



CENTRAL COAST  
COUNCIL

# Employment Information Package

## MANAGER DESIGN & DELIVERY

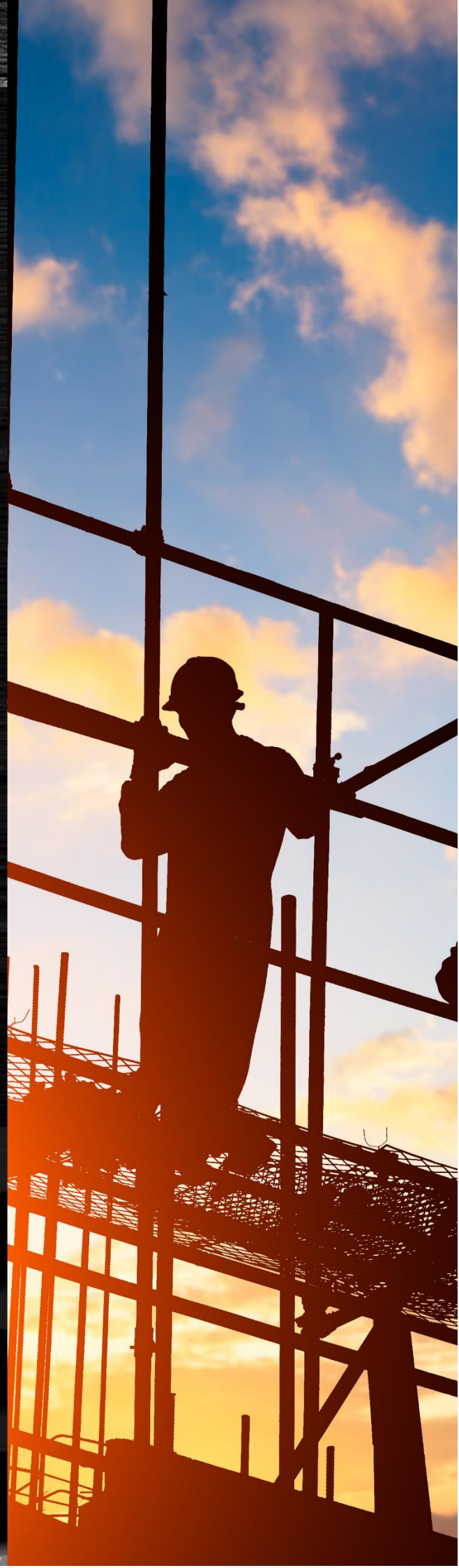
### ***Enquiries:***

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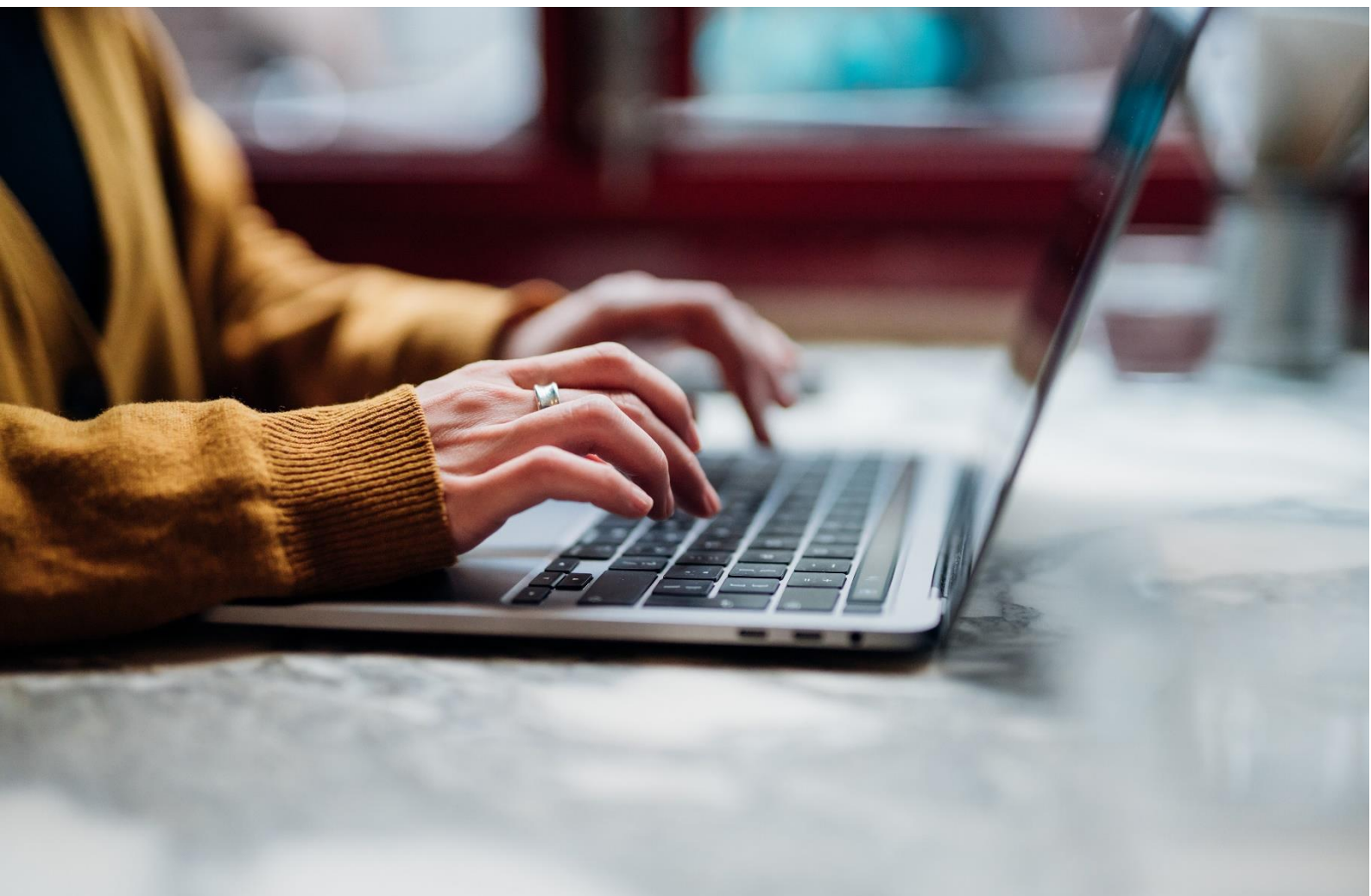
Email: [careers@centralcoast.tas.gov.au](mailto:careers@centralcoast.tas.gov.au)

