

APPLICANT PACK

Director Infrastructure and Operations

Kiama Municipal Council



RECRUITING FOR:



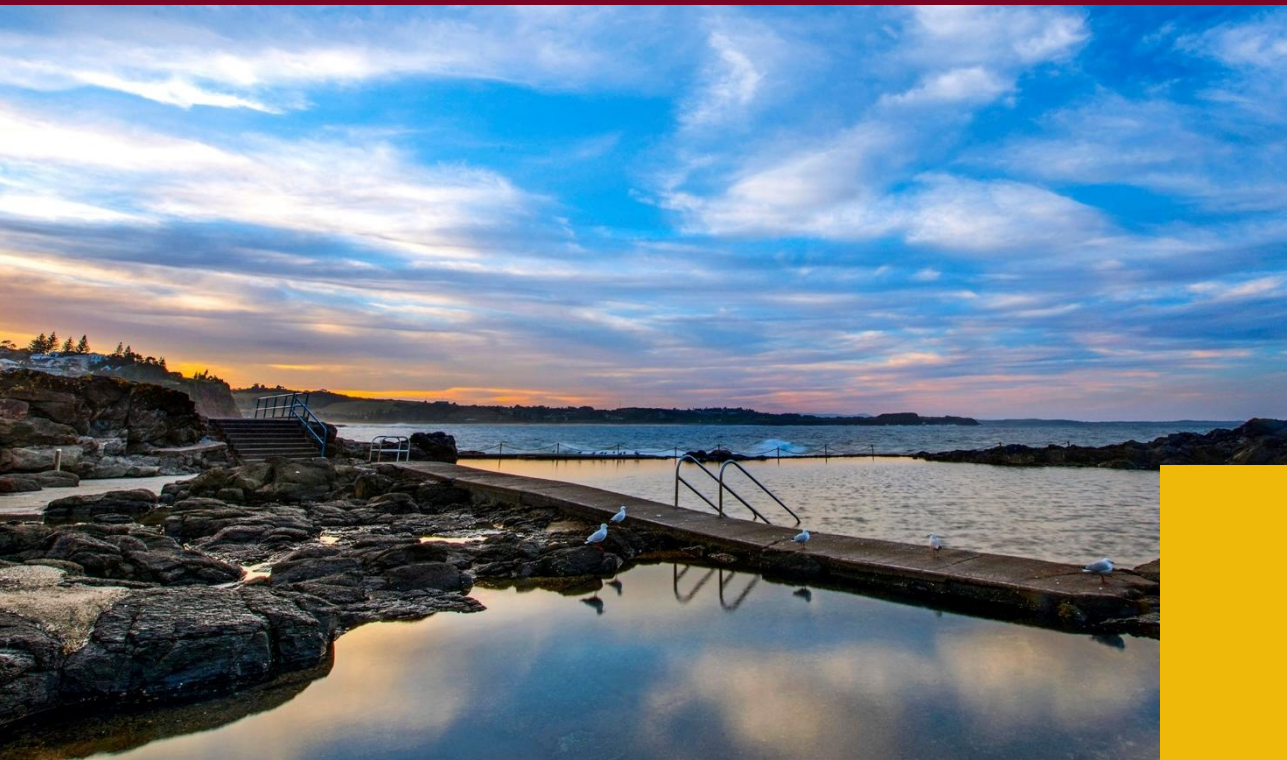
CONTACT
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Executive Talent Consultant
Leading Roles

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We respectfully acknowledge the Traditional Owners, the Wodi Wodi people on Dharawal country as the traditional 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.



Kiama is a picturesque coastal town in New South Wales, renowned for its stunning natural scenery, including the iconic Kiama Blowhole, pristine beaches and lush hinterland. With a strong sense of community, excellent local amenities and a commitment to sustainability, Kiama presents an exciting opportunity for an experienced infrastructure leader to drive strategic development, operational excellence and long-term resilience.

