



CANDIDATE PACK

Director Engineering & Deputy CEO

Burke Shire Council



Leading Roles
People ▶ Performance ▶ Partners



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Contents

The Role	1
Benefits Of The Role	6
About Burke Shire Council	7
Living In The Shire	8
Recruitment Process	11
Recruitment Timeframes	11
Contact	13

[Attachment: Position Description](#)

[Attachment: Organisational Structure](#)

We respectfully acknowledge the Traditional Owners, the Gangalidda Garawa and Waanyi peoples, 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

Burke Shire offers the quintessential Aussie outback experience, located in Far North Queensland on the edge of the mighty Gulf of Carpentaria and bordering the Northern Territory border. It is a six-hour drive to Mt Isa, 2,100km to Darwin and 2,115km to Brisbane. The Shire covers 40,127km² and is home to approximately 550 residents. Given seasonal influences the area is considered a remote living environment.


Communities are diverse with significant indigenous populations, the Gangalidda Garawa and Waanyi traditional owner groups. There are several large cattle stations in the region.

Burke Shire Council is an organisation of approximately 48 employees with 80% of staff being First Nations people.

Position Overview

Burke Shire Council is seeking a Director of Engineering to lead Council's engineering department in delivering service excellence for the community. This role also acts as Deputy CEO.

Reporting to the CEO, the Director will provide strategic infrastructure, operational and asset management leadership with a focus on financial sustainability.



Key Responsibilities

The Director Engineering is a key position at Council and works closely with elected members, the CEO and staff in delivering infrastructure projects and services for the benefit of the community.

- Leadership and People Management
- Strategic Planning
- Budgeting and Financial Management
- Infrastructure and Asset Management, including flood recovery
- Project Management
- Statutory Compliance
- Reporting – Council and Annual Reports
- Stakeholder management
- Workplace Health and Safety

Council is seeking a Director who is highly visible and engages with staff across the organisation.

A strong project management background will be required to lead several key projects including the development of a health and wellbeing centre, swimming pool, water park, road upgrades and management of flood claims. A number of these projects are still at the design and masterplan stage.



The Opportunity

This is an exciting opportunity to make a difference by working for a small and remote council with a highly motivated workforce and a cohesive elected membership team.

This position will suit a skilled and experienced senior engineer with strong project management capability who is motivated to make a strong contribution to Council and Community. It also offers the opportunity to develop organisational leadership skills by working closely with the CEO and acting in their absence.

The monsoonal flooding of February/March 2023 has had a significant negative impact on the Burke Shire with, in some cases, record breaking flooding. This role will play a key role in the recovery process.

Organisational Contribution

The Director will work closely with the CEO to provide timely, accurate and relevant advice to the Mayor and Councillors and will also act as CEO during the CEO's absence.

The Challenges

The Burke region is remote with road access cut off for approximately three months each year during the wet season. A key flood initiative is to build resilience into our road network to reduce the period the region is cut off. Schooling options are limited to primary schooling. Secondary students attend boarding schools in centres such as Charters Towers. The Burke community are supported by the Flying Doctors who provide free medical care once a week.



Team Leadership

The Director will manage approximately 25 staff across the region. A visible, decisive leadership style will be required to maximise the efficiency and engagement of the largely outdoor workforce. This directorate will benefit from capacity building and succession planning.

Experience managing an indigenous workforce will be highly regarded.

Key Stakeholders

The Director will be required to foster effective internal and external relationships to progress the vision and goals of council. External stakeholders include elected members, State and Australian Government representatives and peak bodies.

