

APPLICANT PACK

Manager Infrastructure Projects

Shire of East Pilbara



RECRUITING FOR:

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

CONTACT

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The Shire of East Pilbara would like to acknowledge the Traditional Owners of the land and waters on which we operate. We acknowledge and pay our respects to the Martu, Nyiyaparli, Nyamal, Palyku and Ngarla peoples as the traditional owners of the lands and waters on which the Shire of East Pilbara resides and operates.

We pay our respect to Elders past and present and acknowledge the contributions of Aboriginal and Torres Strait Islander people that have helped shape the community and the Shire of East Pilbara.



The Role

Living and working in East Pilbara, WA, offers a unique experience characterised by its remote, rugged landscapes and vast mining industry activity. Residents enjoy a tight-knit community and the opportunity to explore Australia's expansive outback while contributing to the region's economic development.

Position Overview

As the Manager Infrastructure Projects, you will play a vital role in delivering significant infrastructure design and construction projects across various domains such as land, roads, parks and more. You will oversee the Shire's Infrastructure capital works in Nullagine, Marble Bar and Newman, ensuring projects are completed within cost, time and quality constraints. This position involves managing complex projects through their full life cycle, including design, approvals, community consultation and funding applications, before transitioning them to the Project Management Team for delivery. Additionally, you will provide specialist civil engineering advice to staff and Council while maintaining confidentiality and effective communication.

Key Responsibilities

- Lead, guide and mentor employees, developing key talent and building a team of high-functioning professionals to deliver projects.
- Provide expert advice to internal and external stakeholders, maintaining relationships and overseeing large, complex and high-risk projects.
- Complete the full procurement process for consultants and contractors, including specification development, evaluation, award and contract management.
- Develop and continually update 10-year capital plans for new infrastructure assets and renewals, preparing project charters and ensuring projects are delivered within timelines.
- Ensure compliance with relevant standards, legislation and occupational health and safety requirements.

Key Projects

The Shire of East Pilbara has multiple planned projects over the next 5 years, these include:

- Newman Youth & Community Hub (\$40M)
- Airport Terminal Redevelopment (\$100M)
- Waste Water Treatment Plant (\$49M)
- Newman Recreational Centre Renewal (\$30M)
- East Pilbara Tourism (\$10M)



Opportunities and Challenges

There are numerous professional opportunities and challenges presented by the role including:

- There are frequent opportunities to cross-train and develop across various roles in the organisation, providing excellent key skills to advance your career.
- The infrastructure delivery requirements for the shire are broad in scope and offer the opportunity to be exposed to a number of different projects.
- The Shire is currently facing the challenge of having a number of crucial assets aging and requiring upgrades. The successful incumbent will be responsible for upgrading these aging assets and ensuring they meet current standards and the evolving requirements of the community.
- There is an opportunity to provide strong mentorship and guidance to junior staff members who will benefit from developing their understanding of local government organisations and general infrastructure delivery knowledge.



Stakeholder Engagement

The Manager Infrastructure Projects will have significant internal and external stakeholder engagement responsibilities, including with:

- Internal staff across the entire organisation.
- Local community members.
- Elected Members.
- Executive Leadership Team.
- Contractors.
- Regulatory Bodies.

The Team

The team is composed of capable and competent engineers, led by a professional and straightforward director. The overall dynamic is collaborative and friendly, maintaining a high level of professionalism.

The Culture

The Shire of East Pilbara boasts a friendly and open culture with an effective open-door policy, where issues are easily resolved and everyone is committed to the organisation's goals. While the team is cohesive and dedicated, given the unique location of Council, there can be challenges in obtaining contractors and suppliers which requires strong planning skills.



Qualifications, Skills & Attributes

- Tertiary qualification in engineering, or exposure to a similar position and a broad scope of infrastructure projects in lieu.
- Strong interpersonal skills with an ability to provide mentorship to junior staff.
- Adept skills in planning, project reporting and budget management.
- Excellent written and verbal communication skills.

