

POSITION DESCRIPTION

Group Manager Infrastructure



POSITION TITLE	Group Manager Infrastructure
GROUP	Infrastructure Services
LOCATION	Carterton
REPORTS TO	Chief Executive
DIRECT REPORTS	8 (plus 14 Indirect Reports)
DELEGATED AUTHORITY	In accordance with the Delegations Manual

ROLE OF THE INFRASTRUCTURE SERVICES GROUP

The Infrastructure Services Group supports the delivery of the Council's Long Term Plan objectives and community wellbeing outcomes and ensures compliance with legislative requirements through the management of infrastructure services and functions including Water Services (Drinking Water, Wastewater, Stormwater and Water Races), Asset Management, and Roothing.

PURPOSE OF THE ROLE

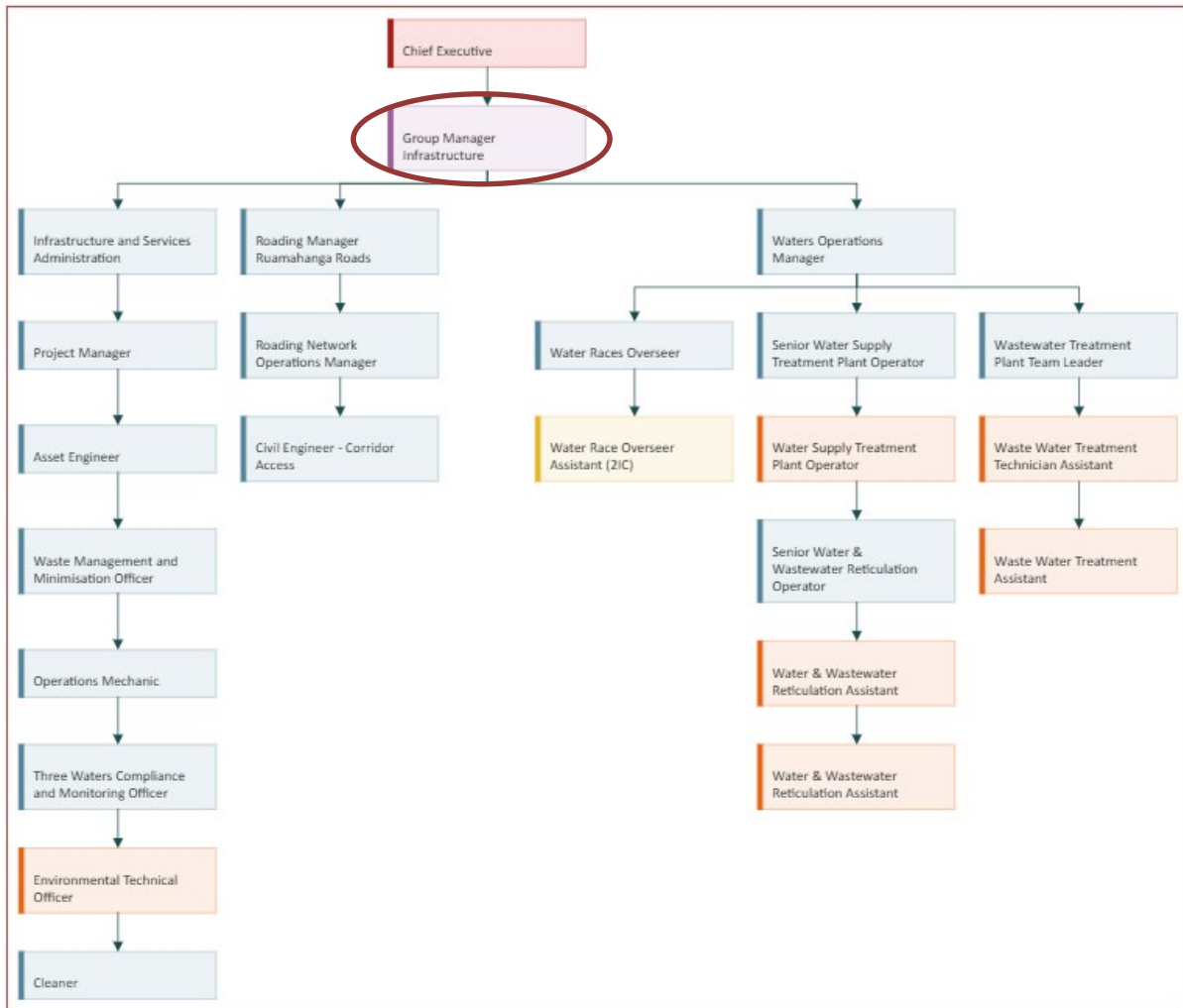
The GM Infrastructure is accountable as a core member of the Executive Leadership Team (ELT) to provide strategic and operational leadership across the organisation, with a specific focus on infrastructure development and management.