Operational Performance

There are approximately 25 staff within the Engineering Directorate which manages the full suite of services including water, wastewater and roads. Five staff report to this role:

- Works Manager
- Senior Engineer
- Senior Project Engineer
- Water Supervisor
- Contract and Procurement Coordinator

Qualifications, Skill and Attributes

- Demonstrated experience in a similar role that includes strategic and operational engineering responsibilities. Local government experience desirable, including experience in flood recovery.
- Strong workforce leadership skills and experience building strong and capable infrastructure teams that achieve Council's objectives.
- Financial management to lead the development, management, monitoring, reviewing and reporting of Operational and Capital budgets for the Engineering Department.
- Demonstrated knowledge of civil engineering design and construction specifications relating to local government infrastructure operations including project and contract management experience.
- Well-developed communication skills with the ability to effectively communicate, negotiate and build positive relationships with internal and external stakeholders including with elected members and the community.
- Bachelor's Degree in Civil Engineering – RPEQ current or easily obtained, highly regarded.





Council Employee Benefits

The Burke Shire Council vision:

“To be the model remote Australian community for inclusiveness, integrity, innovation and infrastructure.”

The Burke Shire Council employee benefits include:

- Competitive salary of \$170 000, plus 12% superannuation
- Full private use vehicle
- Free housing
- Generous leave provisions
- Healthy work/ life balance
- Professional development and training opportunities
- Employee ‘Study Assistance’ scheme
- Free Employee Assistance Program for work or non-work-related matters
- Relocation assistance

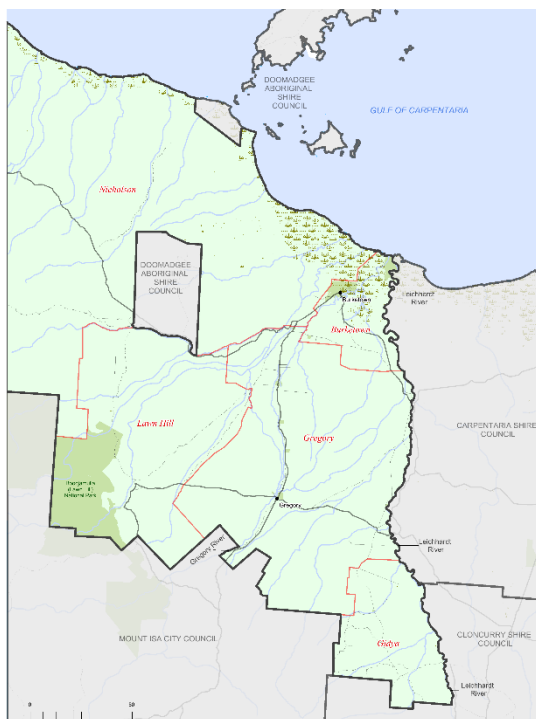


The Shire of Burke is in far North Queensland on the Gulf of Carpentaria, adjoining the Northern Territory border.

The council area is 40,127 square kilometres and has a population of approximately 420 residents calling the region home. Burketown and Gregory Downs are the townships where 50% of the population reside, whilst 50% live on cattle stations, roadhouses and tourist attractions. Predominant employment sectors in the shire include agriculture, forestry and fishing, public administration and safety.

The major town and administrative centre of the shire is Burketown.

Burketown is 2,115km to the northwest of Brisbane, the capital of Queensland, and 2,100km from Darwin. Burke Shire is considered a remote living environment.



Links to Council Information





Living in the Shire

Burketown

Facilities in Burketown include a Visitor Centre, medical clinic, police station, pub, caravan park and lodge accommodation, library (with free Wi-Fi access Monday to Friday between 9:00am and 4:00pm), Post Office / convenience store and fuel. The town also has a State School from Prep to Year 6 as well as a kindergarten.

Gregory Downs

Gregory Downs is a small town located 120km south of Burketown. The Gregory Downs hotel/motel is rich in history and provides meals and accommodation.

Gregory Downs is famous for its horse sports events held during the cooler months, as well as the Gregory Canoe Races.

Facilities at Gregory Downs include public toilets, a waste dump point for caravanners, a children's playground, medical centre (visited fortnightly by the Royal Flying Doctor Service), tennis courts, community hall, racetrack and airstrip.