The Role

Kiama Municipal Council is seeking an experienced and dynamic Director Infrastructure & Operations to provide strategic leadership across key infrastructure services. Reporting directly to the CEO, this role will oversee asset management, capital works, resource recovery (waste) services, grants and open spaces while ensuring financial sustainability and operational efficiency.

This is a pivotal leadership opportunity to implement structured governance, enhance service delivery and build organisational capability within a resource-conscious environment. The Director will be responsible for leading cultural transformation, strengthening workforce engagement and driving operational improvements while delivering critical community projects.



Key Responsibilities

Strategic Leadership & Governance

- Provide high-level strategic direction, ensuring alignment with the Council's Community Strategic Plan, Delivery Program and Operational Plans.
- Work closely with the CEO and Councillors to implement long-term infrastructure and liveability strategies.
- Strengthen governance, compliance and risk management frameworks to improve service delivery and efficiency.
- Lead cultural transformation initiatives to enhance accountability and performance.

Asset & Capital Project Management

- Oversee the development and implementation of structured asset management frameworks to improve sustainability and service efficiency.
- Drive the execution of major capital works programs, addressing backlogs and funding obligations.
- Strengthen capital project management capability to enhance delivery efficiency, compliance and financial stewardship.

Financial & Operational Management

- Oversee infrastructure and operational budgets of up to \$25M, managing contracts valued between \$5M and \$39M.
- Develop cost-effective resource allocation strategies to optimise service delivery within financial constraints.
- Enhance data-driven decision-making to improve operational effectiveness and governance.

Leadership & Workforce Development

The Director Infrastructure & Operations will lead a diverse team responsible for key infrastructure and operational functions, including engineering, resource recovery, operations & maintenance and grants. This role provides direct oversight of four roles and indirect leadership of approximately 115 staff.

To enhance organisational capability, the Director will focus on:

- Leadership Development – Strengthening decision-making, accountability and strategic capability across all levels of management.
- Cross-Team Collaboration – Improving alignment between engineering, operations, grants and waste management to foster a cohesive, high-performance workforce.
- Operational Excellence – Implementing structured governance and best practice frameworks to drive efficiency and continuous improvement.

The Director will work closely with the Executive Leadership Team (ELT) to align infrastructure goals with broader organisational objectives, ensuring Council is well-positioned to meet current and future service demands.



Stakeholder and Community Engagement

The Director will play a key role in managing relationships with Councillors, government agencies, community groups and industry partners, ensuring strategic alignment and effective service delivery. Strong stakeholder engagement and political acumen will be required to navigate community expectations, secure funding opportunities and drive collaboration.

Key Challenges and Opportunities

- **Financial & Resource Management** – Delivering infrastructure services within tight funding structures, requiring strategic resource allocation and cost efficiency.
- **Asset & Capital Project Management Enhancements** – Addressing infrastructure backlogs and embedding robust asset management practices.
- **Cultural & Workforce Transformation** – Leading change management initiatives to modernise operations and improve service delivery, particularly in waste services.
- **Stakeholder & Political Sensitivity** – Engaging effectively with a newly formed Council that prioritises business-focused governance and timely decision-making.
- **Depot & Waste Facility Merger** – Overseeing a significant operational transition, requiring strong workforce engagement.
- **Engineering Workforce Recruitment & Retention** – Addressing competitive pressures by implementing innovative talent attraction and retention strategies.



Personal Qualities Required

The successful candidate will be a strategic and resilient leader, capable of managing complexity and delivering transformational change. This role requires an individual who is:

- **Adaptive & Resilient** – Able to lead through change and navigate complex challenges.
- **Collaborative & People-Focused** – Skilled at fostering teamwork and stakeholder engagement.
- **Decisive & Accountable** – A confident leader who makes informed decisions and drives operational success.
- **Strategic & Visionary** – Capable of aligning infrastructure strategies with community needs and long-term Council objectives.
- **Community-Focused** – Committed to delivering high-quality services that enhance liveability.



