



APPLICANT PACK

# Executive Manager Roads, Infrastructure & Essential Services

Kowanyama Aboriginal Shire Council



**Leading  
Roles**

People ▶ Performance ▶ Partners



## CONTACT

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# Contents

<a href="#"><u>The Role</u></a>	3
<a href="#"><u>Salary Package Information</u></a>	8
<a href="#"><u>About Kowanyama Aboriginal Shire Council</u></a>	9
<a href="#"><u>Living in the Region</u></a>	14
<a href="#"><u>Recruitment Process and Timeframes</u></a>	17
<a href="#"><u>Contact</u></a>	19
<a href="#"><u>Attachment: Position Description</u></a>	

We respectfully acknowledge the Traditional Owners, Kokoberra, Yir Yoront (or Kokomnjen) and Kunjen clans people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.





# The Role

Kowanyama Aboriginal Shire Council is seeking an experienced and highly engaged Executive Manager Roads, Infrastructure and Essential Services to lead essential infrastructure delivery.

## Organisational Performance

Reporting to the CEO, this position plays a key role in planning, constructing and maintaining the sealed and unsealed roads network, built infrastructure and all essential services for the Kowanyama Aboriginal Community.

## Key Responsibilities

- Demonstrate strong leadership by guiding strategic initiatives, fostering collaboration and inspiring effective execution.
- Develop and implement strategic plans, monitor community needs, advocate for quality infrastructure and provide strategic advice and leadership.
- Source funding, enhance accessibility and improve service quality within budget, aligning projects with Council objectives.
- Cultivate strategic partnerships to achieve excellent community outcomes.
- Ensure compliance, drive continuous improvement and review services for effectiveness, managing risk throughout.



# Opportunities and Challenges

- Guide a motivated team, leveraging strong leadership and experience to enhance their capabilities and unlock their full potential.
- Become part of a close community and live in a beautiful part of the Cape.
- Lead a number of projects that will be of great benefit to the community.
- Council is heavily reliant on grant funding to deliver the planned infrastructure projects. Careful planning is required.
- Working around the wet season also takes careful planning. The community is cut off by road for 3-4 months of the year with access being via the air.
- An understanding of the challenges of living in a remote community is required.

# Stakeholder Engagement

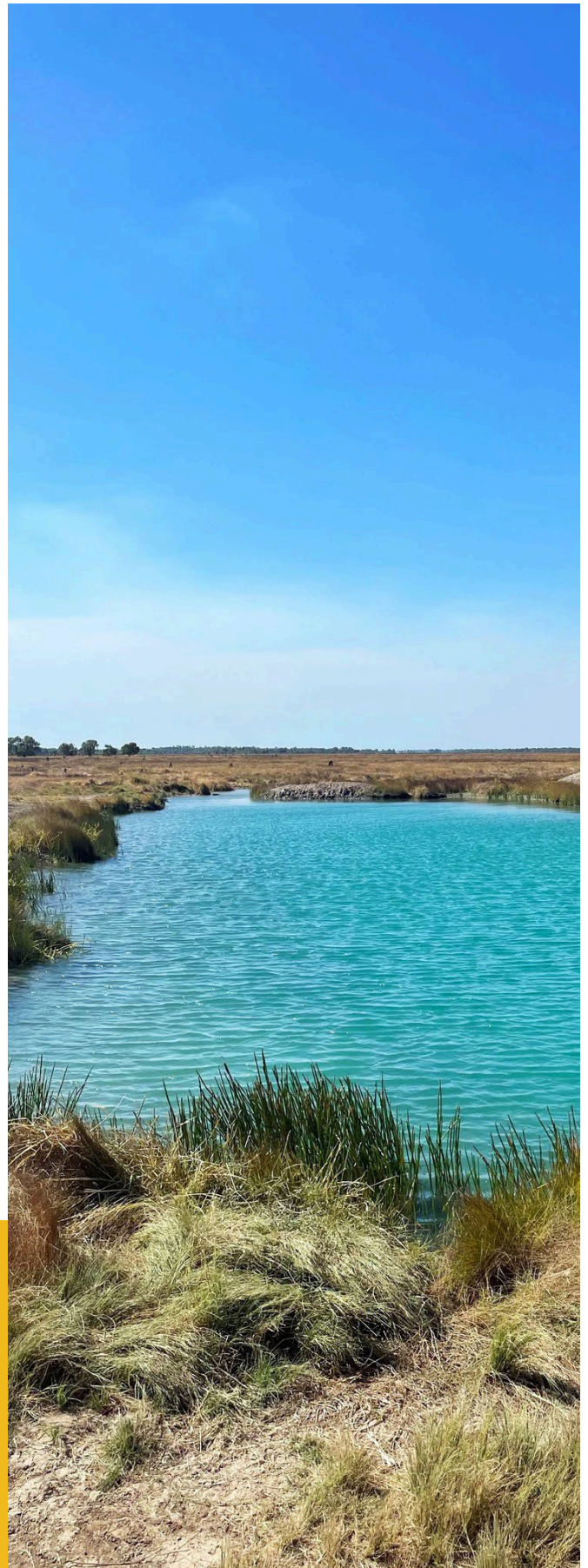
As the Executive Manager of Roads Infrastructure and Essential Services, you will play a pivotal role in fostering strong relationships both internally and externally. This will involve active engagement with community members to understand their needs and priorities, as well as collaborating closely with internal teams to ensure alignment with organisational goals. Additionally, you will cultivate partnerships with external stakeholders such as government agencies, funding bodies and other relevant entities to drive impactful outcomes for the community. Effective communication and relationship-building skills will be essential to navigate diverse stakeholder interests and achieve collective success.



