

APPLICANT PACK

General Manager Infrastructure Services and Planning

Roper Gulf Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners 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

The Roper Gulf region, located in the Northern Territory, covers an area of approximately 186,000 square kilometres, which is approximately three times the size of Tasmania. It is a vast, predominantly remote area, known for its dispersed communities, rich cultural heritage and significant natural landscapes, including rivers and savannah woodlands. The region is home to several Aboriginal communities and small towns with Katherine serving as the largest town, with Darwin 320 km to the northwest.

Position Overview

Roper Gulf Regional Council is seeking an experienced, engaged and culturally aware General Manager Infrastructure Services and Planning to lead the directorate, focusing on aligning operational and strategic objectives while delivering essential services that meet the needs of the community.

Reporting to the CEO and working as part of the executive leadership team, the ideal candidate will have local government experience, strong financial management skills and the ability to lead the strategic direction of the directorate. This role requires a hands-on leader with strong cultural awareness, who is experienced in managing day-to-day operations, overseeing key infrastructure projects, ensuring efficient service delivery and fostering a positive organisational culture while engaging effectively with stakeholders.



Key Responsibilities

- Form part of the leadership team, aligning strategies with operations and fostering collaboration for a shared vision.
- Provide operational leadership, ensuring efficient management of infrastructure services and addressing resourcing pressures.
- Lead and develop the team, promoting a positive work environment and professional growth aligned with organisational goals.
- Drive best practices in project, asset and contract management, focusing on improvement and long-term opportunities.
- Ensure quality and risk management, overseeing projects within budgets and timeframes while aligning with Council's goals.
- Lead change initiatives, driving technological advancements, process improvements and fostering innovation.
- Build stakeholder relationships, promoting collaboration and engagement to enhance organisational outcomes.