Selection Criteria

- Extensive senior leadership experience in a similar role leading infrastructure, engineering, waste and open spaces within a local government setting.
- Proven expertise in asset management, project delivery and governance, with a strong track record in driving process and system improvements.
- Strong stakeholder engagement and political acumen to navigate complex relationships and community expectations.
- Experience in financial and resource management, ensuring cost-effective service delivery and infrastructure investment.
- High-level integrity, resilience and the ability to role model best-practice leadership behaviours.
- Tertiary qualifications in Engineering or a related field. Chartered Professional Engineer (CPEng) status highly desirable.

Note: 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 the offer stage.



Council Employee Benefits

Joining Kiama Municipal Council will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. You will be part of a community that values respect, innovation, integrity, teamwork and excellence. In return for your hard work and dedication, the successful candidate will be rewarded with an attractive total remuneration package negotiable based on your qualifications and experience.

Benefits of the role include:

- Salary: \$234 000 + Super
- Operational and private-use vehicle, mobile phone, laptop
- Based at the Kiama Administration Building, with regular community and site engagement required
- Generous leave entitlements
- Access to the Fitness Passport
- Employee Assistance Program
- Two paid health and wellbeing days each year
- Access to social club events for social club members
- Professional development and learning opportunities
- Study support



About Council

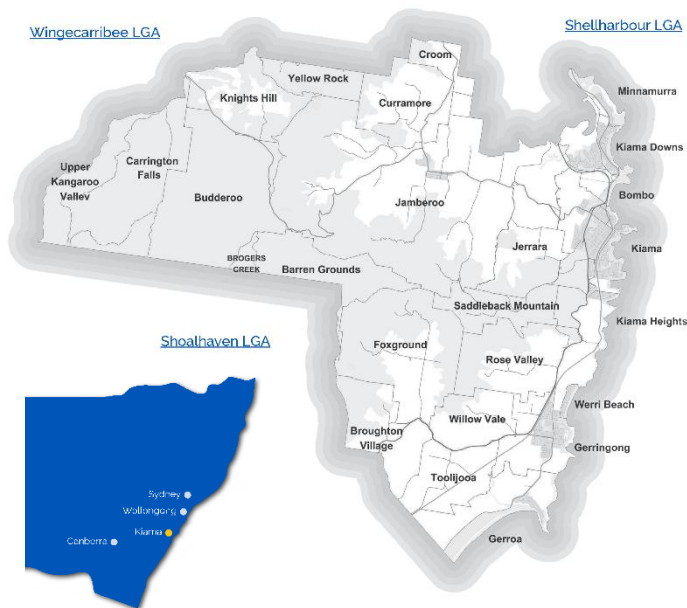
Home to the famous Kiama Blowhole, one of Australia's most iconic natural attractions, the area draws visitors year-round to experience its breathtaking scenery and relaxed coastal lifestyle.

Kiama Municipal Council serves a vibrant coastal community on the south coast of New South Wales, covering approximately 255 square kilometres. The region includes the towns and villages of Minnamurra, Kiama Downs, Kiama, Jamberoo, Gerringong, and Gerroa, offering a mix of coastal beauty, rural charm and a strong community spirit.

With a population of around 22,000 residents, the area thrives on tourism, agriculture, retail and construction as key industries.