The role is also responsible for the leadership of the Infrastructure Services Group ensuring teams' effective and efficient delivery of their annual work programme across the range of infrastructure functions and services.

RESPONSIBILITIES

- As a member of the Executive Leadership Team (ELT), work collaboratively to provide strategic organisational leadership, relationship management, and operational delivery of Council's Long-Term Plan (LTP) and community outcomes.
- Lead the efficient and effective service delivery of the Infrastructure Services Group ensuring resources and effort are committed to the delivery of objectives and work programmes, within time and budget.
- Oversee the delivery and compliance of Council's water services including water, wastewater, stormwater and water races, including the transfer of relevant assets and operations to the Wairarapa/Tararua Water Services Entity.
- Ensure appropriate asset and project management planning and management are in place that are fit-for-purpose across all CDC infrastructure and other assets.
- Effectively oversee the delivery of the shared roading service 'Ruamāhanga Roads' with South Wairarapa District Council.
- Oversee waste management activities including the Transfer Station, shared collection contract, and waste reduction activities.

ORGANISATION CONTEXT



WORKING RELATIONSHIPS

The GM Infrastructure reports directly to the Chief Executive and has 8 direct reports. Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> Mayor and Councillors Council and sub-committees Chief Executive Officer Management Team and Managers individually Infrastructure Services Team Ruamāhanga Roads Team Other Council staff 	<ul style="list-style-type: none"> Carterton District Ratepayers/ residents Iwi and mana whenua Other Local Authorities including Greater Wellington Regional Council Taumata Arowai and other regulatory control auditors and authorities Waka Kotahi NZ Transport Agency (NZTA) External contractors Regional networks Wellington Region Emergency Management Office (WREMO) and other Emergency Services organisations

VALUES

The Values of the Executive Leadership Team of the Carterton District Council are:

- Loyalty
- Service
- Integrity
- Honesty
- Respect
- Professionalism

KEY RESULT AREAS

KEY RESULT AREAS	MEASURABLE OUTCOMES
Strategic Leadership <ul style="list-style-type: none"> • As a member of the Executive Leadership Team (ELT), work collaboratively to provide organisational leadership, vision and strategic leadership. • Provide effective and efficient leadership, relationship management, and direction on Council's operational management activities. • Offer expertise and participate in high level decision making, offering credible strategic input and taking part in critical organisational planning. • Develop and implement appropriate strategies, policies, and plans to ensure that the Council achieves its vision and priorities. • Present, written and formal presentations and reports on council functions and results as required. 	<ul style="list-style-type: none"> • ELT planning and execution is in line with key strategic objectives and successfully contributes towards enhanced customer satisfaction and community wellbeing outcomes. • Strategic objectives are set, monitored, measured and met within required budgets and timeframes. • Sound and credible information is presented to elected members and key stakeholders to create and implement effective plans. • ELT practices in a manner that meets or exceeds the ethical, legal, commercial and public expectations of the community.
Team Leadership and Service Delivery <ul style="list-style-type: none"> • Lead the efficient and effective service delivery of the Infrastructure Services Group ensuring resources and effort are committed to the delivery of objectives and work programmes, within time and budget. • Carry out and act as job manager of assigned investigations, reports, recommendations and statutory procedures relating to teams' activities. • Communicate effectively with team members through appropriate methods including regular staff and one-on-one meetings. • Develop and manage high staff performance through Council's appraisal framework. 	<ul style="list-style-type: none"> • Group performance is well managed, provides high quality services and activities, and contributes to strategic objectives and community wellbeing. • Team programmes and budgets are completed on time and to the required standard. • Teams are appropriately staffed, and team members have the necessary experience, skills and resources to achieve strategic outcomes. • Team members are well engaged, perform at their best, and feel informed of council activities and developments.