# Special Projects

The summary of the projects listed below at a value of roughly \$25m, likely to increase with funding announcements .

- Remote Airport Upgrade \$1.4m
- Magnificent Creek fortification project \$2.5m
- Town Streets & Regional Roads Program \$12m
- Training Centre re-roof \$80k
- Subdivision project \$7m
- Fleet Replacement/New Program \$500k
- Sports Lights Installation Footy Oval \$460k
- W4Q 2024-2027 program \$2.56m





# Workforce Leadership

You will oversee a team of dedicated professionals in various roles critical to infrastructure development and maintenance. Directly managing the Manager Roads, Works Manager, Infrastructure Manager, Director Infrastructure and Civil Works Manager, your leadership will be instrumental in guiding their efforts towards achieving organisational objectives. Your ability to inspire and motivate this diverse team, coupled with your strategic vision and decisive decision-making, will ensure the efficient coordination of projects and resources. By fostering a culture of collaboration, innovation and accountability, you will empower your direct reports to excel in their respective roles, driving continuous improvement and delivering high-quality outcomes for the community.



## Qualifications, Skills & Attributes

Kowanyama Aboriginal Shire Council is seeking a strong, decisive and collaborative local government leader who is aligned to Council's values and displays the following personal attributes:

- Proficiency in stakeholder engagement to cultivate relationships with state funding organisations and accompanying comprehensive understanding of grants procedures.
- Demonstrated strong leadership capability to foster a motivated, high-performing team aligned with organisational objectives.
- Cultural awareness towards Indigenous people and the unique needs of the community.
- Exceptional interpersonal skills to optimise staff performance.
- Agile and empathetic approach, maintaining focus on end goals amidst challenges.
- Proven track record of budget management capability.

### Skills and Qualifications

- Tertiary qualification or demonstrated experience in roads, infrastructure and project management, or a related discipline.
- Excellent written and interpersonal skills, with a proven track record of sound judgment.
- Strong time management skills and demonstrated capability in meeting strict deadlines.
- Experience working in local government/living in remote areas and/or Indigenous communities would be highly regarded.





## Salary Package Information

The Kowanyama Aboriginal Shire Council offers a range of benefits to its employees. Some of the benefits that the council offers include:

- Annual Salary - \$140 000 - \$160 000 per annum + Super
- Personal Use Vehicle
- Relocation Assistance
- Training and development opportunities.
- Flexible working arrangements.
- Employee assistance programs.
- Health and wellbeing initiatives, including access to a gym, health checks and flu vaccinations.