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 Shire of East Pilbara will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. In return for your hard work and dedication, the successful candidate will be rewarded with an attractive TRP negotiable based on your qualifications and experience.

Benefits of the role include:

- Annual Salary – range \$138,000 to \$165,000 (includes leave loading)
- 11.5% Super plus additional 5%
- Shire Vehicle full private
- 5 weeks annual leave & RDO
- Relocation Assistance negotiable
- Shire Housing and utilities subsidised.

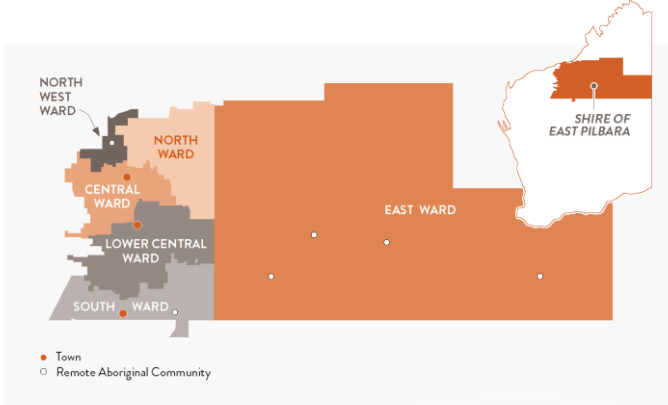


About Council

The Shire of East Pilbara, one of four local government areas in Western Australia's Pilbara region, spans 372,571 square kilometers, making it Australia's largest local government region, exceeding the combined size of Victoria and Tasmania.

The administrative hub of the Shire, situated in the town of Newman in the Shire's southwest, accommodates nearly half of the Shire's population which is currently estimated at 10,401 (2023 ABS ERP).

Established on 27 May 1972 through the amalgamation of the Shire of Marble Bar and the Shire of Nullagine, the Shire of East Pilbara experienced a significant administrative shift in 1987. This relocation saw the Shire offices and administration centre move from the Town of Marble Bar to Newman, following BHP's concession of the town, formerly a closed town, to the Shire.



The Shire of East Pilbara operates under a division into six wards: South Ward, North, North West, Central, Lower Central and East. Notable towns and localities within the Shire include Gibson Desert North, Marble Bar, Newman, Nullagine, Pardoo, Telfer and Jigalong Community.

Mining is the dominant industry in the Shire of East Pilbara, followed by construction. Mining contributes \$16.017 billion, comprising 89% of the Shire's total output. The BHP iron ore mine, Mount Whaleback in Newman, is the world's largest open-cut iron ore mine.

The Shire, led by 10 councillors and a Shire President, reported \$72.69 million in revenue and \$64.21 million in expenses for 2022/23.

