations as a road authority and of traffic and transport management principles;
- Comprehensive knowledge of project and contract management principles and obligations;
- Ability to apply engineering practices, techniques and principles to complex engineering concepts and designs.
- Ability to prepare concise reports and accurate estimates on engineering projects.
- Sound knowledge and familiarity of principles and practices of budgeting, accounting and financial procedures;
- Sound working knowledge of the Local Government Act, Road Management Act, Water Act and other relevant acts which make statutory demands on Councils with respect to matters of engineering infrastructure.
- Knowledge and understanding of infrastructure asset management and maintenance principles;
- Knowledge of occupational health and safety requirements and equal employment principles and practice;
- Excellent written skills as they relate to the generation of letters, memos and Council reports.

Management Skills

- Establish productive relationships with other Service Units within Council.
- Ability to mentor and develop staff directly reporting to the position.
- Interpret and implement Council's policies, procedures and operational guidelines in a professional and efficient manner.
- Ability to manage own time, establish priorities plan and organise own work.
- Ability to work alone while still contributing to team goals, projects and programs.
- Ability to monitor expenditure to facilitate capital works projects within allocated budgets.

Interpersonal Skills

- Well developed interpersonal, written and oral communication skills.
- Strong negotiation and influencing skills to achieve desired outcomes.



- Ability to communicate a clear strategy and direction, and accurately translate concepts into action plans and construction plans.
- Ability to prepare clear, succinct reports and provide accurate estimates on engineering projects.
- Ability to gain co-operation and assistance from other staff and stakeholders.
- Have an absolute commitment to great customer service and ensure that all staff provide service in accordance with Council's Customer Service standards.
- Ability to embrace and lead change and innovation in the work environment and municipality.
- Willingness to contribute to both team and organisational goals.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

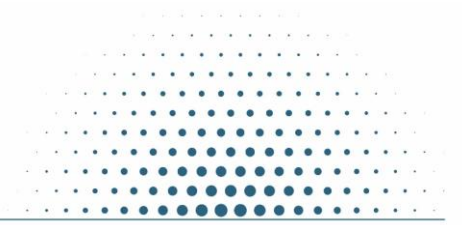
The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

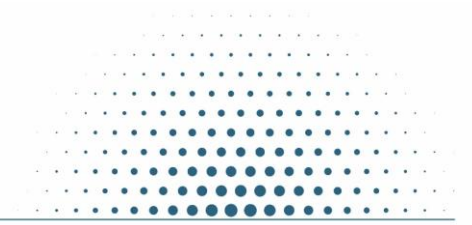
In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.



Appendix B – Key Behavioral Competencies

Key Competencies	Description
Outstanding Service	<ul style="list-style-type: none"> Has a genuine interest in the needs and problems of others Ensure high accuracy of work and quality of documentation
Building relationships	<ul style="list-style-type: none"> Establishes positive and strong relationships with staff and customers Quickly establishes rapport with peers and team members Relates well to people at all levels Manages conflict confidently Challenges others constructively and is prepared to have 'difficult conversations'
Communication	<ul style="list-style-type: none"> Shares knowledge and insight with others Adjusts own style and tailors approach to suit a diverse audience by accurately understanding behavioural cues Simplifies complex issues and ensures these are easily understood by the audience Ability to prepare and deliver presentations to a diverse audience. Manages both written and verbal communication to ensure the intended message is clear and appropriate
Planning and Organising	<ul style="list-style-type: none"> Sets clearly defined objectives Plans activities and tasks well in advance Takes into account changing circumstances and plans for these effectively Manages own time effectively Identifies the required organisational resources required to achieve tasks
Managing Projects	<ul style="list-style-type: none"> Takes personal responsibility for the delivery of actions and tasks Understands the need to plan and prioritize in order to achieve outcomes Drives others with a sense of urgency Delegates tasks and allocates decision making authority appropriately Actively and positively plans work in line with required business outputs
Initiative	<ul style="list-style-type: none"> Proactively realises what needs to be done and acts on this Anticipates potential problems and implements necessary action to avoid the problems Whilst generally team oriented, is comfortable working autonomously Proactively organises multiple activities and resources Prioritises and focuses on completing the most important tasks to achieve key objectives
Team Orientation	<ul style="list-style-type: none"> Works in a collaborative and cooperative manner Willing to assist others in achieving their goals Participative and effective member of the team Regularly takes time to recognise and acknowledge the hard work of others.
Flexibility and Adaptability	<ul style="list-style-type: none"> Adjusts approach in order to respond effectively to a variety of situations and people Works effectively in uncertain or ambiguous situations Is able to quickly adapt to changing circumstances and adopt new ways of doing things



--	--