



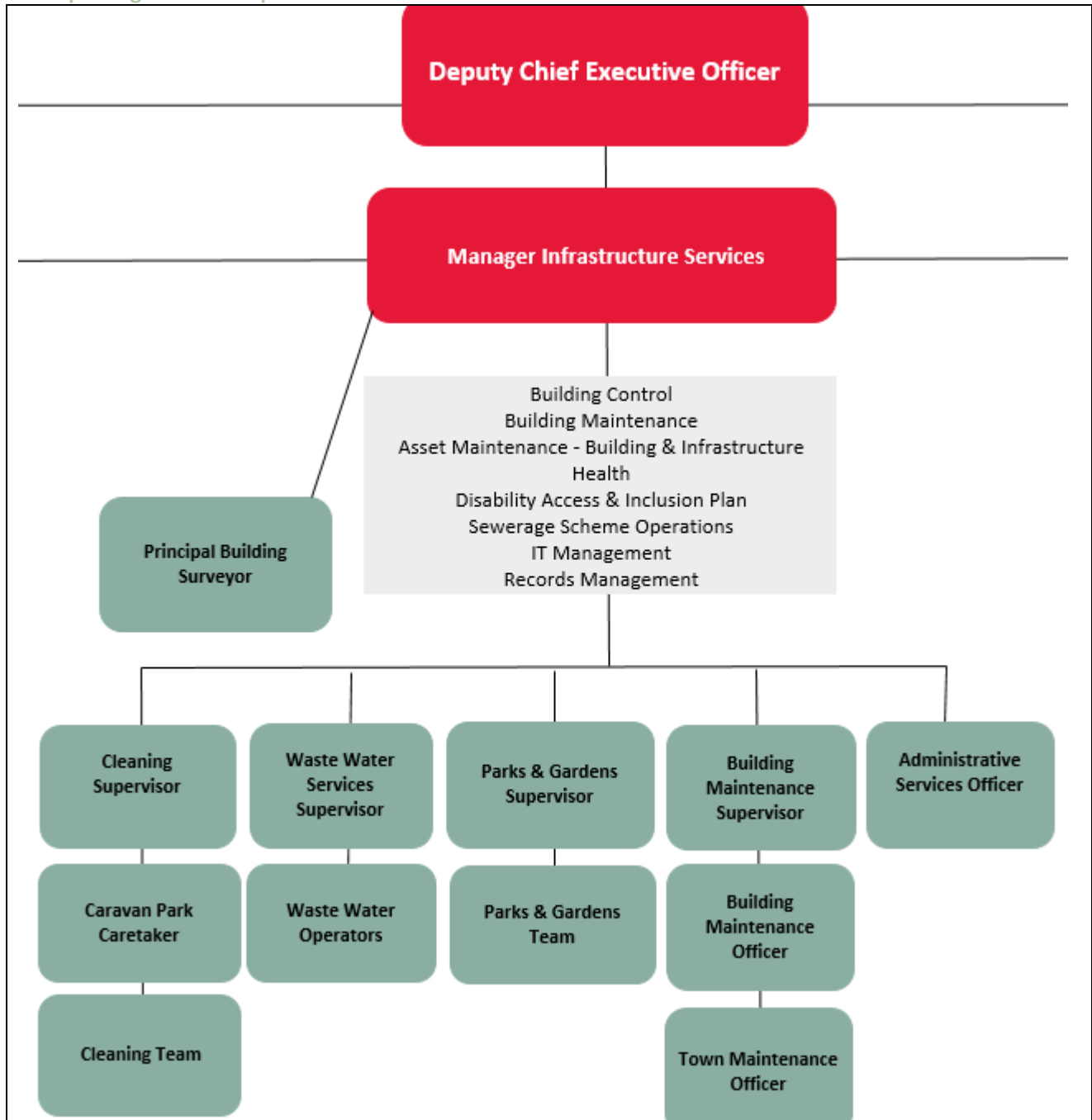
# SHIRE OF MOORA

## Position Description

### 1. Position Identification

<b>Title:</b> Manager Infrastructure Services	
<b>Department:</b> Infrastructure Services	<b>Location:</b> Administration Office
<b>Level:</b> Contracted in accordance with <i>Local Government Industry Award 2020 [MA000112]</i>	

## 2. Reporting Relationship



## 3. Context

Every employee at the Shire of Moora is an ambassador of our organisation. We value our team, as each member contributes to the organisations vision and mission.

### Our vision:

Shire of Moora – a vibrant, affordable Regional Centre with a growing, caring community.

### Our mission:

To provide the leadership, services and infrastructure that meets the needs of the community and surrounds.

**Our values:**

The key values that the Shire will uphold in all its activities are:

- **Leadership** – by example and through a passion for what we do
- **Accountability** – for our actions, guided by principles of honesty and integrity
- **Respect** – for others, through understanding, tolerance, and inclusiveness
- **Professionalism** – by thinking strategically and working with a local and regional perspective
- **Consultative** – regularly engaging, consulting, and communicating with our community

**Our Customer Service Charter:**

*Our services will help people to navigate their way.*

The Shire will interact with its clients by being:

- Professional in all our dealings.
- Patient, friendly and helpful.
- Responsive and timely.
- Accurate.
- Fair in our processes.
- Integrated, streamlined, and connected.

#### 4. Position Objective / Key Responsibilities

The Manager Infrastructure Services ensures that policies, practices and objectives across all areas of building control, environmental health, planning, compliance and community safety services are achieved.

