

# Position Description

## Infrastructure Delivery Manager

<b>Division</b>	<b>City Services</b>
<b>Business Unit</b>	<b>City Infrastructure and Traffic Operations (CITO)</b>
<b>Management Level</b>	<b>M4</b>
<b>Grade/Band</b>	<b>Band 9</b>
<b>Date position description approved</b>	<b>November 2019</b>

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

Effectively manage the construction and maintenance activities of the City's civil infrastructure asset portfolio.

Manage operational, contract management staff and resources to facilitate the successful development and delivery of projects and programs by the City Infrastructure and Traffic Operations Unit.

This role will ensure that the Infrastructure Delivery team has the capability to deliver multi-million dollar capital and operational works programs.

Lead, guide and mentor staff and set best practice in civil and construction standards across the City.

## Key accountabilities

- Establish and maintain staff operational and accountability systems to effectively upgrade and maintain the City's streets, drainage systems, pedestrian spaces, public domain lighting and street furniture to the high standard expected by the community and visitors.
- Effectively manages the allocation of contract management resources to support the successful development, and provide quality assurance in the delivery of projects in a collaborative matrix structure.
- Ensure commercial and professional standards of infrastructure design, construction, project and contract management are applied to comply with the City's standards
- Ensure that infrastructure maintained and delivered by the team is consistent with operational and maintenance requirements and meets clients' desired outcomes.
- Effectively manage a diverse program of projects and the performance of staff and contractors to support the effective service delivery of the unit and to manage safe, sustainable, on-time and on-budget of outcomes.
- Lead continuous quality improvements and the development and implementation of processes that reflect high quality, efficient, contemporary management practices.
- Develop and deliver service standards and results that support the unit becoming the 'Centre of Excellence' for infrastructure design and construction for the Council.
- Manage and effectively lead a large and multi-faceted workforce to develop a highly engaged and skilled team and a one-team collaborative approach to leadership, service delivery and problem solving.
- Manage the delivery of infrastructure design and construction projects efficiently and effectively whilst ensuring the agreed performance standards are met including; safety, sustainability; time; budget and design excellence requirements
- Represent and promote Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
- Prepare operational and capital budgets, fees and charges schedules, cost estimates and other financial management requirements and ensure that the most cost effective service delivery arrangements are provided within specified budget targets.
- Assist in the development and implementation of operational business plans that support Council's Management and Corporate Plans, and relevant Council policies.
- Provide advice to the Chief Engineer on all correspondence and manage the preparation of briefs, engagement and management of contractors / consultants to undertake work.
- Manage the delivery of the five year rolling operational and capital works program for the improvements to civil infrastructure within the City's local government area.
- With reference to industry and relevant specialists, keep informed of any proposed policy, legislative changes, or emerging research that will support the achievements of the centre of excellence.

## Key challenges

- Ensuring the City's civil infrastructure in the public domain is built and maintained to a high standard to eliminate risk to the public.

- Establish and maintain staff operational and accountability systems to effectively upgrade and maintain the City's streets, drainage systems, pedestrian spaces, public domain lighting and street furniture to the high standard expected by the community and visitors

## Key relationships

Who	Why
<b>Internal</b>	
Chief Engineer	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions.</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Infrastructure Delivery team	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members.</li> <li>• Lead discussions and decisions regarding key deliverables.</li> </ul>
CITO Management team	<ul style="list-style-type: none"> <li>• Work with team members in a cohesive and collaborative manner to deliver and achieve the Unit's and Division 2030 objectives and beyond.</li> <li>• Lead discussions and decisions regarding key projects and deliverables.</li> </ul>
<b>External</b>	
Unions	<ul style="list-style-type: none"> <li>• Engage in, consult and negotiate the development, delivery and evaluation of projects</li> </ul>
Contractors / Consultants	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues</li> <li>• Engage in, consult and negotiate the development, delivery and evaluation of projects.</li> <li>• Ensure contractual audit controls are implemented, managed and reported on regularly.</li> </ul>

## Key dimensions

### Decision making

- Responsible for making decisions concerning the delivery of civil asset construction, maintenance and capital works programs, ensuring best business practices and efficiencies for the organisation are achieved.
- Responsible for maintaining the City's civil infrastructure in the public domain, which includes risk, contractual, procurement and financial management.
- Accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

**Reports to:** Chief Engineer

**Direct reports:** Approximately 6 direct reports

- Program Delivery Manager – Capital Works
- Program Delivery Manager – Special Projects
- Civil Coordinator
- Trades Coordinator
- Operations Manager
- Business Support Coordinator

**Estimated number of indirect reports:** Approximately 110 FTE's

## Essential Knowledge, Skills & Experience

Highly developed leadership and demonstrated experience in staff management.

Degree qualifications in Engineering or a related discipline and substantial experience in the management and delivery of complex infrastructure delivery programs.

Extensive experience in the management and maintenance of public domain asset infrastructure, particularly civil infrastructure services.

Proven infrastructure program management experience in developing and delivering large multi-disciplinary projects, with ability and experience in managing and leading multidisciplinary teams of consultants and staff.

Extensive experience in budget, procurement development and management and financial forecasting

Extensive experience in contract management and with a range of infrastructure procurement models.

Demonstrated success in managing projects on time, on cost and to meet specific needs.

Demonstrated ability to lead and manage a large and multi-faceted workforce, including developing high performing teams.

Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

Must hold a current NSW driving licence

## Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

### Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	<b>Displays Awareness of Self and Others</b>	<b>Section Unit Manager - M4</b>
	<b>Cultivates Productive Relationships</b>	<b>Section Unit Manager - M4</b>
	<b>Drives Results</b>	<b>Section Unit Manager - M4</b>
	<b>Develops People and Culture</b>	<b>Section Unit Manager - M4</b>
	<b>Operates Strategically</b>	<b>Section Unit Manager - M4</b>
Management	Technology and Information Management	Section Unit Manager - M4
	<b>Finance and Resource Management</b>	<b>Section Unit Manager - M4</b>
	<b>Asset Management</b>	<b>Section Unit Manager - M4</b>
	<b>Risk Management, Safety and Compliance</b>	<b>Section Unit Manager - M4</b>
	<b>Procurement and Contract Management</b>	<b>Section Unit Manager - M4</b>
	Project Management	Section Unit Manager - M4
	Change Management	Section Unit Manager - M4
	<b>People Management</b>	<b>Section Unit Manager - M4</b>