KEY RESULT AREAS	MEASURABLE OUTCOMES
Waters Services <ul style="list-style-type: none"> • Ensure the delivery and compliance of Council's water services including water, wastewater, stormwater and water races. • Lead the effective transition to, and support the establishment of the Wairarapa- Tararua Water Services Organisation for the Council including cross-organisational coordination and people support. 	<ul style="list-style-type: none"> • Water services are compliant, fit for purpose and aligned with Council's strategic objectives and community wellbeing outcomes. • Council, including Three Waters and affected staff, are kept well informed with services smoothly transitioned through the transition and establishment of the Wairarapa Tararua Water Services Organisation.
Roading Services <ul style="list-style-type: none"> • Effectively manage the shared roading service 'Ruamāhanga Roads' with South Wairarapa District Council. • Ensure there are appropriate budgets are in place to deliver the Land Transport Programme in partnership with NZTA. • Ensure contractors and consultants are managed effectively including meeting Health and Safety legislative requirements. 	<ul style="list-style-type: none"> • The Land Transport Programme is managed and delivered effectively and in alignment with council policy and plans, and legislative and NZTA requirements. • Council maintains a strategic, forward-looking approach to ensure the Land Transport Programme continues to provide appropriate levels of service into the future, taking into account changes in demand, growth and land use patterns.
Asset Management <ul style="list-style-type: none"> • Ensure there are appropriate asset management systems in place and asset management planning is fit-for-purpose across all CDC infrastructure and other assets. • Ensure major projects and contracts across the organisation are effectively identified, managed and monitored. • Ensure there are appropriate budgets in place to deliver optimal infrastructure management. 	<ul style="list-style-type: none"> • Council assets including water supplies, sewerage system, solid waste management, storm water systems, flood protection works and roading, are managed in accordance with legislative and audit requirements, and aligned with Council's strategic objectives and Asset Management Plans. • Projects and contracts are managed and delivered in accordance with established project, procurement, and contract management policies and methodologies. • Risks are effectively monitored and provide appropriate contingencies and mitigations.
Project Management <ul style="list-style-type: none"> • Lead project and programme management across infrastructure services operational and capital works • Ensure project expenditure complies with relevant Council policies and plans including procurement, financial delegations and Asset Management Plans 	<ul style="list-style-type: none"> • Projects are managed in accordance with legislative, regulatory and Council requirements. • Projects and contracts are appropriately and transparently tendered, evaluated and engaged. • Projects are delivered on time, on scope and on budget • Project benefits are realised and reported on in a timely manner.
Health, Safety & Wellbeing <ul style="list-style-type: none"> • Lead appropriate HS&W practices while ensuring own HS&W and that of the Group. • Actively promote and support initiatives and a culture of responsibility and 	<ul style="list-style-type: none"> • Council is compliant with its obligations under the Health, Safety in the Workplace Act 2015 (HSWA). • Staff understand and follow HS&W policies, procedures and guidelines.

KEY RESULT AREAS	MEASURABLE OUTCOMES
<p>accountability for HS&W within the workplace.</p> <ul style="list-style-type: none"> • Prioritise HS&W as being a critical part of Council's business. • Encourage HS&W focused conversations within the workplace. • Demonstrate compliance with all health and safety responsibilities and requirements associated with the position as outlined in Council's HS&W policies and systems including accident reporting, hazard management, PPE, training, audit and reviews, and standard operating procedures (SOP's). 	<ul style="list-style-type: none"> • Incidents (of any nature) are reported in a reasonable and timely manner. • Investigations of all incidents (of any nature) are undertaken with a learning approach, and appropriate controls implemented. • Staff have appropriate PPE where it is required. • HS&W is part of the Team culture and everyday practice.

EXECUTIVE MANAGEMENT & PLANNING

Strategic Management & Planning

- I actively contribute to the LTP process and the delivery of the Community Outcomes and any significant issues and risks are raised and addressed quickly and efficiently.
- I provide sound advice, updates and reporting to the Executive Leadership Team and Council to keep them well informed on the activities of my Group.

