

Position/s Description

Manager Civil Projects and Programs (POS2805)

Directorate Department	Operations
Reports to	Director Operations
Number of Direct Reports	7
Position Grade	Manager 35 hours week Annualised Salary
Employment Type	Permanent Full-time
Primary Location	Rose St Depot
Date Approved	March 2025

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

This is a high-trust autonomous and responsible role measured by service and project delivery. The key focus includes:

- Manage, direct and provide high level expert advice on a diverse and complex range of operational Civil Construction and Maintenance strategies, policies, projects and initiatives which include road and footpath maintenance, restorations, asset inspections, drainage maintenance and construction, street assets maintenance and upgrades in a pro-active and efficient manner.
- Drive and lead the development of an innovative and best practice Civil Construction and Maintenance strategy and service delivery to achieve business results against Council's strategic directions.
- Evaluate current and future organisational needs and develop creative operational facilities management strategies and responses that enable Council to ensure the effective best practice delivery of operational facilities to deliver business excellence, optimal service delivery and to support a well-presented accessible city.
- Working closely with the Director Operations to ensure budgets, risks, issues, systems, processes and reporting are forward looking, innovative, efficient and effective.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Development and delivery of strategic business plan for Civil Construction and Maintenance operation aligned to Council objectives, with clear budget, methodology, resources, and stakeholder engagement.	Plan delivered on time, endorsed by Executive; measurable improvement in service delivery; compliance with budget and policy.
Initiate, drive and influence the development, delivery and evaluation of a range of high-level Civil Construction and Maintenance strategies, policies, projects and initiatives to optimise and implement best practice and innovative solutions for Council and its people	Strategies adopted by Council; initiatives implemented within agreed timelines; evidence of improved efficiency/innovation. Report on this roles performance in delivering project milestones through quarterly and required project status reports in compliance to the Delivery Management Framework (DMF).
Lead, motivate, control and provide strategic direction to the Civil Operations team to deliver high quality advice and services that are aligned to business requirements.	Service level targets met or exceeded; outcomes delivered on time and to standard.
Strong, collaborative internal and external partnerships that influence strategic direction.	Evidence of active consultation; stakeholder satisfaction feedback positive; strategies reflect industry trends and community needs.
Identification and implementation of cost-effective, sustainable improvements and innovations.	Regular improvements adopted; demonstrable cost savings or service enhancements; compliance with best practice.
Coordinators and team leaders are provided with support to manage people effectively and compliantly.	Evidence of improved leadership capacity; compliance with Council policy and legislation; reduced employee relations issues.
Council effectively represented at regional/local forums, with advice provided to Council panels.	Active participation in forums; timely, accurate advice provided.
Effective use of Council systems to monitor performance, ensure compliance, and support decision-making.	100% compliance with reporting and auditing requirements; accurate, timely reporting.

Decision Making Authority and Responsibilities	
Decision Making	- Budget decisions within allocated project budget - Workforce decisions relating to Civil Construction and Maintenance team
WHS Responsibilities	Based on the project WHS responsibilities as a PCBU or Principal Contractor & aligned with WHS management system
Enterprise Risk Management Responsibilities	Each Strategic Project must include a Project Risk Register.
Financial Delegation	Allocated per project as applicable

Key Relationships	
Who	Why
Chief Executive Officer	- Strategic Civil Construction and Maintenance Projects reporting - Strategic Civil Construction and Maintenance Project Advice
Director Operations	- Strategic Civil Construction and Maintenance Projects reporting - Strategic Civil Construction and Maintenance Project Advice
Civil Construction and Maintenance team	Lead, direct, manage, provide advice to deliver projects, services, and initiatives
Other Council teams/ Managers	- Civil Construction and Maintenance advice, service delivery - Collaborate to deliver projects, services, and initiatives
Mayor and Councillors	Provide information, advice and updates on Assets projects, policies and community issues
Community Stakeholders/ Community Organisations	Consult, engage and respond to community needs and priorities
Government Agencies	Represent Council, ensure compliance, secure funding, and align with policy.
Consultants, contractors, and service providers	Oversee delivery of projects and contracted works.

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:

- Relevant degree or equivalent and management experience, combined with extensive practical experience in the relevant areas to effectively plan, develop and control the activities of the Department.
- Current Class C Driver's Licence
- Demonstrated high level experience in leading and managing a diverse civil construction and maintenance function in the delivery of programs and initiatives to achieve results against objectives and enhance organisation performance.
- Extensive knowledge of relevant Australian Standards, Acts, Codes and Regulations in relation to civil construction and maintenance.
- Demonstrated experience in liaising with statutory authorities and government organisations in relation to major and minor works, maintenance projects and services contracts.
- Demonstrated achievements in leading and facilitating project and change management initiatives, including developing comprehensive project plans, timelines, and resource allocation for successful execution, proven ability to lead and motivate others in working collaboratively in the delivery of strategic objectives.
- Demonstrated experience in the development and delivery of strategic business plans and budgets, and generating innovative approaches to more effectively deploy resources in delivering solutions and services.
- Demonstrated experience in working with the Executive, managers, employees and other high level stakeholders to initiate and manage complex projects or resolve high priority often sensitive and complex matters, by leveraging advanced problem solving and decision-making ability, to seek completion or resolution.
- Demonstrated high level experience in leading and managing a diverse function in the delivery of specialist professional programs and initiatives to achieve results against objectives and enhance organisation performance.
- Excellent interpersonal, written, and oral communication skills, including the capability to negotiate and resolve issues with people at all levels and the ability to persuade and influence at a strategic and operational level.

	• High emotional intelligence with proven ability to achieve results through people and collaboration. • Strong stakeholder engagement, consultation, and leadership skills, with the ability to influence outcomes and build strategic relationships. • Ability to provide authoritative advice to executives, councillors, and stakeholders on complex operational and policy issues. • Sound understanding of WHS practices, Heavy Vehicle National Law (Chain of Responsibility), Equal Employment Opportunity principles, ethical practice, and cultural diversity. • Comprehensive knowledge of the Local Government Act and other relevant legislation, and ability to interpret and apply policies in a politically sensitive environment.	
Desirable (if applicable):	• Relevant post graduate qualification in Civil Engineering or Civil Construction and Operations, with experience in civil asset construction and maintenance. • Knowledge of key priorities, opportunities and challenges in Liverpool and/or South Western Sydney • Membership of a relevant professional organisation.	
Signature		
<i>By signing below, I understand the contents and expectations of this position description.</i>		
Name	Signature	Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describe the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.