For more information visit the [Visitor Information Centre](#).



Living in the Shire

Travelling to the Shire

Burketown has an airport serviced by Rex Airlines, with direct flights in and out of Cairns, Doomadgee, Mornington Island, Mount Isa and Normanton.

The Shire is a remote part of Australia and travelling to the region by road is considered one of Australia's most adventurous drives, known as the Savannah Way. Normanton is the closest larger town located 227 kms to the east and the nearest city is Mount Isa, 425 kms to the south.

Before travelling onto outback roads, it is imperative that you check a weather report and check road conditions with the likes of RACQ, Shire Council and local police.

Discover Burke Shire



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

- Demonstrated experience in a similar role that includes strategic and operational engineering responsibilities. Local government experience desirable.
- Strong workforce leadership skills and experience building strong and capable infrastructure teams that achieve Council's objectives.
- Financial management to lead the development, management, monitoring, reviewing and reporting of Operational and Capital budgets for the Engineering Department.
- Demonstrated knowledge of civil engineering design and construction specifications relating to local government infrastructure operations including project and contract management experience.
- Well-developed communication skills with the ability to effectively communicate, negotiate and build positive relationships with internal and external stakeholders including with elected members and the community.
- Bachelor's Degree in Civil Engineering – RPEQ current or easily obtained, highly regarded.



Applications Open

- Week Commencing
Monday 19 June 2023



Closing Date of Applications

- 5pm Monday 10 July 2023



Initial Assessment

- Week Commencing 10 July 2023



Council Interviews

- Week Commencing 17 July 2023
(TBC)

*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.

Belinda Walker

Executive Talent Consultant




Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

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APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description



POSITION DESCRIPTION

Job title	Director of Engineering and Deputy CEO
Department	Engineering
Reporting to	Chief Executive Officer
Position/Hours	Contract Position, full-time
Location	Burketown

PURPOSE OF THE POSITION

To lead Burke Shire Council's Engineering Department, striving for continuous improvement, in delivering excellence in services for the community and providing strategic infrastructure operational and asset management, with a focus on value for money and financial sustainability.

A direct report to the CEO and a pivotal member of Council's executive, the Director Engineering is responsible for the leadership required to provide the following:

- strategic direction in relation to infrastructure and services:
- development and delivery of Council's works and services:

Elements of the Directorship include roads, town and rural general services, essential services (water and waste), asset management, and capital projects. In addition the position will play a role in the significant flooding infrastructure recovery as a result of the February / March 2023 monsoonal flooding.

In addition to the specific duties and responsibilities within this Position Description the CEO may direct the Director Engineering and Deputy CEO to carry out any other duties considered reasonable within the role's scope.

Relationships

The Director Engineering and Deputy CEO reports directly to the Chief Executive Officer. Developed executive level communication skills are essential. Communication is expected directly with, Mayor and Councillors, CEO, peers and work teams members of the public and diverse stakeholders across government and the private sector.

The following currently directly report to the position:

- Works Manager
- Senior Engineer
- Senior Project Engineer
- Water Supervisor
- Contract and Procurement Coordinator

OUR VALUES

Our shared values should be applied to everything that we do and be balanced to ensure that the values work together to achieve the best outcome for Council.



LOYAL

We ride for the brand as dedicated team players

PROUD

We take pride in ourselves, our work and our community

CARING

We look out for each other and go home safe to our families.

SMART

We find solutions and take opportunities to improve ourselves.

DEPENDABLE

We are honest, ethical and do what we say we will do.

