



### Council Vision 2027

Our vision is a region of safe, sustainable and inclusive communities. A Community proud of its heritage and encouraged by a promising future. A place to enjoy a rural lifestyle, where business is encouraged to grow and visitors are welcomed.

# Position Description

Position:	Infrastructure and Projects Officer
Department:	Assets & Operational Services
Reports To:	Manager Assets & Operations
Award Stream:	Works Administration Services (SA Municipal Salaried Officers Award)
Award Classification:	Level 7 or Level 8 <i>(to be determined on qualifications of the incumbent)</i>
Tenure:	Permanent
Incumbent:	Vacant
Date Appointed:	TBA

Infrastructure Services has the primary role of maintaining and developing council’s constructed assets. This is carried out through the maintenance and development of asset knowledge as outlined broadly in Asset Management Plans. This position is required to assist in achieving Council’s goals and objectives in the provision of services by providing efficient, effective and accurate technical and administrative support to Council’s Operational Services Manager and Infrastructure Services Department objectives and staff as required. Internal customers include all other council staff and the role will require constructive internal liaison with a range of staff.

The incumbent will play an important team role and provide professional and courteous dealings with the public and attend to requests and complaints in accordance with Council’s policies.

POSITION OBJECTIVES	KEY RESULT AREAS
To contribute to the provision of quality services and facilities for all customers of the Business Unit.	Service
To contribute to effective and efficient delivery of all operational construction and maintenance activities within the Department.	Operations
To participate in a continuous improvement environment ensuring the construction and maintenance activities deliver greater efficiencies with new technology.	Continuous Improvement
To provide strategic short and long term asset management advice to the Manager Assets and Operations on matters relating to all asset classes for the Business Unit.	Strategic Planning
To ensure compliance with all relevant legal and policy constraints.	Governance
To actively contribute to the Operational Services Team objectives and to contribute to creating efficient, effective and compliant work practices within your sphere of influence. Contribute to maintaining a harmonious workplace through flexible task delivery.	Administration
Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council Records Management Systems.	Records Management
Comply with Council's Work Health and Safety (WHS) policies and minimise incidents and injuries.	Work Health and Safety

Key Result Areas	Key Tasks	Performance Indicators
Asset Management	<p>Develop and maintain GIS asset mapping capabilities that are appropriate to the organisations size and resourcing.</p> <p>Contribute to the ongoing development of asset management plans and service level and associated Assets Management Software and Related Documents.</p> <p>Contribute to the development and delivery of 10 year Capital Works Programs, 4 year Detailed Capital Works Program and delivery of same.</p> <p>Contribute to the development and maintenance of the 10 year Asset Replacement Program.</p> <p>Prepare and Maintain Road Asset Data and assist with Traffic Impact investigations</p>	<p>GIS systems are established and maintained. GIS systems are used to assist in developing maintenance and capital programs.</p> <p>Improvement plan actions within asset management plans are implemented as delegated to the position</p> <p>Assets created, renewed or demolished are reflected in asset data in a timely way</p> <p>Liaison with finance staff occurs effectively</p>
Project Management	<p>Develop comprehensive project plans, including defining project scope, objectives, deliverables, and timelines and work with stakeholders to establish project requirements and ensure alignment with organizational goals.</p> <p>Lead project teams, assigning roles and responsibilities and foster effective communication and collaboration among team members.</p> <p>Develop and manage project budgets, ensuring financial objectives are met and monitor project expenditures, identify variances, and implement corrective actions when necessary.</p>	<p>Timely completion of a detailed project plan with clearly defined milestones.</p> <p>Team satisfaction, meeting project milestones, and completion of tasks within deadlines.</p> <p>Adherence to budget constraints, meeting financial goals, and cost-effectiveness.</p>

	<p>Identify potential risks and develop strategies for risk mitigation and regularly assess project risks and implement risk management processes to ensure project success.</p> <p>Establish and enforce quality standards for project deliverables and conduct regular quality checks to ensure project outcomes meet established criteria.</p>	<p>Successful implementation of risk mitigation strategies and minimal project disruptions due to unforeseen issues.</p> <p>Consistent delivery of high-quality project deliverables, adherence to quality standards.</p>
Operational	<p>Maintain and develop council's asset management data and GIS capabilities</p> <p>Ensure that all services and maintenance activities are carried out in a timely and customer focussed manner.</p> <p>Contribute to the development and delivery of operational works and services and timely service provision within the financial year.</p> <p>Conform to management systems in accordance with Council standards, performance outcomes and given time frames.</p> <p>Determine capital costs of assets as constructed</p> <p>Assist with scheduling of work tasks and preparation of reports in liaison with Operational Services Department staff;</p> <p>Prompt response to incoming correspondence and customer requests for accurate and timely records management;</p> <p>Research and assist with the preparation of Council's special projects and reports as required; including rural property addressing, agenda reports</p>	<p>Functions carried out in a timely and customer focussed manner.</p> <p>Contribute to development and continuous improvement of systems</p> <p>Contracting procedures are adhered to, contractors are compliant with requirements</p> <p>Assets are correctly defined and taken up</p> <p>Internal staff liaison is effective in meeting departmental and council objectives</p> <p>Timelines for correspondence are met</p> <p>Appropriate, concise and adequate Information is developed and presented in appropriate formats</p> <p>Advertisements occur according to legislated requirements</p>