Council is committed to providing a supportive and inclusive workplace culture that values its employees and helps them to achieve their personal and professional goals.





# About Council

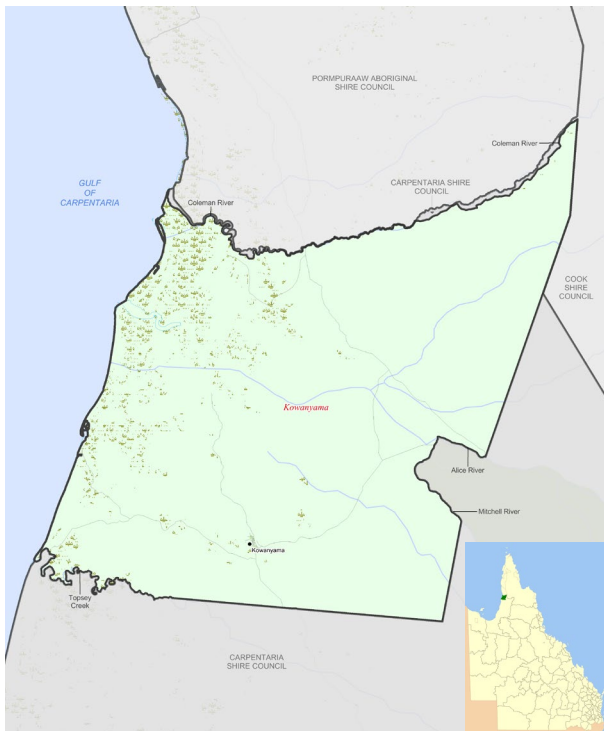
**Located in the western region of Cape York Peninsula, the Shire covers an area of approximately 4,120 square kilometres and is home to several important cultural sites including rock art galleries, burial grounds and ceremonial sites.**

The Kowanyama Aboriginal Shire Council is a local government body in Queensland, Australia. It is responsible for governing the Kowanyama Aboriginal community and is home to around 1,200 residents of indigenous descent who belong to various language groups, including the Yir Yoront, Kokoberrin, Kunjen, and Wik Mungkan peoples.

The Kowanyama Aboriginal Shire Council was established in 2004, following the passage of the Aboriginal Land Act in 1991, which allowed for the recognition of Aboriginal shires in Queensland. The council is made up of a mayor and six councillors, who are elected every four years. It is responsible for providing a range of services to the community, including health, education, housing, and infrastructure.

One of the key priorities of the Kowanyama Aboriginal Shire Council is to promote economic development and employment opportunities for the community.

The Kowanyama Aboriginal Shire Council plays a vital role in supporting the Kowanyama Aboriginal community and ensuring that its needs and interests are represented at the local, state, and national levels. Through its various programs and initiatives, the council is helping to build a more sustainable and prosperous future for the community.



## Links to Council Information



# Our Vision

Kowanyama - A community united.  
Leaders in caring for Country and developing  
pathways for our future generations.



The Parks and Gardens Team Course Graduation with Kowanyama Aboriginal Shire Council CEO Kevin Bell and Jenagar Pty Ltd's Garth Beauchamp and Lance Hutley.

# Our Values

## Collaborative

A community with one voice.

## Equitable

Fair for everyone, today and tomorrow.

## Accountable

Trusted by, and responsive to, our community.



# Our Planning Framework

We have an integrated planning approach that aligns our vision, Corporate Plan, financial and asset plans and other informing strategies and plans.