Links to Council Information





Strategic Direction

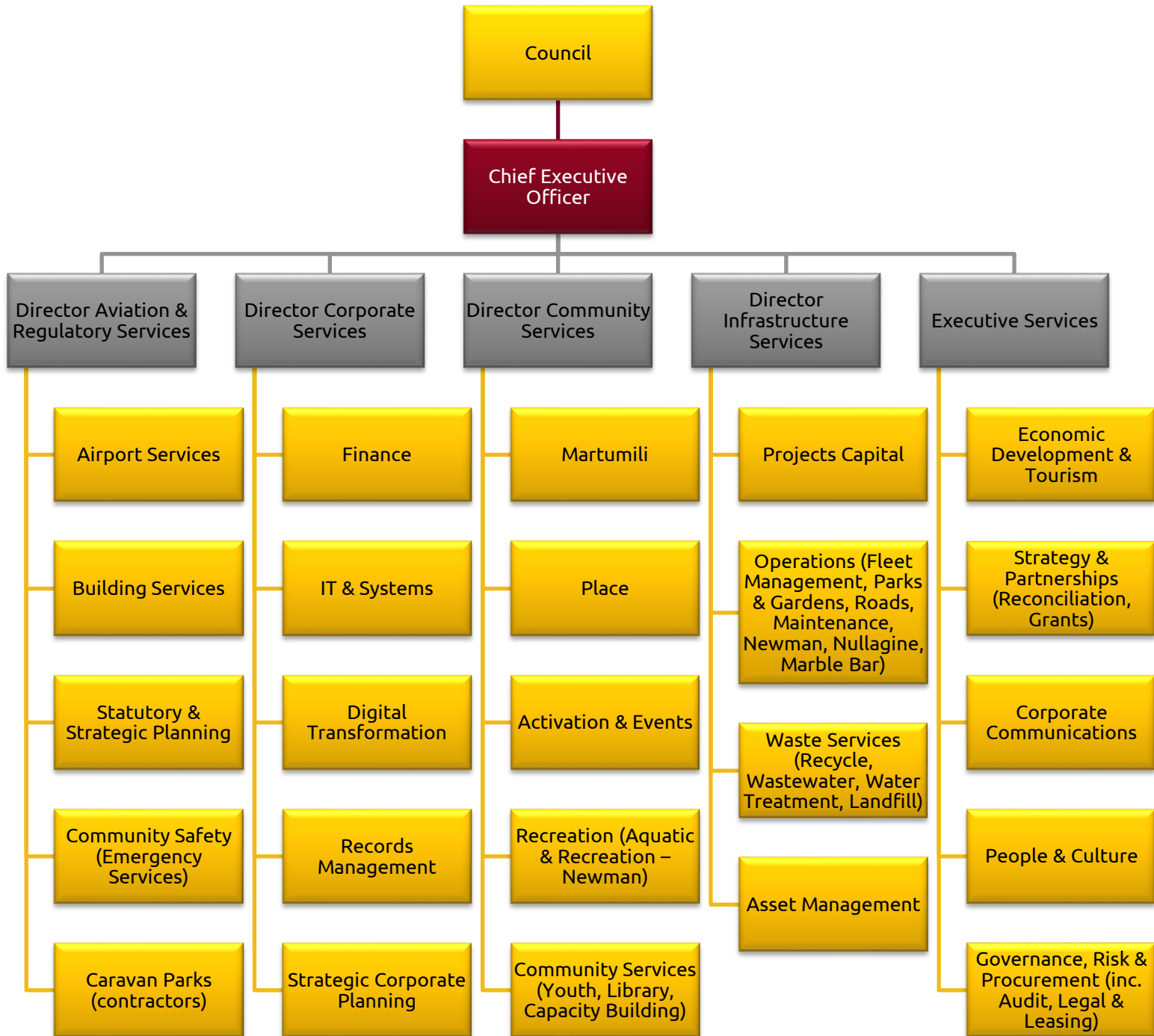
Community Vision

- Proud, connected, and resourceful communities
- Caring for our vast and ancient naturoscapes from desert to sea, under the endless sky
- Building on our strengths to grow and create opportunities for all

Key Result Areas and Outcomes

KEY RESULT AREAS	OUTCOMES
Economic	A diverse and sustainable economy, with a balanced population, providing equal opportunities and prosperity for all, and a fair share of the returns from our resources
Social	Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life
Built Environment	Distinctive places, with safe, easy, and affordable travel, reliable communications, housing choice, and capacity for residential, industrial, and commercial expansion
Natural Environment	Clean, green towns, using resources sustainably, and preserving landscapes and cultural places for current and future generations
Governance	Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources

Organisational Structure





Living in the Region



Housing

Housing in the Shire of East Pilbara offers a diverse range of options to suit various needs and preferences. From modern developments in urban centres like Newman to more rural settings in towns such as Marble Bar and Nullagine. Despite the remote nature of certain areas, the housing market caters to the growing population and the influx of workers attracted to the region's thriving industries.



Educational Facilities

Education facilities in the Shire of East Pilbara include both public and private primary and high schools providing quality learning opportunities. Though there are no universities or colleges within the immediate region, students can access tertiary education through online courses, distance education or by relocating to nearby cities such as Perth or Karratha.