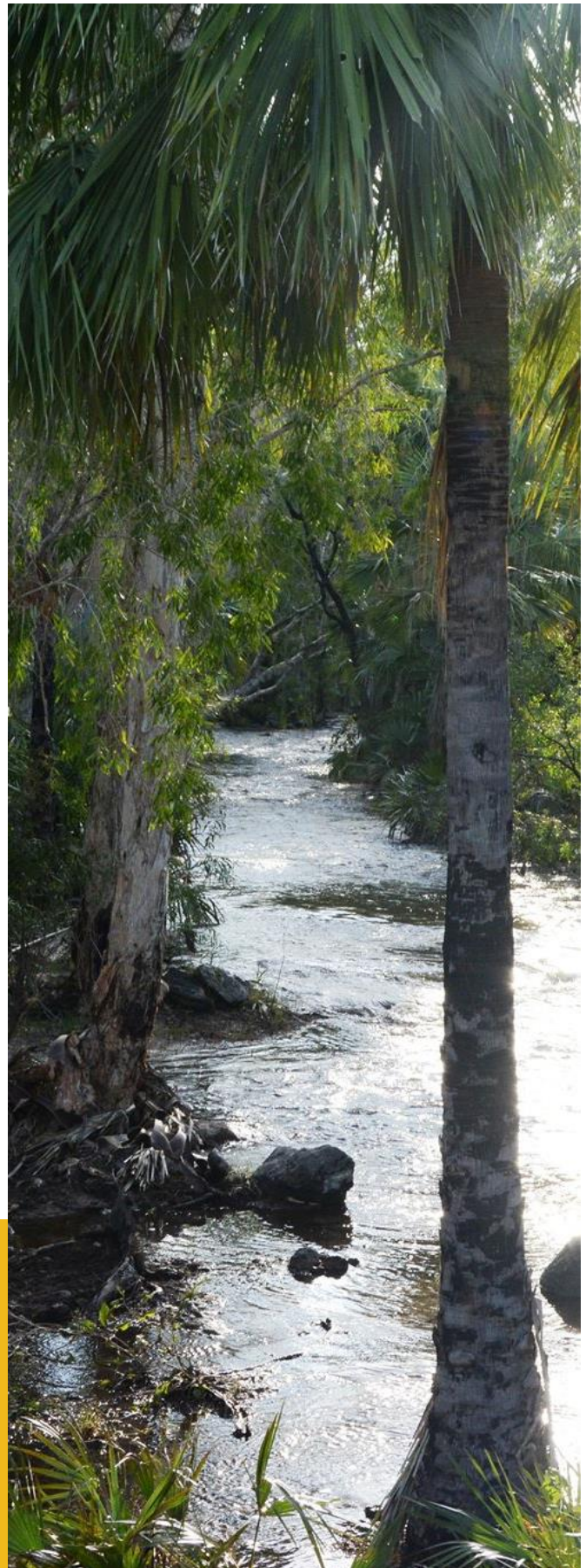


Opportunities

- **Strong and cohesive Elected Member group:** The Mayor, Tony Jack, and Councillors are highly experienced, respected leaders and members of the community.
- **Expanding the Current Workshop:** A key growth opportunity lies in expanding the current workshop, to service external clients, potentially increasing revenue streams and external engagement.
- **Grant Software System Implementation:** The implementation of a new grant software system is already in progress. This system streamlines the management of grant funding and financials, ensuring greater efficiency in tracking project milestones, disbursements and reporting.
- **Proactive Asset Management:** A central focus of the role is developing systems and processes that shift from reactive emergency repairs to planned, proactive maintenance. This approach, particularly for aging infrastructure like staff accommodations, will ensure asset longevity and reduce overall costs.
- **Strengthening the Project Management Team:** With a new project manager and two project coordinators joining soon, the team's project management capacity will improve significantly. This will enhance the management of large-scale projects like cyclone shelters and infrastructure upgrades.
- **Growing Internal Talent ("Growing Our Own"):** The council is committed to developing internal talent rather than relying heavily on external hires. This initiative will strengthen internal capacity, reduce dependency on contractors and build a more self-sufficient team, a priority strongly supported by leadership.

Challenges

- **Cultural Sensitivity and Engagement:** Building strong relationships with Indigenous communities and local authorities is crucial. This requires a culturally competent and experienced approach.
- **Complex Operating Environment:** The Roper Gulf region spans three times the size of Tasmania, serving around 7,000 people, 75% of whom are Indigenous. The Council must navigate diverse needs across five wards and 14 communities, working closely with Local Authorities that vary in capability but are vital to delivering services.
- **Infrastructure and Compliance:** Managing infrastructure, ensuring service level equity and maintaining compliance will be key challenges. The role involves balancing costs, risk and community infrastructure needs.
- **Resource Limitations:** The Council lacks internal capacity in key areas, relying on external contractors and consultants. Building and maintaining strong external relationships will be essential.
- **Systems and Processes:** Effective systems and processes need to be established to address operational inefficiencies. Clear communication of these improvements will be a priority.
- **Land Tenure and Accessibility:** Complex land tenure and seasonal accessibility issues present challenges for project planning and implementation, requiring careful coordination and flexibility.
- **Adapting to Changing Needs:** Communities within the region have shifting needs. The GM must remain adaptable and responsive to these evolving priorities.





Special Projects

Roper Gulf Regional Council is deeply connected to its community, with a strong focus on enhancing infrastructure and supporting sustainable development. Leadership oversight is critical to ensuring confidence in project delivery, with regular reviews and strategic guidance aligning projects with Council's objectives. The Council places a strong emphasis on addressing community needs through projects such as infrastructure improvements and housing initiatives.

The Council is committed to improving project management practices to boost efficiency and transparency, while respecting Indigenous cultural protocols and the unique dynamics of each community. Recent accomplishments include the Remote Roads Upgrade program, which improved road networks, and initiatives such as the Community Hubs Initiative and the Green Energy Project, aimed at increasing reliance on renewable energy.

Several high-value infrastructure projects are nearing completion, including a \$13M cyclone shelter in Borroloola, with two more shelters planned to enhance community safety. Additional projects include recreational facilities like a new playground, sports centre and staff housing upgrades, all aimed at improving community amenities and quality of life.

Ongoing roadworks and infrastructure maintenance remain key priorities, with both major and minor projects underway. The recent expansion of the project management team ensures efficient planning, execution and delivery within budget and on time.



Stakeholder Engagement

Engaging effectively with a broad range of internal and external stakeholders is central to this role, including the Mayor, Elected Members, Indigenous communities, local authorities, Land Councils and government agencies. Proactive engagement with geographically dispersed communities and shaping dialogue with key stakeholders will be critical for success.