Applications close: 4.00 pm 10.05.2024



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## ABOUT OUR REGION

Tasmania's Central Coast is set in the heart of the north-west coast, spanning an area of 932km<sup>2</sup>, with a population of 23,360 people. We are a vibrant and thriving community that continues to draw inspiration and opportunities from its natural beauty, land, and people, who are connected by a powerful sense of belonging.

The coastal townships of Penguin and Ulverstone are the main population centres, providing key services to a growing population. Our region has great restaurants, cafés, vineyards, and breweries, exceptional recreational facilities and expansive open spaces underpinned by coastal and country vistas.

The Central Coast is at the forefront of agricultural production, particularly for poppies, pyrethrum, peas, potatoes, and onions, as well as timber production and livestock enterprises. Tourism continues to be a growth industry, which is mirrored by increasing rates of residential and commercial investment.

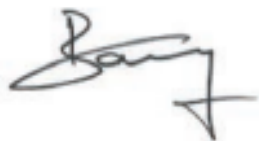
## CHIEF EXECUTIVE OFFICER'S MESSAGE

Tasmania's Central Coast Council has embarked on a cultural journey where the focus is on our people. Things get done through people, and we want to ensure our councillors and staff are able to be the best they can at work, at home and in our community.

Reporting to the Director Infrastructure Services the Manager Design & Delivery will be responsible for managing and providing leadership to the Design & Delivery Team. This role will work collaboratively with cross-functional teams to enhance engineering processes whilst fostering a culture of innovation and efficiency to ensure the successful delivery of programs and projects on time and within budget.

We are seeking a results driven experienced leader looking for an opportunity to lead our talented team and drive technical excellence in a dynamic environment.

There's never been a better time to join the thriving team here in Tasmania's wonderful Central Coast.



Barry Omundson

**CHIEF EXECUTIVE OFFICER**

## **POSITION DESCRIPTION**

### **Position Context and Objectives**

The Manager Delivery and Design will be responsible for the successful management of Council's Delivery and Design Team. This role will oversee the planning, design, and construction of civil infrastructure projects and programs, including transport, drainage and other local government infrastructure assets.

### **Key Responsibilities and Performance Measures**

#### **Key Responsibilities**

- Manage the operational activities of the Design & Delivery Team and functions and provide leadership and advice to ensure accountabilities are achieved.
- Manage projects ensuring they are delivered to required standards, within the required timelines and within set budgets.
- Introduce and maintain best practice project management principles and processes.
- Plan and execute strategies for completing projects on time.
- Ensure the development and implementation of various programs.
- Maintain and assume responsibility for the design/capital works program.
- Undertake the full tender process for Engineering projects where applicable.
- Maintain an accurate record of Council activities in the design and delivery area.
- Produce reports and monitor expenditure on projects as required.
- Deal with issues promptly and resolve difficult situations.
- Support response and recovery for emergency events.
- Communicate Council's corporate objectives to the design and delivery team.
- Actively promote Human Resource and Work Health and Safety Policies, procedures and processes.
- Coordinate work with other managers and staff.
- Contribute to the development of a positive work culture that promotes the wellbeing of all staff through appropriate workplace practices.
- Undertake and attend regular meetings.
- Ensure strategic actions are regularly updated and completed within required timeframes.
- Additional duties subject to competencies.
- Is an active member of relevant teams and committees.
- Participate in the Department's estimate process as outlined in the Council's Budget Framework and comply with timeframes.
- Manage budgets within area of responsibility.
- Develop, review, update and communicate policies and procedures.