Healthcare

Newman Hospital serves as the primary healthcare hub, offering emergency care, inpatient services and outpatient clinics. Additionally, the town of Newman hosts medical practices and allied health services to cater to the community's healthcare needs. Remote communities within the Shire are supported by health clinics, providing essential medical care and telehealth services. Specialist medical services are often accessed through referral systems or periodic visits from visiting specialists. While healthcare options are available within the Shire, patients requiring specialised treatment may need to travel to larger regional centres or metropolitan areas for advanced care.



Living in the Region



Shopping & Dining

The town of Newman boasts a range of retail outlets, including supermarkets, specialty stores and boutiques, providing essentials and unique finds. Dining experiences in Newman offer a variety of cuisines, from local eateries serving traditional Australian fare to international cuisines. While shopping and dining choices may be more limited in remote communities, they often feature local markets and cafes, providing opportunities for community engagement.



Sports & Recreation

Sport and recreation thrive in the Shire of East Pilbara, offering diverse opportunities for residents to stay active and engaged. The region is home to various sporting clubs catering to different interests, including football, cricket, netball and basketball. Facilities such as the Newman Recreation Centre provide indoor and outdoor spaces for fitness activities, team sports and community events. For outdoor enthusiasts, the vast natural landscapes offer ample recreation opportunities, including camping, hiking and exploring the rugged terrain. The picturesque Pilbara scenery also provides activities like fishing, swimming and off-road adventures.



Getting Around

The region's primary gateway is Newman Airport, offering regular flights to and from Perth. For those arriving by road, the Great Northern Highway provides a direct route to the Shire, connecting it to neighbouring regions and cities. Within the Shire, a public transportation service includes the RPT Bus operated by the Shire of East Pilbara, which runs between Newman and South Hedland. Additionally, taxis and car rental agencies are available in Newman for local travel needs.

Destination: Newman, WA



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 Shire of East Pilbara 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. Shire of East Pilbara 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.



Indicative Timeframes



Applications Open

- Week Commencing Monday 21 October 2024



Applications Close

- 5:00 pm Monday 11 November 2024



Initial Assessment

- Week Commencing 11 November 2024



Council Interviews

- Week Commencing 18 November 2024 (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.



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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Client Rating 

Candidate Rating 



ATTACHMENT

Position Description

POSITION DESCRIPTION

Position Title	Manager Infrastructure Projects
Classification Level	LGIA Level 10
Directorate	Infrastructure Services
Department	Infrastructure Projects
Reports to	Director Infrastructure Services
Position Number	210

1 POSITION SUMMARY

To deliver significant infrastructure design and development construction projects relating to land, roads, footpaths, drainage, parks, open space, bushland, bridges, streetlights, signs, bus shelters, park furniture, playgrounds, carparks, closed circuit television, landfills, waste water and plant assets. Responsible for the overall management of the Shire's Infrastructure capital works projects within the towns of Nullagine, Marble Bar and Newman within cost, time and quality constraints. This position will be given the complex and significant projects to deliver through the full project life cycle from commissioning modelling, designs and testing, drafting, seeking approvals, preparing estimates, undertaking community consultation, service locations, overseeing some land acquisitions, preparing funding applications and Project Charter planning and scoping, before handing over to the Project Management Team for Delivery, and while maintaining the highest standard of confidentiality and effective communication on all matters within the Organisation. Responsibility will also include the provision of specialist advice to all levels of staff and Council (where required) on Civil Engineering project management.

2 POSITION-LEVEL PRINCIPLES, OBLIGATIONS & ACCOUNTABILITIES

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Ensuring employee and customer satisfaction, engagement and excellence;
- Leading, guiding and navigating the management of employees under supervision, whilst developing and mentoring key talent;
- Supporting good governance through the application of good decision making and consistency of application;
- Building a team of high functioning professionals to deliver projects and outcomes for and on behalf of the Shire;
- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for large, complex and high-risk projects;
- Actively contributing towards the achievement of financial measures around margin, utilisation management and direct costs ensuring efficiencies and quality of service;

- Proactively reporting upon, and mitigating, organisational risks.