Council seeks a collaborative leader who values open communication and consults with Councillors and community leaders, ensuring community input in decision-making. Land tenure issues require close coordination with Land Councils for sustainable land use.

The General Manager must skilfully navigate complex relationships, demonstrating integrity, transparency and resilience. Strong communication skills, both verbal and written, are essential for collaboration and driving Council's objectives.

Workforce Leadership

The GM Infrastructure Services and Planning at Roper Gulf Regional Council will lead a team of 20 staff, including five direct reports, and must exhibit a strong, hands-on leadership style that fosters trust and inclusivity. The role requires translating strategic goals into operational success by overseeing infrastructure projects, maintaining key services and ensuring alignment with the Council's broader vision.

Workforce development is a priority, focusing on staff stability, morale and growth, while empowering the team to contribute to Council's objectives. Effective communication and collaboration across departments are essential to fostering a positive, team-oriented culture.

This role demands a proactive leader who can balance day-to-day operations with long-term strategic planning, while being responsive to the needs of both the Council and the communities it serves.



Personal Attributes

Roper Gulf Regional Council is seeking a balanced, authentic and culturally sensitive leader to serve as GM Infrastructure Services and Planning. The ideal candidate will align with Council’s values and will foster a supportive environment, empowering the team to take initiative and drive projects forward.

This role requires a hands-on, community-focused leader who engages directly with councillors and communities to address community needs. The GM must be adaptable, practical and proactive, improving systems and processes while taking decisive action in a dynamic environment.

Strong communication skills are essential for building trust and ensuring transparency across the council. The GM will work strategically, balancing long-term goals with immediate operational needs, particularly in project management. Respect for cultural awareness and the ability to work sensitively within diverse communities is crucial for success in this role.



Selection Criteria

- Experience in a similar role leading an infrastructure services directorate within local government including project management, contract management, financial management and operations management.
- Experience working with a wide range of internal and external stakeholders in a government environment to progress positive outcomes for the benefit of the council.
- Proven ability to effectively manage a workforce with a focus on performance, building capability and fostering a positive culture aligned with Council's vision, mission and strategy.
- Demonstrated understanding of the cultural, social, historical and political factors affecting the region in which RGRC operates.
- Qualifications in a related field such as engineering, project management, asset management or equivalent work experience.



Package Information

The Roper Gulf Regional Council is dedicated to attracting and retaining the best possible candidates for its diverse and dynamic team. As part of this commitment, the Council offers a comprehensive benefits package designed to support the personal and professional well-being of its employees. Below is an overview of the salary and additional benefits available to staff members.

- \$195K base salary plus superannuation.
- Housing Allowance of \$37K
- Fully maintained private vehicle
- Six weeks annual leave
- Relocation Assistance negotiable.
- Salary package options.
- Professional Development costs of up to \$3K. The Council supports ongoing personal and professional development, with training opportunities coordinated by our Human Resources team to help you advance in your Local Government career.
- Employee Assistance Program (EAP), offering free mental health and well-being support and counselling services to all staff.



About Council

The Roper Gulf Regional Council spans an impressive 185,000 square kilometres, marking it as one of the largest operational areas in the Northern Territory.

The Council's jurisdiction stretches from the Kakadu escarpment in the north to the Barkly Tablelands in the south, and from the Stuart Highway in the west to the Gulf of Carpentaria and the Queensland border in the east. This diverse landscape encompasses tropical savannahs, arid grasslands, open forests and notable geological features such as iron-rich eroded sandstone, limestone escarpments and mesas.



The region is defined by its significant river systems, including the Roper, Rose, McArthur, Robinson and Limmen rivers.

Roper Gulf Regional Council oversees a predominantly rural landscape with small townships, indigenous communities and remote outstations. The economy is primarily driven by cattle grazing, with mining and tourism also playing essential roles.

