



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Manager Infrastructure Planning and Delivery (Contract Position)

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Infrastructure and Recovery

APPLICATIONS CLOSE: Friday 13 June 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ☞ Qualifications
 - ☞ Knowledge, Skills and Expertise
 - ☞ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Manager Infrastructure Planning and Delivery (Contract Position)

Position Number: 499

Closing Date: Friday 13 June 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Manager Infrastructure Planning and Delivery
<u>LOCATION:</u>	Mossman Depot
<u>CONTRACT:</u>	4 Years
<u>SALARY:</u>	As per Contract of Employment.
<u>LEAVE:</u>	As per Contract of Employment.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p>
<u>CLOSING DATE:</u>	Friday 13 June 2025

Position Applied for: **Manager Infrastructure Planning & Delivery (Contract Position)**Position Number **499**Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email: _____

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency:

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):This section is Optional: Do you identify with any of the following groups? *(Please tick)*☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language*Applicant Consent Details (Please Tick):*☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature:

POSITION DESCRIPTION

Position Title:	Manager Infrastructure Planning and Delivery
Position Number:	499
Department:	Infrastructure and Recovery
Unit:	Infrastructure Planning and Delivery
Reports To:	Chief Engineer
Award Classification:	As per Contract of Employment
Hours:	As per Contract of Employment
Contract:	4 Years
Number of Direct Reports	4
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	April 2025
Date Reviewed:	April 2025

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.

Adapt	Integrity
Respect	Teamwork
Community Care & Support	

Position Objectives

The Manager Infrastructure Planning and Delivery provides strategic leadership and management of Council's Infrastructure Planning and Delivery unit.

This unit is responsible for engineering advice, design development, asset management and developing and delivering capital works programs that provide high quality infrastructure for the Douglas Shire Community. Projects and programs will be designed to align with Council's strategies, LTFP, asset management plans and organisational priorities.

The Manager Infrastructure Planning and Delivery will be responsible for management and leadership of staff with a focus on safety, technical excellence, innovation, efficiency and service.

Organisational Relationships

Position Reports to:	Chief Engineer
Position Supervises:	The position oversees and manages engineers, asset managers and project delivery teams comprising of internal staff, external contractors and consultants as required.
Internal Relationships:	The position works closely with the Executive and all departments across the organisation.
External Relationships:	The position works with government peers and leaders, local government representatives, regulatory bodies, community leaders, legal and financial advisors.

Qualifications and Experience

Essential:

Qualifications

- Tertiary qualifications in Civil Engineering or a related discipline.
- Registered Professional Engineer Queensland or eligible and willing to apply within 6 months of commencement in position.
- General Safety Induction (Construction Industry) – White Card.
- Current Queensland “C” class drivers’ licence.

Knowledge, Skills & Expertise

- Proven experience leading and managing staff in the areas of strategy development, engineering, asset and project management.
- Comprehensive understanding of the principles of asset management and project management.
- Strong knowledge of engineering, project management and contract management.
- Well-developed ability to manage time, set priorities and monitor performance across a range of multi-disciplinary functions.
- Well-developed analytical and problem-solving skills supporting the ability to make sound decisions and provide clear direction.
- Skilled in budget management to drive financial accountability and performance.
- Excellent knowledge and ability to interpret and apply Australian Standards, legislation, regulations, guidelines and codes of practice relevant to the functions and responsibilities of the Department.

People Oriented Skills & Attributes

- Demonstrated ability to lead and manage technical staff across a multidisciplinary team.
- Demonstrated high level communication, consultative, interpersonal and negotiating skills.
- Demonstrated success in engaging with the community and stakeholders in the design and delivery of key projects and strategies.
- Demonstrated understanding of and commitment to equal employment opportunity and workplace health and safety principles, practices and legislation.

Desirable:Qualifications

- Project management qualifications or commensurate demonstrated experience.

Knowledge, Skills & Expertise

- Experience with implementing, maintaining and enhancing asset management systems.
- Experience in government or public sector infrastructure programs.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Lead and manage the Infrastructure Planning and Delivery Unit to work efficiently and collaboratively to develop plans and deliver high quality infrastructure projects for the Douglas Shire.
- Develop, implement and review project management frameworks, plans and practices.
- Develop systems for the continual review, updating and improvement of asset management plans and practices.
- Build a positive, collaborative and high performing culture including the promotion and embedding of Organisational Values.
- Create and foster a culture of continuous improvement, accountability and innovation.
- Oversee contract management, ensuring compliance, efficiency and high-quality service delivery.
- Provide expert technical advice to stakeholders regarding engineering, asset management and project management and contribute to the development of master plans, strategies and strategic projects.
- Establish, maintain, and review systems, policies and procedures to ensure that the Infrastructure Planning and Delivery functions are carried out in accordance with legislative requirements, industry standards and Council expectations.
- Manage budgets and financial performance, including identification of opportunities for improvement and ensure alignment with Councils financial plans, budgets and expected outcomes.
- Clearly communicate performance and behaviour expectations, monitor and manage staff performance and develop individual and team capability.
- Provide reports to Council relating to the areas of responsibility.
- Engage positively and professionally with Elected Members, staff, residents and external stakeholders.
- Implement project controls and operational practices so that the Department complies with relevant WHS legislation, regulations and Council policy and procedures.
- Ensure all corporate information is captured within Council's business systems adhering to recordkeeping policies and procedures.
- Comply with all other policies and procedures adopted by the Council.
- Other duties as specified by your Manager.

Performance Indicators

It is expected the incumbent will:

- Commit to a work environment based on Council's values and guiding principles.
- Practice a leadership style that supports, motivates and inspires individual, team and corporate achievements.
- Demonstrate good communication and negotiation skills that establish and maintain effective working relationships with staff, customers, contractors and stakeholders.
- Foster and promote a strong focus on customer service.
- Effective interaction, timeliness and quality of advice and technical support to the organisation.
- Development of systems and processes that consistently produce high quality safety and service delivery outcomes.
- Compile and maintain thorough and concise documentation and records for all projects undertaken.