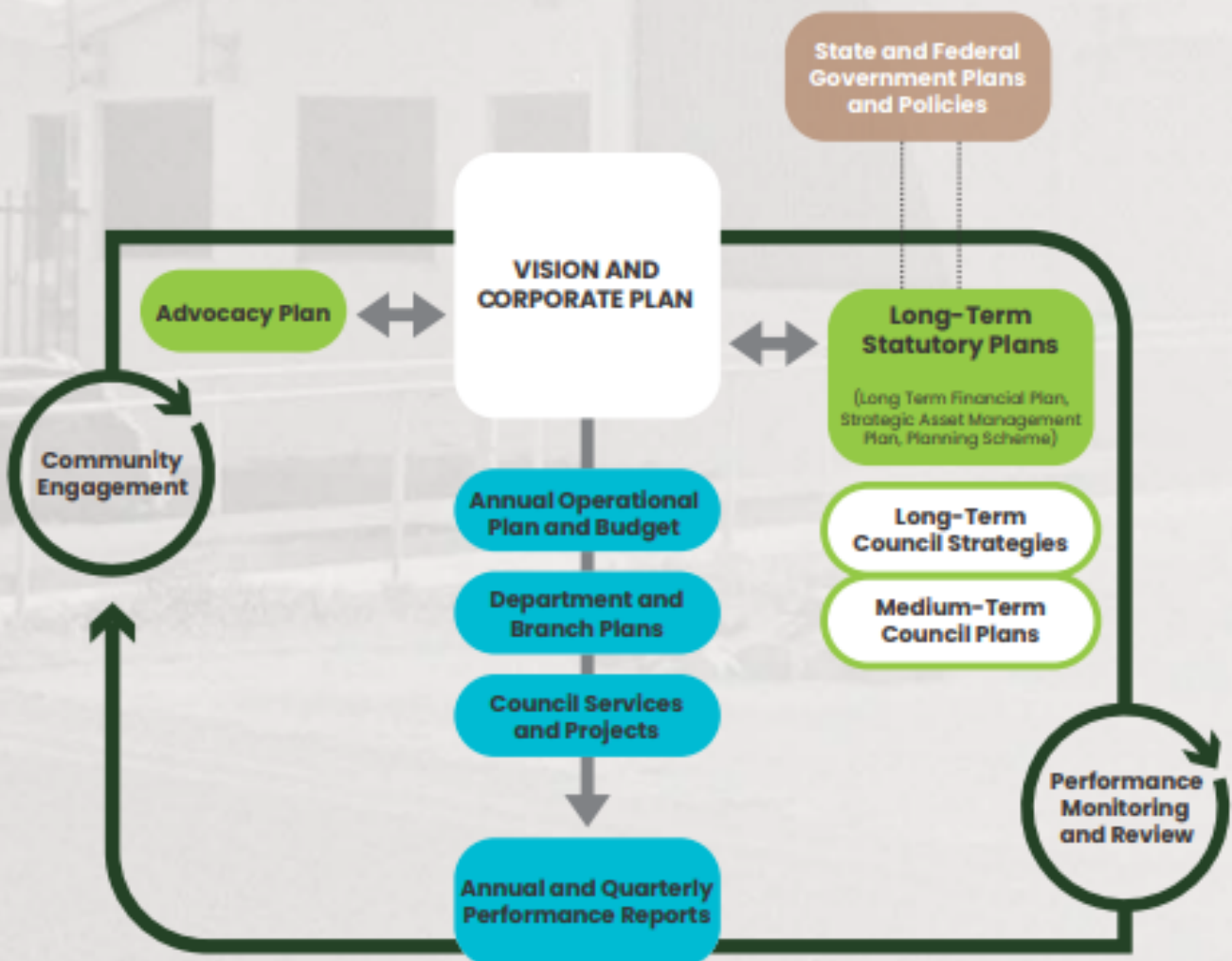
It ensures our strategic directions are embedded into annual planning and the day-to-day business of Council.

At the core of our approach is ongoing community engagement to ensure that our plans respond to our community needs, priorities and expectations. It also provides the basis for performance

monitoring, as an opportunity to review our plans when changes occur and ensure progress is reported back to the community.

Aligning our long-term planning with the priorities of the State Government and other relevant agencies, will support stronger partnerships, achieve greater coordination and ensure efficient use of available resources.

Collectively, our strategies and plans will contribute to the achievement of our vision for the region.



