



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Works Coordinator

Directorate

Infrastructure Services

Location

Grenfell (Depot)

Classification/Grade/Band

Band 3 Level 2 Grade 17

Position Code

**Permanent 38 Hour Week
P1.4.356**

Date position description approved

1 July 2022

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

Ensure Completion of a range of civil construction and maintenance activities to effectively deliver Council's Operational Plan requirements.

Key accountabilities

Within the area of responsibility, this role is required to:

- Coordinate, plan, prioritise and schedule works and obligations to ensure delivery of Council's maintenance and capital works as well as Transport for NSW contracts, in accordance with the Operational Plan. Develop and manage staff resources effectively and efficiently.
- Coordinate the collection of asset data, defects, compilation of defect backlog lists and defect prioritisation on Council Road networks.
- Investigate claims and prepare and respond to public incident reports/customer service requests.
- Provide guidance to contractors on site within levels of expertise.
- Ensure site risk assessments, toolbox talks, SWMS, legislative requirements and all onsite WHS activities are documented/considered and actioned on a daily basis. Ensure Incident reports are completed and actioned in a timely manner. Ensure Work Safe, Home Safe.
- Monitor expenditure on each activity/program, provide budgetary and works in progress reports that assist management in the allocation of resources to meet and maintain project and grant needs. Ensure positive urban imagery is maintained.
- Respond to inquiries from members of the public/rate payers and provide information within scope of responsibility.
- Monitor and report on the status of plant, equipment and systems and advise senior management on needs.
- Conduct inductions, ensure timesheets and related documentation are completed and delivered on time, compile monthly Works Reports and provide private works estimates as required.

Key challenges

- Safe effective and efficient management of Council's resources committed to the position's responsibility. Staff motivation and commitment. Acquisition of resources needed to complete operational programs.

Key internal relationships

Who	Why
Director Infrastructure Services, Works Engineer/s, Assets Management, Workshop Supervisor, Plant and Truck Operators, Traffic Controllers, Urban Services, Parks and Gardens, General Labourers, Human Resources and Corporate Services/Finance staff, Stores and Biosecurity personnel.	Effective completion of assigned duties.

Key external relationships

Who	Why
Ratepayers and residents, Contractors, Regulators, suppliers, Trainers (e.g. TAFE), Road Maintenance and Building Authorities, Biosecurity,	Effective completion of assigned responsibilities, Compliance, Resourcing.

Key dimensions

Decision making

In accordance with the Delegations Register.

Reports to

Works Engineer, (periodically Director of Infrastructure Services)

Direct reports

One (1) – 14; Road Maintenance Supervisor, Workshop Supervisor, Urban Services and Parks and Gardens Ganger, Bio Security Officer, Road Maintenance Gangers/Grader operators, Storeperson, Senior Traffic Controller, Truck Driver Patching Crew, Concrete Construction Ganger, Signs and Lines Ganger, Truck and Dog, Loader and Float Drivers.

Estimated number of indirect reports

Some nominated direct reports report indirectly through the Road Maintenance Supervisor

Budget (operating and capital expenditure)

TBA

Essential requirements

- Certificate IV/Diploma in Civil Construction,
- Certificate IV in Leadership and Management or demonstrated equivalent civil works experience ideally gained in a Local Government environment,
- White Card,
- C Class Driver's Licence or above,
- Traffic Control Certification,
- Mine Management credentials,
- WHS Certificate and Fitness for rescue activity.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities:

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position 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 satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices
Resources Assets and Tools	Advanced	<ul style="list-style-type: none"> Considers council and community assets in the design/delivery of services Facilitates and monitors appropriate deployment of assets and tools in line with community priorities Implements and monitors compliance with asset management and maintenance plans and policies
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> Ensures that organisational policy on procurement and contract management is implemented Applies knowledge of procurement and contract management risks to decisions Ensures others understand their obligations to manage and mitigate risks in procurement Implements effective governance arrangements to monitor provider, supplier and contractor performance Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Manage and Develop People	Advanced	<ul style="list-style-type: none"> Knows the individual strengths, weaknesses, goals and concerns of members of the team Fosters high performance through effective conversations and feedback and by providing stretch opportunities Identifies and develops talent across the organisation Coaches and mentors staff to foster professional development and continuous learning Implements performance development frameworks to align capability with the organisation's current and future priorities Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level
Workforce Leadership Lead and Manage Change	Advanced	<ul style="list-style-type: none"> • Translates change initiatives into practical strategies, including the role of staff in implementing them • Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders • Develops appropriate approaches to involve staff and stakeholders at various stages of the project • Implements structured processes to manage structural, system, process and cultural barriers to change • Provides coaching and leadership in times of uncertainty and difficulty for staff