Annual Business Planning

- I take a lead role in developing and implementing my Group's strategic and operational activities and ensure these align to Council's vision and strategic goals.
- I proactively contribute to and take responsibility for the development and preparation of the LTP, AP, and AR.

Financial Management

- I take a sound and prudent management approach to the financial budgets / targets set for my Group and its activities.
- My Group and activity budgeting and forecasting aligns with Council's financial sustainability strategy and delivers an efficient and cost-effective service.

Continuous Improvement

- I actively seek out, promote and implement business process solutions, ideas and initiatives that improve my Group's service levels and deliver on the goals of the council.
- I demonstrate and role model flexibility, agility, adaptability and a willingness to be open to feedback as an opportunity for self-development.

Relationship Management

- I develop and maintain strong working relationships with council staff, councillors, iwi, mana whenua, auditors, other councils' staff and stakeholders.
- I demonstrate strong interpersonal relations, collaboration, integrity, managerial courage and communication skills in all my interactions with others.

EXECUTIVE LEADERSHIP

Group Leadership & Engagement

- I provide leadership and act as positive role model to create a positive team environment that fosters, develops and promotes engagement and a good team culture.
- I provide opportunities for my Group to participate and be included in decision making that may impact upon their individual or team performance outputs.

Group Performance Management

- I effectively lead and enable my Group to deliver on our work programme and Council's strategic goals and performance objectives.
- I provide effective support and proactively assess my Group's workload and reallocate workloads when needed.
- I understand the data generated by my Group is an important council asset and I will use our data and systems to drive performance, quality decision-making and improved service delivery.

Group Professional Development

- I make sure everyone in my Group has clear performance goals and measures that are aligned with Council's strategic goals and meet with them regularly to discuss and review progress.
- I provide regular development, mentoring, coaching, feedback performance conversations, and encourage participation in appropriate training opportunities.

Group Recruitment & Induction

- I take an active responsibility for the recruitment of the 'right person in the right job', and ensure quality induction, training and ongoing socialisation is provided to new members in my Group.

COUNCIL CONTRIBUTION

- I actively contribute to the achievement of community outcomes and Council's strategic goals and objectives.
- I role model behaviours and attitudes that support Council's Vision, Purpose, Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a 'can do' attitude, and provide them with a quality customer service experience.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori.
- I take personal responsibility for the on-time delivery of my role responsibilities and owning my performance and professional development.
- I provide solid professional advice (internally and externally) and this contributes to maintaining and enhancing the council's image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.
- I take ownership for my health and safety (H&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during Civil Defence activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

DELEGATED AUTHORITY

- I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Policy. I also have staff responsibilities.
- The Council may from time-to-time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

SKILLS, EXPERIENCE & PERSONAL ATTRIBUTES

- Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills.
- Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.
- Excellent written and oral communication skills, in particular, an ability to effectively and concisely present information to the Council, Council Committees, and the public.
- Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.
- Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes.
- Leadership style that empowers, motivates and encourages staff to perform at their best, through recognising and valuing their contributions and encouraging their development.
- Be able to deal with challenging situations and have strong negotiation skills and the ability to facilitate outcomes.
- A tertiary qualification in a related field, or relevant equivalent experience.
- A minimum of five years relevant postgraduate experience.
- Working knowledge of all the relevant statutes and regulations that control the regulatory and planning functions of Council and a practical knowledge of the relevant administration procedures.
- Understanding of the political system (conventions, functions, and objectives of Council) and the wider cultural, social, environmental, economic and political implications of the environment within which Council operates.
- A basic level of cultural competency and understanding of Te Tiriti o Waitangi and Tikanga Māori.
- Prior management experience in a relevant infrastructure or engineering sector and/or local government is an advantage.

COUNCIL BEHAVIOURAL COMPETENCIES

Working Co-operatively	Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.
Analysis (Problem Identification)	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.
Judgement (Problem Solution)	Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.
Leadership (Influence)	Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations

	and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.
Organisational Awareness	Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.
Client Service Orientation	Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.
Extra-Organisational Awareness	Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.
Work Standards	Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.
Planning And Organising	Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.
Project Planning	Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.
Integrity	Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.

POSITION DESCRIPTION AGREEMENT

Signed:		
CHIEF EXECUTIVE		DATE
JOBHOLDER		DATE