	<p>Co-ordinate road openings and closures and traffic management plans for community events;</p> <p>Assist with Councils' Strategic Planning, Reporting and Budget processes. Coordinate and process permits and approvals including NHVR, road opening and closing, community events, Section 221 and dial before your dig requests.</p>	<p>Pertinent information is passed on to stakeholders in a timely way.</p> <p>Team participation in group tasks is positive Permits are processed in a timely way with appropriate consultation. Knowledge of the network, RavNet etc. is developed.</p> <p>Starting from a low base the GIS and asset management capabilities of council are developed. Data is reliable enough to inform forward plans.</p>
Financial	<p>Ensure financial details relating to assets for the Operational Services Department are managed efficiently and effectively.</p> <p>Assist in development of unit rates for construction and estimates for new works.</p> <p>Provide advice to Manager Assets and Operations into the preparation on the Long Term Financial Plan.</p> <p>Produce purchase orders.</p>	<p>Budgets managed efficiently and effectively, cost effective work methodology is devised and implemented</p> <p>Develop and maintain actual costs for assets of a kind</p> <p>Appropriate and correct advice given to the Manager Operational Services</p> <p>Orders are appropriately linked to ledger numbers</p>
Regulation	<p>In the management of works in the road reserve, mining and quarrying, waste, building and planning permit submission and compliance, and WHS across all, ensure compliance requirements are understood and communicated in appropriate formats.</p>	<p>Agreements are in place for pits, rehabilitation requirements are communicated, EPA licences are maintained</p> <p>The respective Road management acts and clauses in acts are complied with</p>
Human Resources	<p>Ensure Council Human Resource policies and procedures are adhered to.</p> <p>Participate in development of training plans and their delivery</p>	<p>Policies and Procedures adhered to.</p> <p>Training Plan developed and implemented. Coordination of and booking of training as required.</p>

	Contractor management	Small projects are managed appropriately through contracted works
Records Management	<p>Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.</p> <p>Preparation of letters and other external correspondence.</p>	<p>Adherence to Council's Records Management policies, procedures and User Guide.</p> <p>Follow defined information management practices, policies and procedures for all records created and received in the conduct of Council's business.</p> <p>Appropriate, timely and accurate completion of all records, as required.</p>
WHS (see appendix)	Promote a safe working environment for Council by taking reasonable care of personal safety and that of others at work, and adhering to all WHS policies, procedures and directions. Take any required action to avoid, eliminate or minimise hazards in the workplace.	<p>Compliance with WHS policies and procedures</p> <p>Active participation in the identification and control of hazards in the workplace.</p>
Records Management (see appendix)	Comply with State Records Act 1997, Council's Records Management Policy, Procedures and Standards and properly use Council's Records Management Systems.	Adherence to Council's Records Management policies, procedures and User Guide.
Culture	Work with other employees to promote a positive work environment, in line with the requirements of Council's Employee Conduct Policy.	Employee Conduct Policy requirements met.
Customer Service	Deliver excellent internal and external customer service, always seeking ways to improve processes for customers and deliver great outcomes for Council and the community we serve.	Positive feedback from internal / external customers.

	<b>Person Specification</b>
Qualifications Knowledge and Experience	<p>A relevant tertiary qualification in engineering, (e.g. IPWEA Professional Certificate in Asset Management Planning or Diploma/Degree in Civil Engineering) construction or associated field and membership of a relevant professional association. Suitable qualifications combined with experience will be considered. Desirable attributes and skills:</p> <ul style="list-style-type: none"> <li>• Knowledge of relevant systems and programs</li> <li>• Ability to develop unit rates for asset types</li> <li>• High level people skills - with the ability to consult, negotiate and resolve problems relating to technical matters;</li> <li>• Knowledge of asset practices: threshold values, depreciation, valuation processes;</li> <li>• Commitment to customer service and continuous improvement;</li> <li>• Excellent communication and interpersonal skills (written and verbal);</li> <li>• Advanced Computer skills - developing GIS platforms, ESRI, ArcGIS, data bases, Metro Count, SAILIS, Spreadsheets and standard Microsoft programs such as Outlook, Word</li> <li>• A working knowledge of the Local Government Act, relevant Legislation, Regulations, Council Policies and Procedures;</li> <li>• Hold a current drivers licence.</li> <li>• High level literacy and numeracy skills</li> </ul>
Personal Attributes	<p>Demonstrates a high level of interpersonal skills and work ethics, including;</p> <ul style="list-style-type: none"> <li>• motivation and enthusiasm, commitment to professionalism;</li> <li>• flexibility and adaptability to a changing and dynamic environment;</li> <li>• ability to develop positive relationships with community members and staff</li> <li>• strong commitment to, and focus on, customer service;</li> <li>• team orientated;</li> <li>• Excellent time management, planning and organisation skills essential to meet required deadlines and prioritise own work to achieve specific objectives and demands relating to team goals;</li> </ul>
Delegation and Authority	<p>Delegated financial authority is in accordance with Council's Procurement Policy.</p>