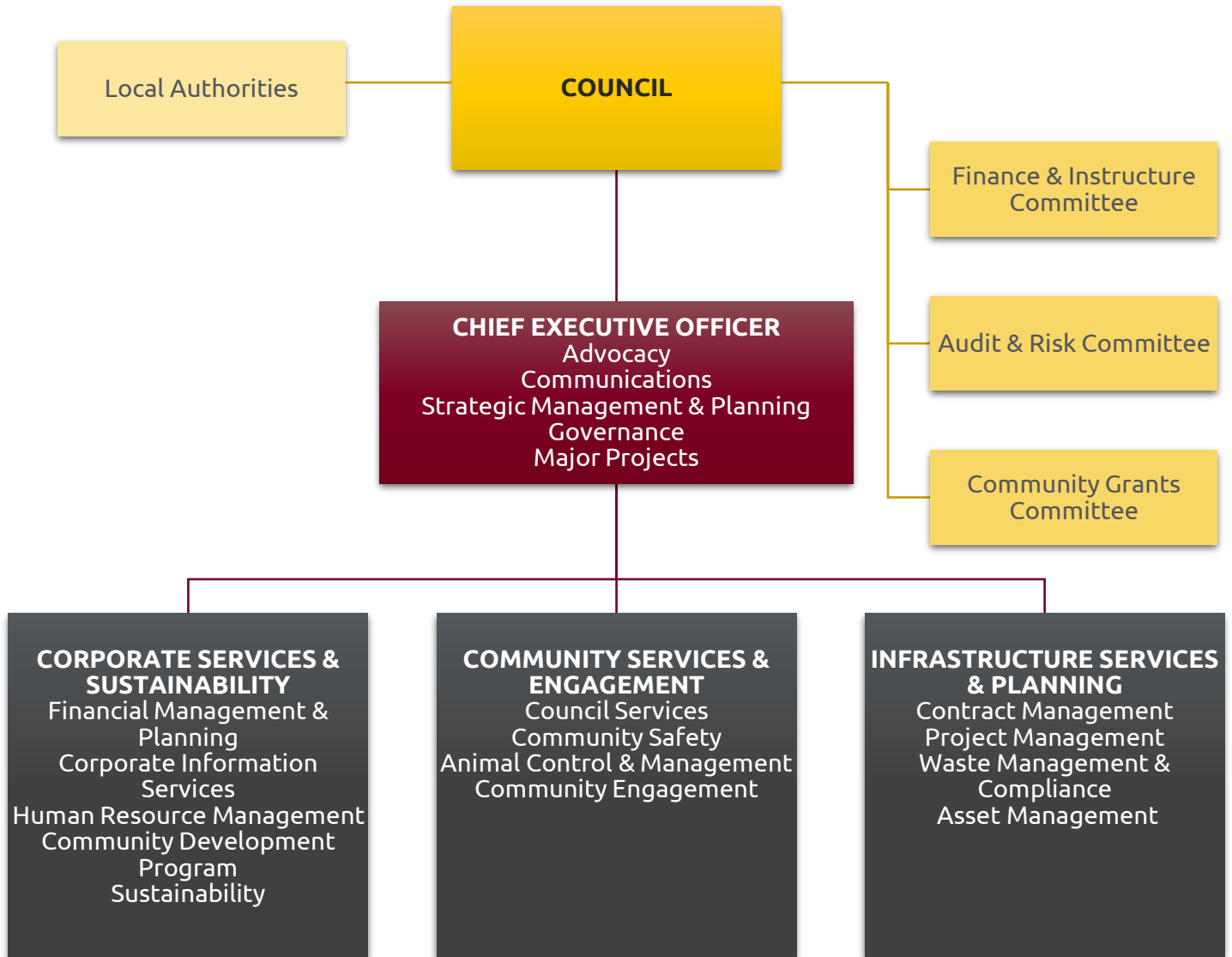


The Council's governance structure is divided into five wards: Never Never Ward, Numbulwar-Numburindi Ward, Nyirranggulung Ward, South West Gulf Ward and Yugul Mangi Ward. The Council managed a total revenue of \$48,396,480 in the 2022/23 financial year, with expenditures totaling \$42,426,425. The Council's assets were valued at \$42,116,004, and it employs a dedicated staff of 282 individuals.

Links to Council Information



Organisational Structure





Living in the Region



Housing

The region provides opportunities for both rental and home ownership, with many properties featuring spacious yards and proximity to natural landscapes. Newcomers can expect a close-knit community atmosphere, where neighbours know each other and a sense of camaraderie prevails.



