



CITY OF ALBANY POSITION DESCRIPTION MANAGER ENGINEERING

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Manager Engineering	<pre>graph TD; CEO[Chief Executive Officer] --> ED[Executive Director Infrastructure, Development and Environment]; ED --> ME[Manager Engineering];</pre>
LEVEL: Contract	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Executive Director Infrastructure, Development and Environment RESPONSIBLE FOR: Team Leader Assets Management, Team Leader Civil Infrastructure, Building Infrastructure Officer, Civil Project Management Officer, Senior Project Administrator	

3. POSITION OBJECTIVE

This position is a leadership role within the City of Albany responsible for the strategic asset planning and delivery of infrastructure assets capital works.

4. KEY RESPONSIBILITIES

Leadership and Management

- Lead, coach and develop a multi-disciplined team of staff.
- Foster a positive team culture using strong emotional intelligence to effectively manage interpersonal relationships and understand diverse perspectives.
- Support and encourage the team to adopt an accountable mindset, fostering a culture of openness, self-improvement, and collective responsibility.
- Be approachable and accountable; lead by example, embodying the City's Values.
- Conduct annual performance reviews and provide regular, constructive feedback to direct reports.
- Lead conflict resolution and performance management processes as needed.

Legislation

- Ensure the Engineering Team activities comply with legislation related to infrastructure assets.
- Understand and adhere to relevant local government legislation.
- Comply with the City's Industrial Instruments.

Financial

- Develop and manage budgets and report financial information to achieve optimal service delivery and value for money.
- Develop financial models that include cost projections and cash flow strategies for the implementation of the asset management strategy and plans.

General/Administration

- Ensuring that sustainability objectives are considered in project development and delivery.
- Constantly review, develop and implement appropriate information systems for asset management both operationally and strategically.
- Collaborate with other City directorates to coordinate and regularly review the valuation of the City's infrastructure assets, ensuring accurate and up-to-date assessments.
- Develop and maintain the City's Long Term Financial plans for Infrastructure Assets.
- Oversee the development of designs and contract documentation for capital works programs in accordance with asset management plans.
- Oversee the performance of design consultants, contractors and suppliers ensuring the City is receiving the required level of service, quality and value for money.
- Provide engineering expertise to the City of Albany as required.
- Contribute to both the financial and environmental sustainability of the City of Albany through collecting data and implementing programs to reduce the City's carbon footprint.

Interpersonal Skills/Customer Service

- Represent the City of Albany in relevant forums to maximise the City's benefits from its infrastructure assets as well as strategic and operational waste minimisation goals including researching and implementing industry best practice.
- Develop and maintain co-operative relationships with key stakeholders and community groups.
- Develop strategic partnerships that will have a measurable benefit to the City of Albany with the civil engineering, construction, project management, contract management and asset design industries.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.

- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

5. REQUIREMENTS OF THE JOB

Skills

- Demonstrates strong emotional intelligence by effectively managing interpersonal relationships, understanding diverse perspectives, and fostering a positive team environment.
- Models the City's values by aligning interactions and decisions with the City's vision, inspiring enthusiasm and commitment while proactively guiding teams to identify and address potential issues for optimal outcomes.
- Demonstrated ability to think strategically and act with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany strategic priorities.
- Proven ability to build productive relationships with internal and external stakeholders.
- Demonstrated ability to relate well to others, listens, understands and communicates effectively (verbally and in writing) to different audiences.
- Demonstrated ability to use time effectively and meet agreed deadlines.
- Demonstrated ability to identify, analyse and address problems using sound judgement and effective communication.
- Ability to develop and manage accurate cost estimates and/or budgets ensuring performance is monitored and reported in a timely manner.
- Demonstrates ability to self-reflect and learn from setbacks, taking full ownership of mistakes and using them as opportunities for growth. Exhibits accountability by acknowledging errors, and actively seeking solutions to improve performance.
- Advanced computer skills including the use of email, internet, word processing, spread-sheeting, and other software relevant to the position.
- Ability to ensure the required level of quality and to take any project or task through to completion including analysing and adopting lessons learnt for future work.

Knowledge

- Strong knowledge of sustainability principles and practices, with the ability to apply them in decision-making to support the City's commitment to sustainable development in line with the City's Strategic Community Plan 2032.
- Comprehensive understanding of WHS issues relevant to the position and the skills to lead a culture of safety.
- Understanding of human resource management principles with the ability to perform such tasks such as reward and recognition, conflict resolution and performance management.

Experience and Qualifications

- Degree in Civil Engineering or a related field, or equivalent experience.
- Extensive experience with a proven track record in leadership roles within civil engineering.
- Extensive experience engaging with Stakeholders.
- Proven experience in negotiating and achieving successful outcomes.
- Project management qualification and/or experience.
- At least 5 years leadership experience.

- 'C' Class Driver's Licence.
- National Police Clearance.

6. **CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____
(Please print)

SIGNATURE: _____

DATE: _____

WITNESS NAME: _____
(Manager or above) *(Please print)*

SIGNATURE: _____

DATE: _____