# Our Focus

01

## Community, Culture, and Environment

We foster pride in our heritage, history, and place

02

## Building Partnerships

We work together to deliver for our community

03

## Local Jobs, Industry, and Training

We create pathways and opportunities for our community

04

## Advocacy

We speak up for our community

05

## Services and Infrastructure

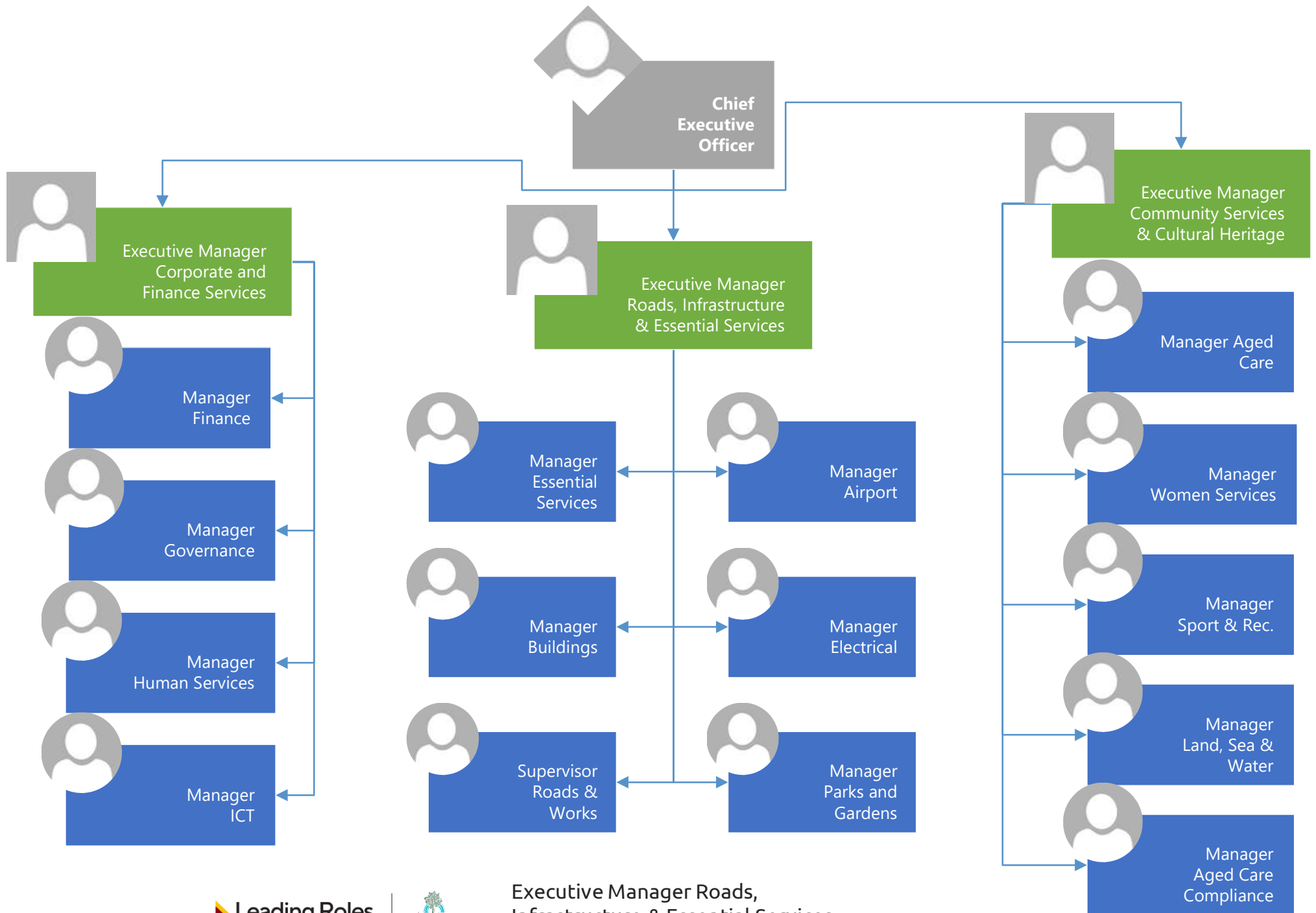
We enable our community



Kowanyama State School students dancing at the Battle of the Clans Touch Competition.  
Credit: Deadly Choices



# Organisational Structure





## Living in the Region

### Council Services

The Kowanyama Aboriginal Shire Council is responsible for local government services such as road construction and maintenance, water infrastructure, sewerage infrastructure and maintenance, environmental health, and parks & gardens. In addition to these primary functions Council also provides the following services and facilities:

- Bakery
- Blue Cafe
- Vehicle Workshop
- Post Office and Bank
- Batching Plant
- Residential and Commercial Rentals
- Training Centre Offices
- Airport
- Centrelink Agency
- Housing
- Local radio station
- Operation and management of the Purchasing Store
- Management of leasehold cattle properties (Oriners and Sefton), including Carbon Farming
- Operation and management of the Aged Care Centre
- Operation and management of the Child Care Centre and Play Group
- Operation and management of the Land & Natural Resources Office
- Aboriginal Community Police Officers, in collaboration with Queensland Police Service
- Sport & Recreation programs and services
- Swimming Pool
- Women's Shelter
- Women's and Men's Groups





# Living in the Region

## **Nature and Environment**

Kowanyama has a rich abundance of nature and wildlife which consists mainly of wetlands and delta mangroves in the north, extending to forest country of the central peninsula. These unique natural environments are home to a vast array of bird and animal species.

## **Culture**

Kowanyama means “place of many waters” in the Yir Yoront language. The Indigenous inhabitants are the direct descendants of Aboriginal groups who inhabited the Lower Mitchell and Alice Rivers and neighbouring areas. The community includes the Kokoberra, Yir Yoront (or Kokomnjen) and Kunjen clans.

Kowanyama’s Aboriginal people continue to identify strongly with their ancestral countries and with the languages, stories, songs, dances, and histories associated with those countries.





**Kowanyama Aboriginal  
Shire Council Cultural  
Induction Video**



# Recruitment Process



## How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



## Selection Criteria

- Proven ability to lead and inspire teams, fostering collaboration, innovation and a culture of excellence in achieving organisational outcomes.
- A track record of developing and implementing strategic plans that effectively address community needs, align with organisational goals and optimise resource allocation.
- Advanced interpersonal and communication skills, with a proven ability to build and maintain effective relationships with internal and external stakeholders to achieve mutually beneficial outcomes.
- Ability to assess and manage risks effectively, ensuring compliance with relevant standards, legislation and policies while proactively mitigating potential issues to safeguard organisational interests.
- Tertiary qualification or extensive experience in roads, infrastructure, or project management, demonstrating a comprehensive understanding of relevant industry practices and regulations.



## Applications Open

- Week Commencing  
Monday 10 June 2024



## Applications Close

- 5pm Wednesday 3 July 2024



## Initial Assessment

- Week Commencing 8 July 2024



## Council Interviews

- TBD

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

# Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

## Privacy Information

Leading Roles 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 employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



# Angie Simmonds

## Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

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ATTACHMENT

# Position Description



# Position Description

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<b>Job Title:</b>	Executive Manager Roads, Infrastructure and Essential Services
<b>Employment Type:</b>	Full time – Fixed Term Contract
<b>Reports to:</b>	Chief Executive Officer
<b>Approved:</b>	Kevin Bell, Chief Executive Officer

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## POSITION OBJECTIVE

Plan, construct and maintain the sealed and gravel roads network, all built infrastructure and all essential services and respond quickly and efficiently to all community requirements 24/7. This position is located in Kowanyama.

## DUTIES

### Executive Management

- Develop and implement strategic and operational plans for Infrastructure works and services responding to priorities outlined in the Council Plan, current community demand, State and Commonwealth Government policy and relevant best practice evidence.
- Ensure systems are in place to monitor the changing needs of the local community and respond accordingly.
- Advocate for appropriate infrastructure to ensure high quality services.
- Provide strategic advice to the Chief Executive and Council as requested.
- Ensure that all decision making within delegated areas is undertaken in alignment with Council Delegations.

### Service Development

- Identify and source new funding to improve the scope and breadth of services to meet community needs.
- Continuously improve the accessibility, range and level of services delivered within approved budget parameters.
- Develop and deliver projects that respond to Council's strategic objectives.

### Policy Development

- Ensure the provision of support for the development of relevant policy that supports Council's strategic objectives.

### Partnerships

- Develop and maintain strategic partnerships to assist in achieving high quality outcomes for the community.

