

About the role

The position of **Manager Works** is key to the overall successful operation of Council's outdoor works. Its main function is to ensure that the services provided to the community are carried out efficiently and effectively providing best value for the community.

Working very closely with a small management team within Works and Infrastructure and a wider management team across the organisation, The **Manager Works** will provide leadership in planning and people management and drive a positive culture to enhance the outcomes of the section and contribute to the overall success of the Works and Infrastructure Department. The incumbent will use their well-developed people skills to develop and support the management team and provide clear direction on expectations and required performance outcomes.

As a part of the Works and Infrastructure broader management team, the role will play an important part in contributing to the integration of works activities within the Department and across other departments. The position is a key support role to the Executive Manager and as such, is expected to actively assist in managing change, coaching and mentoring of the team members and supporting the strategic direction of Council.

The incumbent will ensure the achievement of goals and activities within agreed plans and within budget limits and timeframes as far as practicable. Superior customer service skills will be utilised to assist the Council in establishing new standards in service provision.

As the Council develops, the position may continue to evolve, and the incumbent will be expected to adopt a flexible approach to work requirements and to undertake new or alternative duties as required. This will include new technology usage, new work procedures and service delivery systems. Consultation about the changes will involve the employee and will be supported with training where required.

The incumbent will be expected to adopt a positive approach towards change and lead by example when implementing any changes to the workplace and/or its operations. Consultation will be a key activity in undertaking such activities.

As the **Manager Works** you will be an approachable, constructive member of the team ensuring that Council and the best interests of the community are always promoted positively. You will have the ability to self-manage your own workload, develop strong working relationships with stakeholders, and be able to effectively balance competing priorities to deliver timely responses or outcomes, all whilst pursuing continuous improvements in safety, quality, excellence, culture and engagement for your business unit.

Role specific accountabilities

- Ensure the effective and efficient management of resources relevant to the works section, to achieve Council's goals and objectives.
- Responsible for the delivery of capital works projects, being undertaken by Council's workforce, in accordance with design and specification and cost estimates.
- Responsible for the implementation and monitoring of the adopted works section operational budget.
- Co-ordinate the works section's input into the Council's strategic, corporate and annual planning cycle.

- Manage the employees at the Works Depot ensuring objectives and performance requirements are clear and employees are supported to achieve their work goals.
- Ensure Council essential services are managed according to required standards and continuous supply is maintained.
- Ensure the resourcing of councils after hours on-call activities and participate in a management roster for back up to operational team members servicing calls out of hours.
- Ensure all operations within the Works Depot are in accordance with Work Health and Safety legislation and Council's Safety Management System.
- Manage Council's asset management and risk management requirements as it relates to the Works Department deliverables.
- Manage the Works Depot plant and equipment, ensuring usage is maximised, Work Health and Safety obligations are met, and appropriate maintenance is undertaken.
- Provide advice to Council and Senior Management in relation to relevant department matters, including the development of formal Council reports and relevant portions of regular activity reports to council.
- Provide routine liaison with key stakeholders and the public.
- Adopt a continuous improvement approach to foster workplace culture and improvements, particularly relating to Council's operating systems.
- Undertake Council's Deputy Municipal Coordinator role and liaison with the State Emergency Service (SES) and provide support to committees and agencies as necessary.
- Undertake professional development to ensure existing qualifications remain current and on-going career development occurs.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Champion and participate in continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including *'Making a Better Burnie 2044'*.

- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

To be successful

- Technical or Tertiary qualification in a relevant field would be highly desirable
- Demonstrated experience in the ability to lead, motivate and support a team through challenges and create a positive work culture.
- Demonstrated knowledge and understanding of project management and asset management as it relates to operational efficiency and effectiveness.
- Well-developed written and verbal communication skills
- Sound computer skills in Microsoft 365 apps and programs
- Sound understanding of Work Health and Safety legislation and Safety Management Systems
- Knowledge and experience of Local Government and an understanding of Local Government and an understanding of issues affecting Council (desirable).
- Current drivers licence.

Who you will work with

Reports to:	Executive Manager Works and Infrastructure
1-Up Leader:	Director Operations
Leads:	<ul style="list-style-type: none"> • Team Leader Civil Services • Team Leader Building and Maintenance • Team Leader Parks and Reserves • Works Coordinator

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

Organisational leaders are expected to consistently display constructive leadership behaviours and to develop their people through coaching, capability and empowerment. Leaders have the independence and autonomy to lead, prioritise, and allocate work to achieve those outcomes.

Other important information

Location: Works Depot

Employment type: Full-Time

Hours: 38 hours per week

Employment Category: ☐ Enterprise Agreement ☒ Individual Contract

Classification: By Negotiation

- Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.

- *From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices*

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Careers>