## **Performance Measures**

- Ensure the annual plan and budgeted programs are completed.
- Deliver quality projects on time and within budget.
- Check the teams work for technical accuracy.
- Provide clear and concise instructions to the team.
- Listen, consult others, and communicate proactively.
- Provide a high level of customer service to internal and external customers.
- Undertake updates and achieve outcomes for assigned strategic and corporate actions.
- Objectives are met and progressed within timeframes.
- Maintain key relationships and follow corporate protocols.
- Processes are consistent with legislative requirements and Council policies and procedures.
- Records are accurately kept and are up to date.
- Information is provided in a timely manner.
- Performance management processes are undertaken in line with Council's Performance Management Framework.
- Actively promote a safe work environment.
- Ensure that established hours of duty are observed by employees and certified timesheets are correct.

## **Corporate Accountabilities**

All staff are required to observe the following corporate accountabilities:

- 1 Understand and promote Council's Strategic Objectives and Core Values.
- 2 Adhere to Council's Organisational Values, Plans, Policies and Procedures including the Customer Service Charter, Information Technology, Records Management, Risk Management, Human Resources, Work Health & Safety, Code of Conduct and Enterprise Agreement.
- 3 Compliance with all legislative requirements and ethical standards.

## **Extent of Authority**

The employee exercises powers and duties within the classification of the role and as defined by policy, budget, allocation and specified individual and Departmental performance plans. Where decisions exceed their delegation, the employee will refer the matter to their Immediate Supervisor. Delegations are exercised in accordance with the Delegations Register approved by the Chief Executive Officer.

## **Personal Attributes**

**Manage** – positively manage the Design and Delivery team to achieve results that are in the best interests of the Council.

**Communicate effectively** – speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

**Make decisions** – assess situations to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the Council.

**Organise** – set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

**Solve problems** – assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Teamwork** – work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance teamwork.

**Behave ethically** – understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Council.

**Build relationships** – the ability to develop a rapport with others and form working relationships, listen effectively, manage conflict, understand human motivation, understand and respect cultural difference with a focus on interpersonal skills.

**Engage** – collaborative skills which enable effective engagement within a team.

**Initiate** – ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.

## **SELECTION CRITERIA**

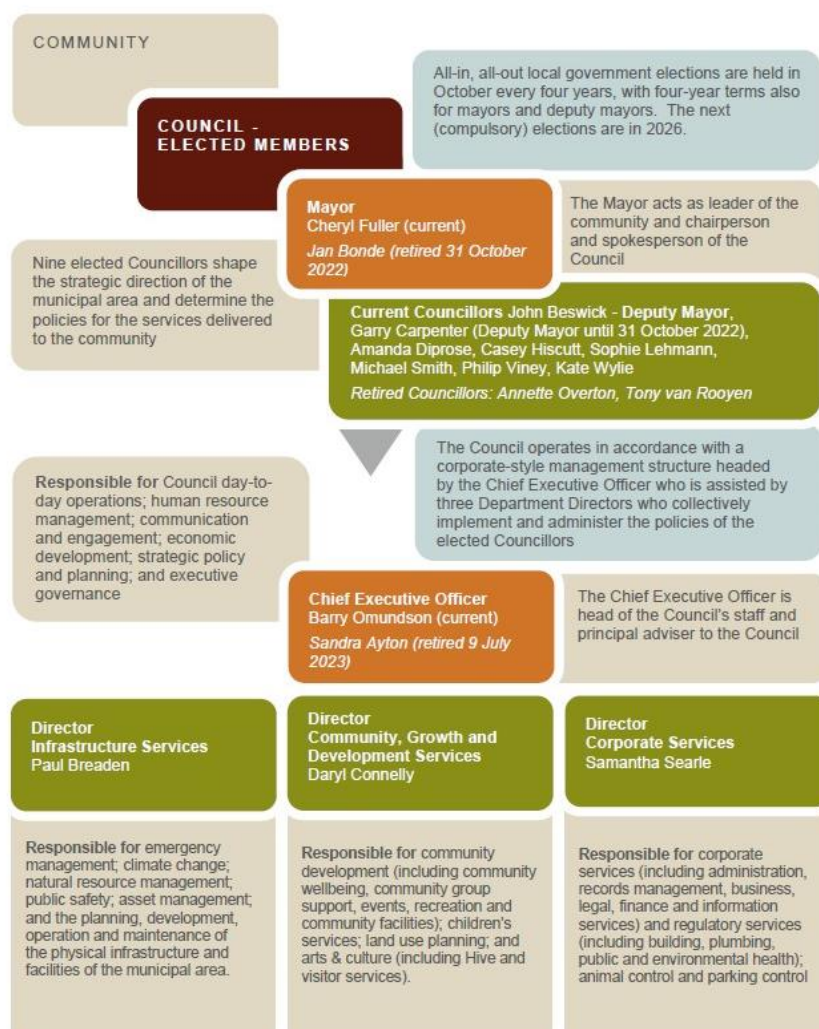
Applicants must address the following:

- 1 Appropriate qualifications in Civil Engineering, management and project management.
- 2 Demonstrated experience and proven ability in the management, development and delivery of design and construction of infrastructure.
- 3 Demonstrated sound leadership and management skills and proven capacity to lead, motivate and supervise a multi-disciplinary team.
- 4 The ability to apply standardised legislative procedures in a specified field relevant to the role.
- 5 High level written and verbal communication skills, including the ability to research, analyse and present information in various forms including strategies, plans, correspondence, reports and budgets.
- 6 The capacity to cope with uncertainty and to produce work of a high standard quickly and under pressure.
- 7 Current drivers' licence.

## OUR ORGANISATION

The Central Coast Council operates in accordance with a corporate-style management structure headed by new Chief Executive Officer, Barry Omundson, and assisted by three Department Directors. Collectively and in conjunction with 220 passionate and highly skilled staff, our team implements and administers the policies set out by elected Councillors, under the guidance of current Mayor, Cr Cheryl Fuller. We are also undergoing some exciting organisational changes, with a new Mission and Vision, all set out in the new [Our Place – Our Future, First Steps plan](#).

## ORGANISATIONAL CHART



## ORGANISATIONAL VALUES



In addition to the Organisational Values, our Council is committed to taking the lead on preventing violence by actively promoting gender equality. Council implemented a workplace equality and respect program, including several staff workshops held over 2022–2023. We are proud to be developing a culture that actively reduces the prevalence of violence and promotes workplace equality and inclusion for all employees.

The Central Coast Council is an equal opportunity employer. Our workforce is diverse, inclusive, flexible, and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at Central Coast Council to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.



## INFORMATION FOR APPLICANTS

When applying for this position, you must provide the following documentation:

- 1 Cover letter
- 2 Statement addressing the selection criteria, limited to no more than 4 pages in total.
- 3 Resume

The online Application for Employment and further information can be accessed on our website: [www.centralcoast.tas.gov.au/employment-how-to-apply/](http://www.centralcoast.tas.gov.au/employment-how-to-apply/)

Your covering letter should introduce yourself and explain why you are applying for the role.

All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included in this information kit pages 4–6.

The selection criteria consist of the qualifications, knowledge, skills, attitudes, and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least three referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact us.

## RECRUITMENT STEPS

**APPLICATION RECEIVED**

**SHORTLISTING**

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates advised by email.

**INTERVIEW PROCESS**

**PRE-EMPLOYMENT CHECKS**

- Reference check, police check, medical assessment, drug, and alcohol screening.
  - May include psychometric testing or similar.
- \*All costs covered by Central Coast Council.

**SUITABILITY DETERMINATION AND  
PREFERRED CANDIDATE IDENTIFIED**

**LETTER OF OFFER**

## GENERAL CONDITIONS OF EMPLOYMENT

<b>Position title</b>	Manager Design & Delivery
<b>Reports to</b>	Director Infrastructure Services
<b>Status</b>	Full-time
<b>Work pattern</b>	Monday to Friday, 39.5 hours per week with a monthly rostered day off
<b>Salary range</b>	\$116,494 – \$134,285 Executive Officer Level
<b>Superannuation</b>	Council’s Enterprise Agreement contains generous superannuation provisions, with Council making additional contributions over and above the legislated 11% Superannuation Guarantee Charge (SGC), when an employee makes their own contributions (see table below).

Employee contribution	Council contribution
0% – 2%	SGC
3%	SGC + 1%
4%	SGC + 2%
5%	SGC + 3%
6%	SGC + 3.5%

**The Central Coast Council Enterprise Agreement 2021 also includes:**

**Annual leave:** Employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.

**Personal leave:** Employees are entitled to ten days (pro-rata for part-time employees) Personal leave per year if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.

**Primary and secondary carers leave:** Employees are entitled to twelve weeks paid leave for the primary carer and five days paid leave for the secondary carer.

**Long service leave:** Long service leave applies after 10 years continuous service with one or more Tasmanian councils.

The Enterprise Agreement can be viewed [here](#) on the Fair Work Commission website.



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