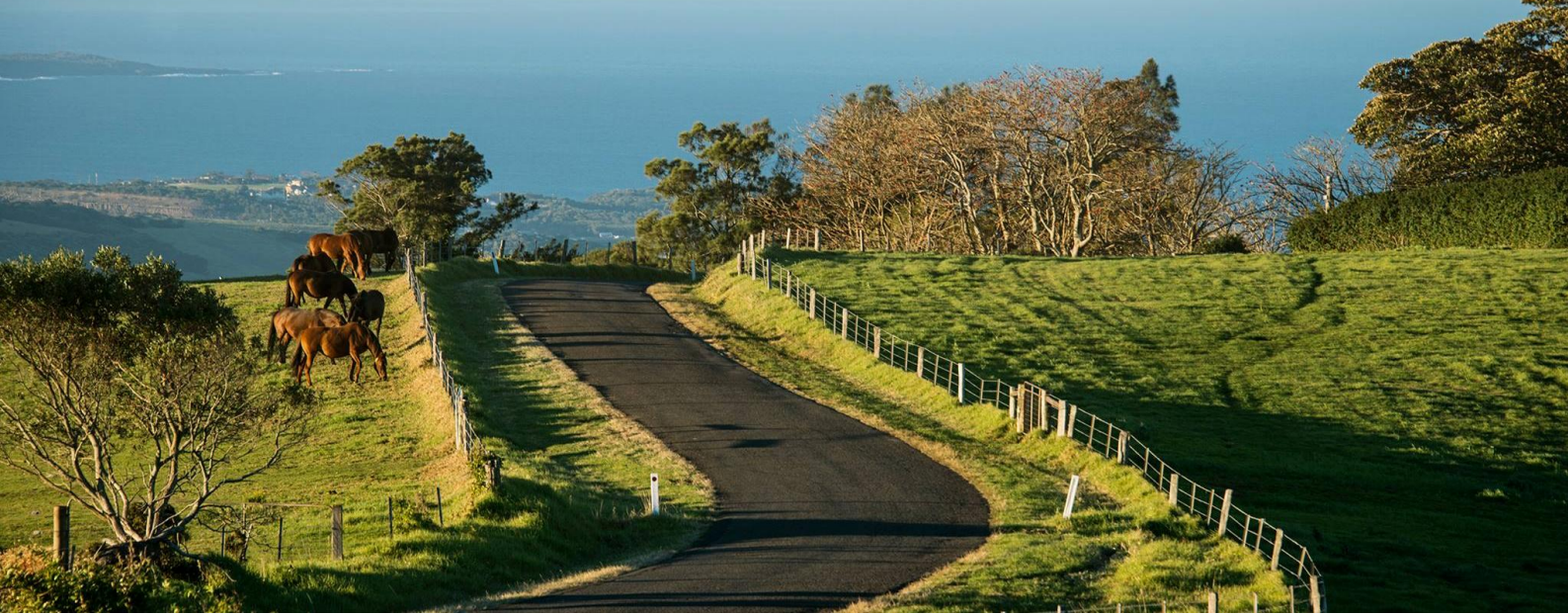
The Council is responsible for maintaining significant community assets, including 152 public buildings, 308 kilometres of roads, 83 kilometres of footpaths and cycleways, 55 bridges, 137 parks and open spaces, six pools and 31 playgrounds. A dedicated workforce of more than 250 employees supports the delivery of essential services across the region.

Governed by nine elected councillors, Kiama Municipal Council is committed to sustainable development, community wellbeing and maintaining the region's natural beauty. The 2022-23 financial results show total income from continuing operations of \$87 million, with significant contributions from rates, grants and user fees. The Council remains focused on responsible financial management while investing in infrastructure, public services and community initiatives that enhance the quality of life for residents and visitors.



Links to Council Information





Council Mission, Vision & Values

Community vision

Working together for a healthy, sustainable and caring community.

Council mission

Kiama Council will work to create a municipality that has a healthy, vibrant lifestyle, beautiful environment and harmonious, connected and resilient community.