3 ROLE ACCOUNTABILITIES

Strategic Responsibilities

- Develop, update and improve the Shire's overall capital works delivery.
- Assist the Executive Team in implementing the integrated planning and reporting framework whereby our asset management plans inform our corporate business plan and annual budgets.
- Engage with relevant external regulators/industry leaders and keep abreast of technological developments to ensure project management practices and standards are following best practice.

Technical Responsibilities – Project Management

- Complete the full procurement process in the contractual engagement and management of consultants and contractors through quotes, formal request for quotes or tenders. This includes specification development, review, evaluation, award and contract management for all relevant projects.
- Prepare job briefs for the engagement of consultants and evaluate consultant proposals. Review buildability of designs as allocated.
- Provide a centre of expertise and high level specialist technical advice on project management.
- Ensure all Infrastructure Projects are delivered within timelines.
- Develop and continually update 10 year capital plans for new Infrastructure assets and renewal and upgrade of existing assets and prepare Project Charters defining the scope of capital projects.
- Undertake and coordinate complex investigations, conceptual planning and financial analysis for assessment, planning, design, development and remedial works of assets.
- Develop and deliver progress reports, proposals, and presentations to various key stakeholders.
- Take responsibility for quality control of Infrastructure projects.
- Take overall responsibility for managing contractors engaged for Infrastructure Projects.
- Ensure adequate project meetings are scheduled and attend and drive meetings as necessary.
- Ensure appropriate consideration, management, and governance of project variations.

Human Resource Management

- Manage the human resourcing requirements of the department.
- Act in higher positions of responsibility when requested by the Director of Infrastructure Services.
- Provide coaching and mentoring to staff and continue to develop them professionally and technically, including rotation of graduate engineers as applicable.
- Conduct regular supervision of direct reports and provide regular 360° feedback to staff.
- Undertake regular workforce planning to ensure continuity of projects delivery.

Ethics

- Support and promote the Shire's Code of Conduct within the team.
- Comply with relevant standards and legislation, regulatory requirements, corporate policy and ethical standards.

- Ensure self-compliance with the Shire's Code of Conduct and all internal policies and procedures, as well as maintaining responsibility for compliance and oversight of legislation such as the Occupational Safety & Health Act, Equal Opportunity Act, Local Government Act and any other relevant legislation.

Occupational Health and Safety

All employees have an important and responsible role in accident and injury prevention and will be encouraged to participate in improving standards of workplace safety and health.

All employees have a duty of care to:

- Ensure their own safety and health at work;
- Avoid adversely affecting the safety or health of any person through any act or omission at work;
- Comply with instructions given by their employer for their own safety or health or for the safety or health of other persons;
- Use such protective clothing and equipment as is provided by their employer in a manner which they have been properly instructed to use it;
- Not misuse or damage any equipment provided in the interests of safety or health; and
- Report forthwith to their employer:
- Any situation at the workplace that they have reason to believe could constitute a hazard to any person and they cannot correct themselves; and
- Any injury or harm to health of which they are aware that arises in the course of, or in connection with, their work.

Managers'/Supervisors' Duties:

Managers and supervisors, who are responsible for supervision of one or more persons, have general duties under the occupational safety and health legislation to ensure the safety of others at the workplace. The role and responsibilities of management is to:

- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- Provide such information, instruction, and training to, and supervision of, the employee as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the OSH management system;
- Apply OSH, relevant legislation and best practice, as applicable;
- Implement components of the OSH management systems as applicable to work area;
- Consult with the area Safety Representative and the Health, Safety and Injury Management Coordinator on OSH issues;
- Implement hazard identification, risk assessment and control; and
- Implement incident investigation, reporting and record keeping.