ACKNOWLEDGEMENT AND APPROVAL

Employee Name: _____

Signature: _____ Date: _____

Manager/ Supervisor: _____

Signature: _____ Date: _____

RESPONSIBILITIES AND PERFORMANCE CRITERIA**Responsibility 1: Budgeting and Financial Management**

- 1.1 Lead the development, management, monitoring, reviewing and reporting of Operational and Capital budgets for the Engineering Department.
- 1.2 Ensure that budgets are managed collaboratively with managers and supervisors.
- 1.3 Exercise sound financial judgment in managing the day-to-day operations of the Department.
- 1.4 Ensure effective and efficient general management of resources i.e., people, plant and materials.
- 1.5 Work with Council 's Finance Department to develop and implement efficient accounting systems and procedures for areas of responsibility.
- 1.6 Manage grant programs, including the development of submissions, for various Council projects and programs (including Natural Disaster Relief and Recovery Arrangements, and State and Commonwealth programs that become available).

Responsibility 2: Leadership and People Management

- 2.1 Foster accountability, initiative and innovation founded on attitude of open communication.
- 2.2 Ensure that personnel work cohesively and that the principles and benefits of teamwork are promoted and applied.
- 2.3 Ensure that managers / supervisors have adequate guidance and the opportunity for personal and professional development is proactively promoted.
- 2.4 Ensure that annual performance appraisals are undertaken for Managers and other employees directly responsible to the position.
- 2.5 Participate in dispute and disciplinary processes in accordance with Council's relevant HR policies and procedures.
- 2.6 Play a pivotal role in infrastructure recovery as a result of the February / March 2023 monsoonal flooding.

Responsibility 3: Strategic Planning

- 3.1 In consultation with the CEO, contribute to the development of Council's core strategic planning and reporting documents, including the Corporate Plan, Operational Plan, Annual Budget and Annual Report, amongst others.
- 3.2 Lead strategic planning of the Engineering Department through membership of the Executive Management Team and under the guidance of the CEO.
- 3.3 Lead asset, infrastructure and capital works planning and resourcing.
- 3.4 Lead review of organisational structure in the Department.
- 3.5 Ownership of a variety of planning documents, both internal and external - Director Engineering is required to comply with the delivery, reporting, monitoring and reviewing requirements.

Responsibility 4: Infrastructure and Asset Management

- 4.1 Lead Council's Asset Management strategy, providing technical advice, support and guidance to the Senior Management Team and the organisation.
- 4.2 Lead the delivery of Council's Asset Management Plans.
- 4.3 Manage the operational and developmental aspects of Council's infrastructure and assets.
- 4.4 Assist to identify and obtain external funding for infrastructure and capital works projects.

Responsibility 5: Statutory Obligation

- 5.1 Ensure that the Department has due recognition of its statutory obligations in each of its sections and ensure systems are in place to ensure (and monitor) compliance.
- 5.2 Minimise legal exposure of Council through implementation of appropriate compliance programs and risk management strategies.
- 5.3 Interpret and implement current legislation, funding agreements and other statutory requirements to ensure that all necessary conditions are met.
- 5.4 Ensure that Information and records systems are maintained within area of responsibility to comply with the requirements of Council, statutory authorities and other relevant agencies.
- 5.5 Ensure that all external reporting requirements are met in accordance with legislation, funding agreements, relevant standards and industry best practice.
- 5.6 Ensure that Council meets its environmental and cultural heritage requirements in all areas of responsibility.
- 5.7 Observes and adheres to Council's delegations of authority.

Responsibility 6: Reporting

- 6.1 Co-ordinate and review reports for the Department to the Chief Executive Officer for inclusion in Council meeting agendas - ensuring timely, accurate and fully informed bases for all recommendations.
- 6.2 Attend monthly Council meetings, and committee meetings, as required.
- 6.3 Participate in the preparation of Council's Annual Report.
- 6.4 Maintain close contact with the CEO and report regularly on current issues.

Responsibility 7: Continuous Organisational Improvement

- 7.1 Ensure that work practices and processes are subject to on-going review and modification, and innovations including new technology are fully assessed, and are, where appropriate, adopted and implemented in accordance with approved budgets.
- 7.2 In conjunction with managers and other staff, review policies, procedures and processes.
- 7.3 Implement changes to improve the overall effectiveness and efficiency of the directorate while maintaining Council's goals and objectives.
- 7.4 Update Strategic risk Register as required.
- 7.5 Foster a risk-management culture being open to accept risk with appropriate evaluation and mitigation.