Council values



Respect

We treat others as we expect to be treated – in a fair and professional manner



Innovation

We champion change in order to provide superior services to our community



Integrity

We are open, honest, and ethical in our behaviours – at all times



Teamwork

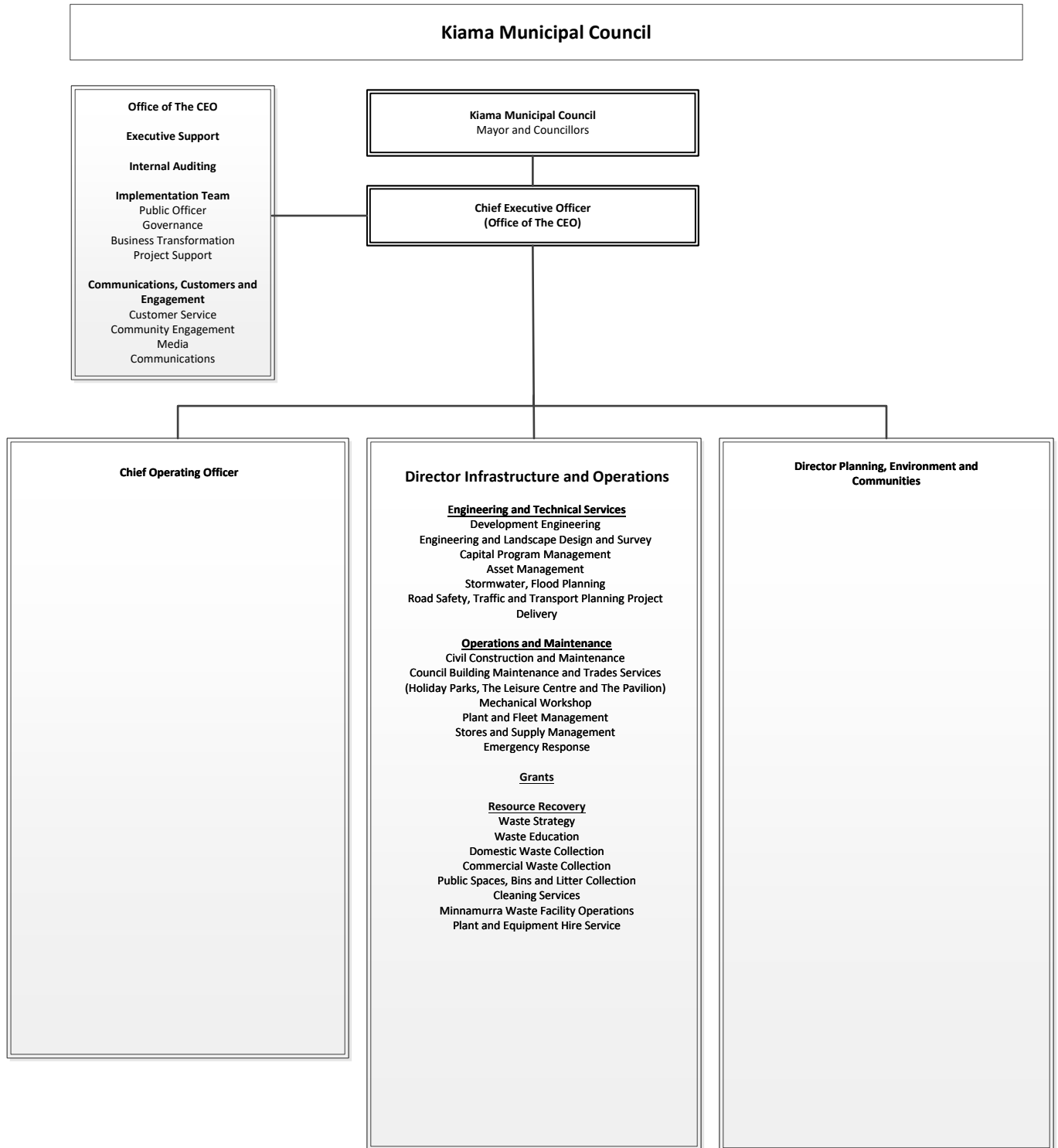
We are one team – working together with trust and commitment to achieve and share goals



Excellence

We aspire to be the best in everything we do

Organisational Structure





Living in the Region



Housing

Housing in the Kiama Municipal Council region offers a mix of options to suit various lifestyles, from coastal homes with stunning views to charming suburban properties. The area is known for its scenic beauty and relaxed atmosphere. While housing prices have seen some growth due to the region's popularity, Kiama remains an attractive alternative to larger cities, offering a balance of rural charm and modern conveniences. With a range of housing types available, including detached homes, townhouses and apartments, the region provides a strong sense of community and connection to nature.



