



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	General Manager Infrastructure Services
Reports to:	CEO
Employment Status:	Fixed Full Time
Location:	Wurrumiyanga

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

OPERATING ENVIRONMENT

The Regional Council Sector exists to serve their community through the laws, policies and programs of Regional Councils and the Northern Territory Government.

The General Manager Infrastructure Services (GMIS) reports directly to the CEO and is part of the Executive Team driving change and development.

The laws and policies within which all executives in the Regional Council sector must perform include the Northern Territory Local Government Act, the codes of conduct and policy priorities of the Regional Council, and all of the relevant Northern Territory and federal laws, legislation and statutes which apply to the governance of public bodies.

Executives must ensure that sound principles of human resource and financial management are applied, known and demonstrated to all employees. Executives must also support Council policy priorities and are required to observe the principles of ethical behaviour, sustainability, social inclusion, equity and community first.

OBJECTIVES OF THE POSITION

This position is an executive position in Council and is responsible for significant internal resource allocations, community infrastructure and strategic business/infrastructure development. Operating under the direction of the Chief Executive Officer and in accordance with Council corporate plans, policies and relevant legislation this position is responsible for:

- Undertaking an executive advisory role to the Regional Council on all matters relating to Regional Council's resources;
- Ensuring the functions and duties of the service directorate are carried out with compliance to all relevant statutes, regulations constructions standards and;
- Being an active member of the executive management team and contribute to developing and implementing the strategic direction of the Regional Council to effect positive change in the community; and
- Being the primary person responsible for overall council management delivery and business reporting of infrastructure, including fleet, plant and equipment, roads/airports,

and housing including compliance with procurement and other controls affecting the delivery of infrastructure services.

- Undertake, develop, manage and coordinate work programs and projects.

RESPONSIBILITIES

The General Manager Infrastructure Services (GMIS) is responsible for the effective delivery of the following broad areas:

- Council buildings and fixed assets
- Tiwi Island transport services including roads and airports, and developing additional new transport infrastructure.
- Business development across areas of responsibility and the council generally
- Fleet and plant services
- Infrastructure Administration support and development
- Cross sector liaison and working to develop economic capacity through effective infrastructure development.
- Infrastructure/Council organisational culture.
- Act as CEO when required.

CORE COMPETENCIES

The core competencies expected of the GMIS are:

Builds Community Capacity

- Initiates and leads infrastructure programs that assist the community to develop and prosper
- Builds community economic capacity through infrastructure
- Work collaboratively with a range of stakeholders to influence community culture, growth and infrastructure at a strategic level.

Creates Vision and Gives Direction

- Supports the CEO in promoting the development of a relevant vision for the Regional Council.
- Influences and inspires others to share ownership of the organisation's goals.
- Provides comprehensive information and reports to ensure the Regional Council moves towards its vision.
- Supports change by initiating, developing, communicating and coordinating activities.
- Embeds ethical practices into the Regional Council's culture and processes.

Develops People

- Motivates, develops and empowers all staff to achieve quality outputs.
- Supports and contributes to the development of all stakeholders of the Regional Council.
- Takes an active role in managing the Regional Council's relationship and interactions with the groups in the community to support building community capacity to initiate and implement projects and programs.
- Creates a work environment where people are encouraged to develop their potential.
- Fosters a collaborative work environment and establishes mutual trust and respect.

Manages Resources and Risks

- Ensures that human and physical resources including all financial, technological and infrastructure requirements are effectively, efficiently and ethically used to meet the strategic and operational service delivery needs.

- Monitors the allocation and management of resources.
- Initiates action and supports the CEO to negotiate effectively to obtain resources to achieve outcomes.
- Evaluates the use of resources to ensure continuous improvement.
- Ensures the Regional Council is compliant with all Acts, laws, regulations and policies and standards as applicable from time to time.
- Ensure effective and efficient operation and maintenance of Council assets.

Promotes and Achieves Quality Outcomes

- Monitors Infrastructure, plant and equipment, business plans, procedures and community development programs to ensure Regional Council delivers quality services and strategies.
- Ensures high standards of work practice and customer service standards are embedded in the organisation.
- Promotes and monitors standards and continuous improvement.
- Evaluates the outcomes achieved against set standards and implements improvements.

Understands Relationships

- Establishes and maintains positive working relationships with clients and diverse groups of people within the public and private sectors and the wider community.
- Collaborates and employs effective communication strategies.
- Assist with the involvement of the Regional communities in providing accurate information to Council and staff.
- Ensures good relationships with elected members based on partnerships and a team approach.
- Assists the CEO lead the Regional Council in providing services equitably and appropriately with respect to the diversity of groups in the Regional.
- Effectively identifies and manages conflict and potential sources of conflict or dissatisfaction.

SELECTION CRITERIA:

Essential

1. Tertiary qualifications and the equivalent demonstrated level of experience and skill, relevant to the responsibilities of the position.
2. Proven experience in managing the infrastructure affairs of a local government authority and/or organisation requiring comparable skills and knowledge.
3. Thorough and proven experience in managing corporate programs and projects, undertaking high level planning, legislation interpretation and staff management.
4. Proven ability to supervise the infrastructure activities of a multifunctional organisation in a cross-cultural environment.
5. Demonstrated experience preparing high level reports to a range of stakeholders, evaluating programs and making recommendations.
6. Sound skills to manage, train and motivate staff, including local Indigenous people to achieve organisation objectives.
7. Knowledge of procurement policies and relevant local government laws including OHS legislation or similar context.
8. Hold or acquire a current NT driver's license.
9. An undertaking to live on the Tiwi Islands.

Desirable

1. Relevant civil works or trade qualifications /experience.
2. Heavy vehicle and plant operator licenses/experience.
3. Workplace training and assessment skills.
4. Sound computer skills.
5. Work in an indigenous community context.

Personal Qualities

- The patience and persistence to achieve agreed outcomes.
- Respect for different cultures.
- High ethical standards and personal integrity.
- Good interpersonal skills and manner.
- The determination, initiative and flexibility to achieve results in a remote community.
- An understanding of the remote NT context.

The selection criteria for this position must be addressed for your application to be considered.