Job Requirements	Some intrastate travel required. Attendance at training events/forums and seminars. Attendance at Council meetings and workshops if required.
Training	Must be prepared to attend training as designated including seminars and training courses to develop and maintain strong and effective networks and competencies.
Work Health and Safety	Operate in compliance with WHS legislation, regulations, codes of practice and standards. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and or appropriate corrective strategies.

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approved: (CEO)**  Kelly Westell  **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



**APPENDIX**

All Managers have responsibility for leading a positive safety culture and ensuring a safe working environment for employees at Council:

Task	KPIs
<p>Enforce Council's safety policies, rules and regulations.</p> <p>Constantly review working procedures and practices.</p> <p>Develop a safe work environment by informing, instructing, training, controlling, directing and monitoring work practices for all employees, volunteers and contractors.</p> <p>Assist in the rehabilitation of employees who are, or have been, absent from work due to illness or injury, by working in conjunction with the Rehabilitation Co-ordinator.</p> <p>Ensure Injury Management responsibilities as outlined in the Return to Work procedure are adhered to.</p> <p>Respond to proposed changes to health, safety and welfare practices, procedures and policies that are to be followed at the workplace.</p> <p>Respond immediately on receiving notification of a work related injury or illness to an employee or the occurrence of a dangerous or hazardous situation.</p> <p>Ensure safe access and egress from the workplace.</p> <p>Consult with health and safety representatives and committee on any proposed changes to the workplace, plant, substances used, etc.</p>	<p>Employees abiding by safety regulations.</p> <p>Active participation in the review of safe work procedures.</p> <p>Employees properly trained for their roles.</p> <p>Alternate duties available for employees.</p> <p>Adherence to the Return to Work Procedure</p> <p>Compliance with One System and any other applicable legislation.</p> <p>Immediate response to any work related injury and remedial action to avoid further injury or damage.</p> <p>Compliance with the Work Health and Safety Act 2012.</p>

All Council employees have responsibility for Work Health & Safety and Records Management:

Task	KPIs
<p><b>Work Health and Safety</b></p> <p>Take reasonable care of own safety and that of others at work.</p> <p>Obey all instructions from supervisors issued to protect health and safety and not to perform any procedure or task unless you have received appropriate training and instruction.</p> <p>Take action within your competence and responsibility to report or make recommendation as deemed necessary to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or methods.</p> <p>Report any accident, injury or near miss, which arises in the course of your work and provide input into solutions for resolving them.</p>	<p>Participation in the development of policies, procedure and safe work procedures and abiding by them. Comply with One System and any other applicable legislation.</p> <p>Participation in training as per training program. Not operating plant or equipment without appropriate competency having been attained.</p> <p>Active participation in the identification and control of hazards in the workplace.</p>

<p>Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program.</p> <p>Keep work areas in a safe condition.</p> <p>Ensure you are not affected, by the consumption of alcohol or a drug, in such a state to endanger your own safety or that of others – reporting any prescribed medication that may adversely affect your performance.</p> <p>Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.</p> <p>Take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.</p> <p>Support and take active part in consultative activities, including (but not limited to) meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy &amp; procedure reviews and job safety analysis.</p> <p>Ensure that record keeping requirements are met including (but not limited to), completion and return of medical, induction, incident, hazard and training documentations, documentation of startup checks, equipment maintenance, job safety analysis and road work records.</p>	<p>Completion of hazard reports or incident reports for all incidents.</p> <p>Maintaining housekeeping standards.</p> <p>Work performance not impaired due to the consumption of drugs or alcohol.</p> <p>Equipment used in accordance with safety instructions, kept clean and in sound working condition.</p> <p>Active participation in the HSR election process and abiding by legislated election processes.</p> <p>Awareness of the consultative policy and procedures.</p> <p>Records available for scrutiny and meet audit requirements.</p>
<p><b>Records Management</b></p>	
<p>Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems. This includes participation in staff training as required and as directed.</p>	<p>Adherence to Council's Records Management policies, procedures and User Guide, including appropriate, timely and accurate completion of all records.</p>