Educational Facilities

The region offers a range of educational facilities, including public and private primary and secondary schools. Kiama High School serves as the main public secondary school, while several primary schools provide education for younger students. TAFE NSW has a campus in the area, offering vocational training and further education opportunities. While there are no universities in Kiama, residents have access to the University of Wollongong, which is less than an hour's drive away and provides a wide range of undergraduate and postgraduate courses.



Healthcare

The Kiama Municipal Council region is well-served by healthcare facilities, with Kiama Hospital providing essential medical services and Wollongong, Shellharbour and Nowra providing emergency care, inpatient beds and outpatient clinics. In addition to the hospital, there are several medical centres across the region, offering general practice, allied health services and specialist care. Residents also have access to pharmacies, dental clinics and other healthcare services, ensuring a comprehensive range of medical support. For more specialised treatments, larger hospitals in nearby cities like Wollongong are within reasonable driving distance.



Living in the Region



Shopping & Dining

The Kiama town centre features a range of boutiques, specialty stores and supermarkets, providing everything from fresh produce to unique gifts and homewares. Nearby Shellharbour and Wollongong offer larger shopping centres with major retail chains. When it comes to dining, Kiama boasts a selection of cafes, restaurants and pubs, many offering stunning coastal views. The region is known for its variety of dining experiences, from casual eateries to more upscale venues, serving everything from fresh seafood to international cuisine.



Sports & Recreation

There are numerous sporting clubs catering to football, cricket, netball, golf, tennis and other popular activities. The area is home to well-maintained sports fields, parks and facilities, including the Kiama Leisure Centre, which features a swimming pool, gym and indoor sports courts. Outdoor enthusiasts can enjoy coastal walks, cycling trails and water-based activities such as surfing, fishing and kayaking. Local attractions like the Kiama Blowhole, Minnamurra Rainforest and nearby national parks provide plenty of opportunities for exploration and relaxation.



Getting Around

The Kiama Municipal Council region is well-connected by road and public transport, making it easy to get around. The South Coast railway line provides regular train services to Wollongong and Sydney, while local bus services connect surrounding towns and suburbs. The Princes Highway offers convenient access for drivers travelling north or south along the coast. For air travel, the closest major airport is Shellharbour Airport, which provides regional flights, while Sydney Airport, approximately two hours away by car or train, offers domestic and international travel options. Walking and cycling are also popular ways to explore the area, particularly along the scenic coastal paths.

Discover Kiama



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 Kiama Municipal 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. Kiama Municipal Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Week Commencing Monday 17 February 2025



Applications Close

- 5:00 pm Wednesday 12 March 2025



Initial Assessment

- Week Commencing 10 March 2025



Council Interviews

- Week Commencing 24 March 2025 (TBC)

*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 for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with 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 Interviews: 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 and 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

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

☎ 0411 449 447

🌐 leadingroles.com.au

Client Rating ★ ★ ★ ★ ★

Candidate Rating ★ ★ ★ ★ ★



ATTACHMENT

Position Description

POSITION TITLE		Director Infrastructure and Operations			
REFERENCE/POSITION NUMBER		1397			
DEPARTMENT		Office of the CEO			
ACCOUNTABLE TO		Chief Executive Officer			
SUPERVISOR		Chief Executive Officer			
DIRECTLY SUPERVISES		4			
INDIRECTLY SUPERVISES		115			
VOLUNTEERS SUPERVISED		None			
GRADE	P	STATUS	Permanent	TYPE	Full time
HOURS	35	LOCATION		Administration Building	
MOBILE PHONE	Yes	LAPTOP		Yes	
VEHICLE		Operational and private use			
LAST UPDATED		14/02/2025			