Duties include:

**Building, Planning & Infrastructure**

- Develop and maintain strategic Capital Works Plans for all infrastructure assets and buildings by regular building inspections
- Ensure the cost effective and sustainable management of the organisation's physical resources including Shire structural maintenance, repairs, regulatory compliance i.e. ventilation & security. Asset management includes but is not limited to Shire of Moora buildings, Shire Depot, Moora Lifestyle Village, all Shire of Moora sporting infrastructure, Moora Airport.
- Ensure all Building, Development, Waste and WHS applications, licences, permits, including inspections and community education are effectively processed through the Shire.
- Ensure the implementation, adequacy, currency and cyclic review of all property leases.

**Environmental Health**

- Manage the Shire's environmental health programs, community safety (Police) and regulatory activities. Regulatory activities include but are not limited to pest control, waste control, chemical management, public health assessments, food hygiene and water analysis.
- Control pollutants across the Shire of Moora through effective management and site assessment of the Shire's ponds, sewerage, and parks & gardens.
- Protect, promote and improve public health through the development of sustainability initiatives, implementing projects to improve recycling, energy and water consumption across Shire operations.
- Develop strong networks with affiliate bodies i.e. government agencies, regulators and catchment councils, to develop comprehensive and effective environmental health initiatives.

**Corporate**

- Supervision, mentorship, and performance management of Infrastructure Services staff, including but not limited to the Building Maintenance, Wastewater Services, Cleaning & Parks & Gardens teams.
- Ensure cost effective and sustainable management of the Shire's resources, including

comprehensive reporting to Executive Management.

- Strategic management of the governance-relevant and risk across Infrastructure Services functions.

### **Governance, Compliance & Strategy**

All Managers must be responsible for their department in regard to:

- Occupational Health & Safety
- Budgeting & Reporting
- Legal, Ethical & Financial Compliance
- Strategic Planning & Organisational Development

### **Records Management**

- Ensuring that full and accurate records of all Shire of Moora activities and decisions are created and captured in accordance with Council policy.
- Ensuring that written and electronic correspondence is captured accurately and forwarded to relevant officers in a timely manner.

### **Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Council's Code of Conduct, values, policies, and procedures.
- Demonstrate an ongoing commitment to the Shire's Customer Service Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the public and always promote Council's operations in a professional manner.
- Adhere and follow the Shire's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### **Work Health & Safety (WHS) (For all Staff)**

- Comply with all work procedures for hazard identification, risk assessment and risk control.
- Actively participate in WHS activities or programmes associated with the management of WHS.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is worn or used for the task or activity as required or directed.

## **5. Selection Criteria**

### **Essential**

- Minimum 5 years' experience in a similar management role.
- Demonstrated knowledge and understanding of building legislation, policies and procedures concerning regulatory responsibilities.
- Well-developed managerial, communication and organisation skills, particularly when leading a team.
- Demonstrated ability to assess complex technical issues and, using findings, effectively contribute

- to regulatory and environmental health policy.
- Demonstrated experience in managing assets, developing budgets and strategic planning.

#### **Desirable**

- A relevant tertiary qualification or equivalent experience
- Experience using Synergy Soft and/or Local Government Authority software
- WHS compliance certifications
- Sound understanding of IT systems and software

#### Employment is contingent upon:

- Provision of a current satisfactory National Police Clearance
- A Pre-Employment Medical Assessment including Drug & Alcohol Testing

### **6. Key Accountabilities**

#### Within Department

- To work in the most effective manner as leader of the Infrastructure Services team.
- To be a team player, relieving and assisting colleagues where necessary to ensure a productive customer and administration service is provided to the Shire.

#### Within Organisation

- To manage and take responsibility for the performance and outcomes of the Infrastructure Services Division.
- To ensure that council's policies and procedures are adhered to, providing the best possible service to council and ratepayers.

### **7. Principal Contacts**

Who	Core Values
<b>Internal</b> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Deputy Chief Executive Officer</li> <li>• All Shire Employees and Managers</li> <li>• Elected Members</li> </ul>	<b>Communication</b> Consult, collaborate and communicate with the community, internal/external customers and stakeholders.  <b>Respect</b> Always recognise and respect the individual and unique requirements of all people and cultures and groups.
<b>External</b> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Ratepayers</li> <li>• Financial Stakeholders</li> <li>• Contractors/Suppliers</li> </ul>	<b>Integrity</b> To be honest, equitable and ethical in all business dealings and the way in which we work with residents, staff and all stakeholders.  <b>Transparency</b> To ensure a high level of openness and accountability in all activities.  <b>Courtesy</b> To provide courteous service and helpful solutions to customer enquiries.

## 8. Extent of Authority

Works within the confines, standards and procedures under general supervision of the Chief Executive Officer.

## 9. Performance & Personal Development Plan

The Infrastructure Services Manager will meet with the Chief Executive Officer for a performance appraisal and evaluation:

- At the completion of the Probation Period as stipulated in their Employment Contract; and
- Annually, from the date of Employment Commencement.

The annual Performance Appraisal is an opportunity for two-way feedback between the Infrastructure Services Manager and Chief Executive Officer, focusing on goal setting, professional development continual improvement.

## 10. Position and Incumbent Details

All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated Position Descriptions must be returned to Human Resources.

**Current Incumbent:**

**Incumbent Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Date employee appointed to Council:**

**Date employee appointed to this position:**

**Approved by Chief Executive Officer:**

**Date position description created:** 13 January 2023

**Date position description was updated:** 5 August 2025

**Position description prepared by:** Emily Hanson, Manager Corporate Services

**Position description updated by:** Deryce du Plessis, Human Resources Officer