Educational Facilities

The Roper Gulf region is home to a range of educational facilities catering to both primary and secondary schooling needs. The primary and secondary schools are well-equipped and offer comprehensive curriculums and various extracurricular activities. Additionally, the region benefits from the presence of the Katherine campus of Charles Darwin University (CDU), which provides tertiary education opportunities. CDU offers a variety of courses and programs, enabling residents to pursue higher education and vocational training close to home.



Healthcare

The area is serviced by a network of hospitals and medical centres, including the Katherine Hospital, which provides comprehensive healthcare services, including emergency care, surgery and specialist consultations. In addition, numerous community health clinics are strategically located throughout the region, offering primary care, chronic disease management, maternity and child health services and preventative health programs. These facilities are supported by visiting specialists and telehealth services, ensuring that even remote communities have access to quality medical care.



Living in the Region



Shopping & Dining

The Roper Gulf region offers a variety of shopping and dining options to cater to the needs of its residents and visitors. In the larger townships, you will find supermarkets, general stores and specialty shops that provide a range of goods and services. For dining, the region features a mix of eateries, including family-owned restaurants, cafes and pubs serving hearty meals. Fast food outlets are also available for those seeking quick and convenient options. The local cuisine often highlights fresh, locally sourced ingredients, offering a taste of the region's unique flavors. Additionally, community markets and events frequently showcase local produce and handmade goods.



Sports & Recreation

The Roper Gulf region offers diverse opportunities for sports and recreation amidst its stunning natural landscapes. Local sports clubs provide facilities for rugby league, Australian Rules football, cricket and netball, fostering community participation and competition. Outdoor enthusiasts can explore hiking trails, fish in rivers abundant with barramundi and camp under the expansive Northern Territory sky. National parks nearby offer wildlife spotting and birdwatching, allowing residents and visitors to connect with the region's rich biodiversity.



Getting Around

The region is accessible by road via the Stuart Highway, which connects it to major cities and towns in the Northern Territory and beyond. For air travel, the nearest major airport is in Katherine, offering regular flights to Darwin and other regional hubs. While public transport options within towns may be limited, private vehicle ownership is common and convenient for accessing local amenities and exploring the surrounding areas.

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the Selection Criteria



Evaluation Process

Leading Roles and Roper Gulf Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Roper Gulf Regional Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.



Applications Open

- Week Commencing
Monday 28 October 2024



Applications Close

- 5pm Monday 18 November 2024



Initial Assessment

- Week Commencing 18 November 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.

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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

| Stage | What to Expect |
|--|---|
| Week 1-3 Application Stage | <ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application. |
| Week 4 Initial Interviews | <ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements of the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with the client. Feedback provided to applicants. |
| Week 5 & 6 Client Interviews | <ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interview: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates. |
| Week 5 & 6 Verification | <ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History & Right to Work Checks ◦ Psychometric Assessments (if requested by client) |
| Week 6 Offer & Negotiation | <ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding. |
| Week 6 to 8 Project Finalisation | <ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities. |
| Post Placement | <ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year. |



Belinda Walker

Your 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.