OBJECTIVES

The Director Infrastructure and Operations will:

- Assist the CEO to provide strategic leadership to Council and the community.
- Provide high level support to the CEO and Council/Councillors.
- Lead strategies to continuously improve organisational performance and culture.
- Lead effective management of Council's corporate support functions.
- Lead and oversee management of Infrastructure and Operations

SELECTION CRITERIA

ESSENTIAL

- Bachelor's degree in a relevant discipline, post graduate desirable
- Highly advanced levels of commercial, financial, and political acumen
- Ability to lead and inspire occupationally diverse teams, during challenging times, in a complex customer-focussed organisation
- Highly advanced project and change management skills
- Experience leading development, implementation, reporting and review of policy and strategies fostering extensive community & stakeholder engagement
- Ability to lead the achievement of strategic and operational objectives, adapt to meet changing priorities and adhere to the Local Government Act and other relevant legislation
- Exceptional communication, presentation, and engagement skills that inspire confidence and trust with key stakeholders with diverse agendas.
- Experience leading significant, complex process and systems changes that deliver sustained improvements in efficiency, customer service or organisational culture
- Ability to lead and inspire improvements in inclusion and diversity
- Exceptional financial literacy and ability to analyse & report on data to enable councillors, executive and teams to make sound decisions
- High level of personal integrity and ability to role-model appropriate behaviours that inspire commitment to good governance and a healthy organisational culture.
- Ability to use technology and systems relevant to the role
- Current relevant National Police Check
- Current Class C Drivers Licence

DESIRABLE

- Post Graduate qualifications in business and/or management
- Leadership experience within a Local Government context
- Experience managing Engineering, Waste, Operations, Maintenance and Grants

ACCOUNTABILITIES

- Provide high level support to the CEO and Councillors, and contribute effectively as a member of the Executive Leadership Team, to foster a culture of:
 - strong employee engagement, curiosity, and teamwork
 - continuous improvement, good use of relevant technologies and innovation
 - excellence, integrity, and good governance.
- Ensure effective leadership and management of teams:
 - Engineering & Technical Services
 - Resource (Waste) Recovery Services
 - Operations and Maintenance
 - Grants
- Manage staffing to ensure the department has the capability and capacity to deliver services required to meet strategic and operational needs.
- Implement strategies to develop managers and employees to empower them to achieve organisational objectives and statutory responsibilities whilst role modelling a personal commitment to lifelong learning.
- Ensure effective leadership, communication, and support strategies within the department to optimise organisational performance and stakeholder engagement within an inclusive workplace that respects and welcomes diversity.

- Ensure sound management of Council's finances, investment portfolios and financial systems to optimise results while ensuring compliance with all relevant legislation.
- Ensure integrated planning and reporting of activities and management of resources in line with organisational and statutory requirements.
- Monitor, analyse and report on relevant data, as needed by stakeholders, to support well-informed decision making and good governance.
- Ensure operations in all areas of responsibility are within Council's enterprise risk management and governance frameworks and that delegated functions are managed effectively.
- Advocate appropriately to further the image and interests of Council.
- Ensure the workplace is safe for all from a physical and psychological perspective, taking appropriate remedial action as needed.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS	
FINANCIAL DELEGATION:	\$150,000
RESPONSIBILITY DELEGATION:	Decisions made in the position are as per the delegations granted to the position by the Chief Executive Officer
NO OF CONTRACTS MANAGED:	Up to 10
ANNUAL VALUE OF CONTRACTS MANAGED:	From \$5m to \$39m
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	From \$5m to \$25m
BUDGET DEVELOPMENT:	Develops complete budget for Council and controls expenditure for all of Council

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	Yes

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Click or tap to enter a date.



Leading Roles

People ▶ Performance ▶ Partners

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