### Quality and Risk

- Create an environment where innovation and achievement are emphasised and recognised.
- Ensure all delegated programs and services are compliant with relevant standards, legislation, policies and procedures and maintain relevant accreditations.
- Ensure systems are in place to drive continuous quality improvement and manage risk.
- Monitor, review and benchmark services to ensure they remain appropriate and effective to meet community needs.
- Ensure that all requirements of external funding & service agreements are met.
- Maintain staff and client confidentiality at all times.



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**Marketing and Promotions**

- Promote the positive outcomes of infrastructure works and projects to all relevant stakeholders.

**Financial Management**

- Lead the development and submission of annual recurrent and capital budgets with an emphasis on efficiency and effectiveness of resource allocation.
- Ensure that operations are delivered within the approved annual budget
- Negotiate service goals and targets with external funding bodies where applicable.

**Organisational Development**

- Ensure that all services are staffed appropriately, that systems are in place to support professional development and manage performance.
- Ensure all delegated staff are appropriately supervised and supported in their work.
- Ensure a safe workplace for children, families, visitors and staff.

**Reporting**

- Prepare and submit timely and appropriate reports for the Executive Management Team, Council and relevant funding bodies as requested.
- 

**SELECTION CRITERIA**

- Tertiary qualification/demonstrated experience in roads, infrastructure and project management., or other relevant discipline
- Demonstrated experience at an executive management level
- Demonstrated experience to meet the requirements of the key performance indicators
- Demonstrated ability to work independently or in a team in a professional and positive manner with the ability to be tactful, discrete and maintain confidentiality when dealing with matters of a sensitive nature
- Demonstrated ability to self-manage, meet deadlines and workflows utilising a high level of initiative
- Highly developed written and interpersonal skills in dealing with a range of internal and external customers with a proven track record of meeting deadlines, exercising sound judgment and initiatives
- Demonstrated ability to lead by example and build a high performing team
- Demonstrated high level of proficiency in the use of desktop software applications
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.
- A Police Clearance
- Queensland Open Drivers Licence

## Key Performance Indicators

Focus	Key Performance Indicators	Key Performance Measures
<b>Budget</b>	Ensure the Infrastructure, Works and Projects department operates in line within the allocated budget.	<ul style="list-style-type: none"> <li>• Each quarter actual expenditure and revenue to match budgeted.</li> </ul>
<b>Funding Applications and Acquittals</b>	Help build sustainable finances to support current and future operations	<ul style="list-style-type: none"> <li>• Submission of high-quality funding applications in line with Council's budget and operational plan</li> <li>• Timely completion of funding acquittals</li> <li>• Ensuring grant funding is expended as per the funding agreements</li> </ul>
<b>Essential Services</b>	Ensure that all essential services are operating effectively 24/7 and that the essential services infrastructure is fit for purpose	<ul style="list-style-type: none"> <li>• Ensure that the essential services infrastructure is operating and fit for purpose</li> <li>• That water, sewerage and power needs of the community are effectively met</li> <li>• That an effective maintenance program is defined and implemented</li> <li>• That an infrastructure upgrade program is defined and implemented</li> <li>• That emergency call out processes are defined and effective</li> <li>• That there is effective 24/7 coverage</li> <li>• That WH&amp;S practices ensure that all work is undertaken safely</li> <li>• All invoicing and documentation is completed in an effective and efficient manner</li> </ul>
<b>Building Services</b>	Ensure that all of the building services functions are operating effectively 24/7 and that the building infrastructure is fit for purpose	<ul style="list-style-type: none"> <li>• Ensure the BAS program for social housing renovation, repairs and maintenance is operating effectively and efficiently</li> <li>• Ensure the Council building and housing renovation, repairs and maintenance program is operating effectively and efficiently</li> <li>• That WH&amp;S practices ensure that all work is undertaken safely</li> <li>• All invoicing and documentation is completed in an effective and efficient manner</li> <li>• There is a focus on the skills development and performance of the building support team and to ensure ongoing capability exists for the future</li> <li>• That all building work undertaken within community meets Council and other existing building codes and regulations</li> <li>• Ensure all council buildings comply with relevant building codes and standards</li> </ul>
<b>Electrical Services</b>	Ensure that the electrical services function is operating in an efficient, effective and safe manner	<ul style="list-style-type: none"> <li>• Ensure that the electrical services model meets the needs of Council and clients</li> <li>• Ensure that the emergency and after hours services model operates effectively</li> <li>• That there is effective 24/7 coverage</li> <li>• That WH&amp;S practices ensure that all work is undertaken safely</li> <li>• Designing infrastructure using traditional design and incorporating local art</li> <li>• Ensure all council buildings comply with relevant building codes and standards</li> <li>• There is a focus on future capability for Council</li> <li>• All invoicing and documentation is completed in an effective and efficient manner</li> <li>• An effective air-conditioning, installation, repair and maintenance program is implemented</li> </ul>