Responsibility 8: External Stakeholder Management

- 8.1 Represent Council at appropriate regional bodies, including the Regional Roads and Transport Technical Committee, Queensland Water Regional Alliance Program.
- 8.2 Develop and maintain working relationships with key relevant State and Federal Government Departments and external bodies.
- 8.3 Assist, as required, with the delivery of community consultation in relevant work areas.
- 8.4 Work professionally and impartially with external contractors and consultants.

Responsibility 9: Workplace Health and Safety

- 9.1 Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
- 9.2 Acquiring and keep up to date knowledge of work health and safety matters including the hazards and risks involved with the operation.
- 9.3 Providing leadership and support for the promotion of the Burke Shire Council's WH&S Management System –and ongoing effective management of the WH&S Management Plan.
- 9.4 Establishing departmental objectives and KPIs in line with the WH&S Plan; and assigning responsibility to ensure they are achieved.
- 9.5 Monitoring and assessing WH&S performance including key performance indicators of all sections within the department.
- 9.6 Approving departmental policies, procedures and work instructions.
- 9.7 Ensuring WH&S is an agenda item on all scheduled management and team meetings.
- 9.8 Providing adequate resources to continually improve and oversee the maintenance of the Burke Shire Safety Management System within the department.
- 9.9 Ensuring that hazard inspections are conducted at all workplaces in accordance with the 'Hazard inspection Matrix'.
- 9.10 Ensuring all contractors and / or suppliers provide documented evidence that they or the product they supply complies with legislative standards (e.g., Australian Standards, Advisory Standards or Codes of Practice).
- 9.11 Ensuring all contractor WHS documentation has been reviewed and approved prior to work commencing.
- 9.12 Implementing and monitoring consultative arrangements for management of WH&S within the department in particular the WH&S Committee and WH&S Representatives.
- 9.13 Attending WH&S Committee meetings as required.
- 9.14 Embedding a Zero Harm safety culture that believes that all incidents are preventable.
- 9.15 Setting a good example and Lead by Example.

QUALIFICATIONS & ATTRIBUTES

Required Qualifications

- Bachelor Degree in Civil Engineering or similar applicable field;
- Current "C" class manual drivers licence;

Desirable Qualifications

- Post-graduate qualifications in a relevant field.
- Membership of the institution of Engineers Australia, or similar body.
- Recognition as a Registered Professional Engineer (RPEQ).

Required Attributes

- Strong organisational and project management skills: coupled with strong analytical skills and ability to resolve engineering issues and challenges.
- Proven ability in the performance management of staff, including lead, motivate and positively influence work groups and individuals in a positive, honest, open and fair way, mentor inexperienced staff and manage staff performance.
- Highly developed written and verbal communication skills including analysis and negotiation.
- Demonstrated ability to operate in an environment governed by legislation, with demonstrated ability to maintain knowledge of contemporary issues and trends.
- Demonstrated experience in the strategic management of complex organisational change along with understanding of contemporary trends in strategic management systems and processes.
- Demonstrated experience in the preparation, management of and accountability for significant corporate budgets.
- Demonstrated knowledge and understanding of environmental and cultural heritage issues impacting on key areas of responsibility.
- Demonstrated success managing and acquitting road funding grants such as NDRRA, TIDS, RMPC, Roads to Recovery.

Desirable Attributes

- Experience working in a remote Local Government or similar industry environment (local government experience will be highly regarded, but may not be essential if the candidate can demonstrate the skills, qualifications and experience required.)
- Detailed knowledge of civil works (particularly in road construction/maintenance, water/sewerage supply and operations, plant and fleet management, waste management, parks and gardens operations).

Burke Shire Council Organisation Structure