CONTACT

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ATTACHMENT

Position Description



POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
|---|--|---|------------------------------------|
| Position Title | General Manager Infrastructure Services & Planning | Designation & Classification Level | Executive – Contract 3 years |
| Position No | 2191 | Division | Infrastructure Services & Planning |
| Business Unit | Infrastructure Services & Planning | Reports To | CEO |
| Location | Katherine | Date Created | February 2020 |
| | | Date Approved | January 2021 |
| 2. POSITION CONTEXT | | | |
| Position Summary/Purpose | <p>This position reports directly to the CEO where it is responsible for leading and managing the Infrastructure Services and Planning division within Roper Gulf Regional Council.</p> <p>This position's key areas of responsibility are Contract Management, Project Management, Fleet and Workshop Management, and Asset Management.</p> <p>The incumbent of this position will be required to provide leadership and expert advice to the business units with a focus upon the attainment of operational and strategic objectives.</p> <p>This role is also a key senior leadership position as part of a high performing Executive Team that ensures that a "whole of Council" approach is taken to decision making and service delivery delivers.</p> | | |
| 3. KEY RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> • Focus on the future of the organisation by aligning both business operations with divisional strategies, considering and encouraging input from multiple perspectives to create a shared vision. • Investigate and drives contemporary best practice approaches for operations relating to project management, asset management and contracts management whilst thinking conceptually about long-term opportunities and emerging trends. • Monitors resourcing pressures and implements strategies to ensure the best results are obtained for the organisation. • Ensuring quality assurance and risk management are consistently applied across the directorate whilst implementing a significant portfolio of programs, projects and initiatives and ensuring alignment with the department's vision, goals and direction within budgets and timeframes. • Challenges the status quo by looking for ways to improve effectiveness, harnesses the potential of technology, and implement continuous improvement activities. • Drives and leads multiple change initiatives, oversees implementation, and ensures focus on the end goal is maintained whilst maintaining a flexible approach. • Commits to targets, strives to achieve results while encouraging and inspiring others to do the same. • Builds and sustains a diverse range of relationships with internal and external stakeholders to facilitate collaboration, cooperation amongst stakeholders whilst harnessing different viewpoints to enhance outcomes. • Manage awareness of diverse personalities, motivations and values of people within the Division and use this to enhance interactions, relationships and employee engagement. • Act with respect and accountability, lead by example, maintain high standards of professionalism, delegate as appropriate and ensure decisions are made with the interest of the organisation in mind. • Understand and operate within legal and Council policy constraints and limitations. • Represents the organisation in public forums whilst supporting and promoting the organisation agenda appropriately. • Provides forthright and impartial specialised advice in a constructive manner that facilitates the achievement of Council's outcomes. • Communicates messages in a way that facilitates the desired outcomes whilst using techniques to illustrate the argument or idea persuasively, anticipate likely reactions and adjust approach to gain maximum impact. • Protect the health and safety of workers and others by leading practices for risk identification, risk assessment and risk control. • Ensure WHS is Council's highest priority across the organisation and all legislative requirements are being met. • Lead disaster management processes during times of natural disaster across the Region by enacting the Disaster Management Plan. Provide guidance and support for all staff and stakeholders ensuring Council's disaster management planning, coordination and response is effective. | | | |

- Preparation of financial and non-financial documentation, including submissions, reporting and liaison for funding/service assistance or agreements.
- Ensure financial and other monitoring requirements of funding bodies ensuring compliance with legislative requirements in all services programs.
- Evaluate programs and budgets to ensure effective and efficient operations.
- Ensure staff are knowledgeable about organisational goals, objectives and key performance requirements, and provide a framework for accountability and achievement.
- Ensure annual review and staff appraisals are completed for all staff in accordance with the Award and Council procedures.

4. SELECTION CRITERIA

ESSENTIAL

- Qualifications in related field relevant to the position such as engineering, project management or assets management with registration or certified status. With a minimum of 5 years demonstrated experience in managing staff to achieve organisational goals whilst working in engineering or related field at a senior level, ideally in Local Government.
- Demonstrated understanding of the cultural, social, historical and political factors affecting the region in which RGRC operates:
- Demonstrated expertise, research skills and innovation to resolve complex and multi-faceted problems with the ability to develop and deliver long-term strategic plans in a large multidisciplinary organisation;
- Demonstrated organisational skills to develop, manage, motivate and lead work teams to achieve a diverse range of contractual and organisational objectives.
- Demonstrated ability to write complex non-standard correspondence, reports, submissions and proposals that require original content and specialised knowledge;
- Demonstrated financial management knowledge and skills, with ability to develop annual and strategic budgets and be accountable for expenditure across multiple business units;
- Demonstrated ability to be a safety leader and maintain a safe workplace;
- Able to meet the inherent requirements of the position both physically and mentally.
- Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
- Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.

DESIRABLE

- Previous experience in engineering or capital works delivery in a Local Government environment.
- Post Graduate qualifications would be very highly regarded
- Current Northern Territory Manual "C" Class Drivers Licence or ability to obtain

5. ACKNOWLEDGEMENT

| | | | |
|----------------------------|--|--------------|-------------------|
| CEO/GENERAL MANAGER | | Date: | Signature: |
| Employee Name | | Date: | Signature: |