<b>Building - New</b>	Responsible management of new assets, compliance with regulatory requirements and undertaking of works in line with contracts and all existing professional standards and approaches	<ul style="list-style-type: none"> <li>• Ensure that all building projects follow best practice design, implementation and build standards and approaches</li> <li>• Adherence to Work Health and Safety Standards</li> <li>• Quoting and tendering within Council and Government guidelines and timeframes</li> <li>• That Council manages risk through ensuring a quality review process exists and official sign off for standards compliance purposes is implemented</li> <li>• Utilisation of local workforce</li> <li>• Utilisation of local or regional materials</li> <li>• Architecture in line with "green" building standards and in harmony with traditional design and art</li> <li>• Disability and aged care design considerations</li> </ul>
<b>Fire safety</b>	Reduce fire hazards	<ul style="list-style-type: none"> <li>• 6 and 12 monthly fire hazard reduction programs are planned and implemented</li> <li>• Rectification works are completed in a timely manner</li> <li>• Respond effectively to fire threats through burning programs, firebreaks and the like</li> </ul>
<b>Projects</b>	Coordination of capital works to ensure high-quality projects in line with budget restrictions	<ul style="list-style-type: none"> <li>• Development of Project Management Plans</li> <li>• Tendering for the works in line with Procurement Policy</li> <li>• Ensuring all projects have scope of works and are implemented in accordance with scope of works</li> <li>• Onsite monitoring of works</li> <li>• Works are completed as per Project management Plans</li> <li>• Any alternations to original scope of works are approved by CEO and incorporated within contract</li> </ul>
<b>Roads</b>	Ensure a roads network that is fit for purpose	<ul style="list-style-type: none"> <li>• Repair and maintenance of sealed and gravel roads in accordance with budget restrictions</li> <li>• Develop a 1 and 3 year roads program for Council</li> <li>• Maximise use of the dry season window of opportunity</li> <li>• Maximise local industry development and employment</li> <li>• Build strong partnerships with all roads stakeholders and funders</li> </ul>
<b>Waste</b>	Provision of fit-for-purpose waste services	<ul style="list-style-type: none"> <li>• Maintain and develop waste systems and waste plan that meets all licensing requirements and community needs</li> <li>• Promote recycling to reduce waste creation Investigate funding opportunities</li> <li>• Maintain all waste infrastructure and equipment so that it is operating effectively and replacement plans for equipment are budgeted for in advance</li> <li>• Help plan for the moving of the waste facility to a new site and repurposing the existing facility</li> </ul>

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## **CORPORATE RESPONSIBILITIES**

### **Policy and Procedural Responsibilities**

Be aware of, and act in accordance with all council policies and procedures.

### **Code of Conduct**

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

### **Work Health and Safety**

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

### **General**

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

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## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Chief Executive Officer

Internal Liaison: Chief Executive Officer, Executive Managers, Councillors, and all Kowanyama Aboriginal Shire Council employees.

External Liaison: Local Government Association of Queensland (LGAQ) Local Government Workcare (LGW), Federal and state government agencies, statutory authorities, union organisers, members of the community

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## **MANDATORY REQUIREMENTS**

- Possession of a "C Class Driver Licence
- Relevant Tertiary qualification and or experience
- Maintain a clear Police Check

## **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.