Design, Administration and Customer Service

- Ensure competent capital works planning and design for the Shire's engineering infrastructure assets including roads, drainage, bridges, paths, Parks/Gardens, street lighting, car parks and bus shelters, through development and mentoring of the Design and Development Coordinator.

- Represent the Shire in consultations and negotiations with Government agencies, local authorities, Water Services Association of Australia, standards organisations, consultants, developers and stakeholders.
- Ensure the efficient and effective conveyance of Council decisions to project stakeholders as directed.
- Ensure that the records associated with Shire matters are appropriately kept and updated as required.
- Lead and promote a strong customer service culture, ensuring a service delivery approach that is responsive within reasonable timeframes to address the issues and requests of stakeholders.
- Ensure customer service activities are professional and that all correspondence is dealt with in a professional and timely manner.
- Communicate appropriately with internal / external key stakeholders displaying integrity, confidentiality, strong boundaries and professionalism at all times.
- Provide outstanding team and project leadership to ensure the safe delivery of infrastructure capital projects that are high quality, and functional.
- Compile reports for Council when required.

Financial and Budgeting Responsibilities

- Ensure the effective management of resources in area of responsibility and prepare and monitor financial and budgeting requirements of the position.
- Plan, implement and complete projects relating to areas of specific accountability with set budgets.
- Implement projects as directed to ensure delivery on local priorities achieve outcomes linked to the Shire's Strategic Plan.

Other Duties

- Performs all other duties within the scope of the position as required by the Director.
- Undertake special tasks and projects as directed by the Director.

4 SELECTION CRITERIA

ESSENTIAL CRITERIA (to be considered for this role you must demonstrate the following skills and experience)

- Degree in Civil Engineering.
- Extensive experience in delivering projects in a local government context focussing on project management of civil and/or waste infrastructure, including (but not limited to) roads, bridges and culverts, drainage footpaths, signage, lighting
- Demonstrated contract management experience managing consultants and contractors, ideally within a local government environment
- Ability to create, read and explain complex engineering drawings
- Extensive knowledge of local government infrastructure
- Demonstrated knowledge of traffic management
- Highly developed interpersonal skills, including written and verbal communications, customer service, decision making and negotiation skills that will enable positive and effective interaction with stakeholders
- Highly developed self-management, organisational and time management skills
- Well-developed skills in the use of computer software packages (Eg. Microsoft Office, Synergy, Intramaps and relevant engineering software)

- Current WA 'C' Class Driver's Licence

DESIRABLE CRITERIA

- Previous exposure to financial management and budgetary procedures
- Previous experience within a local government or public service provider in relation to asset management
- Post graduate qualifications in management and/or project management and/or engineering
- Chartered Professional Engineer
- Eligible for membership to Engineers Australia

EMPLOYMENT CONSIDERATIONS

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check;
- A Current National Police Clearance;
- Hold the appropriate rights to work in Australia;
- Completion of a pre-employment medical.

5 GENERAL ACCOUNTABILITY, ATTITUDE, BEHAVIOUR AND CONDUCT

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees such as employee integrity, confidentiality, Shire reputation, efficiency and efficacy, and fraud and corruption prevention.

6 RELATIONSHIPS

Responsible to:	PD003 Director Infrastructure Services
Number of Staff Positions: (Directly Supervised)	1 Lead Project & Design Engineering 2 Snr Project Engineers 1 Project Engineer
Number of Staff Positions: (Indirectly Supervised)	Nil
Internal: All Shire Staff	
External: Government Departments and Agency staff, other Local Governments, Community Organisations, General Public and Commercial Organisations	

7 EXTENT OF AUTHORITY

Operates under the limited direction of the Director Infrastructure Services in accordance with statutory provisions of the Local Government Act and other relevant legislation including established guidelines, procedures and policies of the Shire. Perform all other duties as required and in accordance to classification level.

8 POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational needs.

Signing this position description indicates an agreement and acceptance of the contents and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date:



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