

DIRECTOR, CITY INFRASTRUCTURE

POSITION DESCRIPTION

Position Title:	Director, City Infrastructure
Responsible To:	Chief Executive Officer
Council Portfolio:	City Infrastructure
Classification Level:	Managerial, Common Law Contract

Overview of Portfolio

The City Infrastructure Portfolio is responsible Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Key Relationships / Interactions

Internal	- Chief Executive Officer - Leadership across the City Infrastructure Portfolio - City of Adelaide (CoA) Executive and wider CoA Leadership Team - CoA employees across all Portfolios and Programs - Lord Mayor and Council Members
External	- State and Federal Government agencies - Local Government counterparts - Community partners and local businesses - Customers and strategic networks, national and international - Community and stakeholder groups relevant to specific initiatives or consultancies - Regional and local planning bodies - Key stakeholders including residents, workers and businesses - Service providers, suppliers and consultants

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Primary Purpose

As part of the Executive Team the Director, City Infrastructure will:

- Contribute to the creation of the organisational vision, purpose and direction to effectively achieve strategic objectives.
- Create the strategic direction for the City Infrastructure Portfolio ensuring alignment with organisational requirements and political drivers.
- Lead the delivery of delivers essential local government services for our community, making it easier to conduct business in our City, and providing a safe and attractive urban environment for our community

Responsibilities

The Director, City Infrastructure is responsible for:

- Driving a culture of accountability and delivery through clarity of direction creating a customer centric and resilient workforce.
- Providing leadership to the following program areas:
 - Infrastructure
 - Strategic Property and Commercial.
- Leveraging the development and management of Council's property assets and identifying opportunities in partnership with the private and public sectors, to generate income, create employment opportunities, and reinvigorate City precincts, building a prosperous City.
- Providing strategic leadership to the whole of life planning and management of our diverse community infrastructure assets and seeking partnerships with government bodies to deliver on Council's strategic plans.
- Partnering with government agencies and key stakeholders, initiating, developing and maintaining strong networks to facilitate their engagement in, and support for, major projects and initiatives of the Council.
- Analysing leading edge professional and technical developments and providing specialist advice to the Chief Executive Officer, Council and the Executive in the functional areas within the City Infrastructure Portfolio.
- Implementing benchmarking protocols that ensure the City Infrastructure Portfolio's services meet best practice standards.
- Leading and managing strategic plans and projects with a deep understanding and passion for creativity and innovation. At the same time, bringing both strategic and tactical expertise to all financial and business agenda activity, applying a strong commercial acumen to achieve best outcomes for Council.
- Providing leadership to organisational improvement initiatives including establishing continuous improvement and the achievement of quality standards in the Portfolio's business and performance.
- Ensuring the efficient and effective management and monitoring of resources applied to the Portfolio's operations and programs and exercise all delegated authorities diligently.
- Build and maintain effective relationships with Council Members and State and Federal Government stakeholders to position the organisation to achieve success.

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Responsibilities for all Leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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Position Criteria

Qualifications	A tertiary qualification in Engineering, Design, Planning, Project Management, Business Management or similar and /or substantial experience and capability in relevant fields or equivalent commensurate experience.	Essential
	Post graduate qualifications in business administration or similar.	Desirable
People Leadership	Demonstrable experience in successfully leading a professional group through organisational change with demonstrated ability to act and lead as an effective change agent, positively influencing outcomes and delivering benefits across the organisation. Demonstrate experience in driving a culture of accountability and performance. Effectively communicate strategies to ensure a sense of purpose and line of sight. Create a structure that enables the efficient delivery of strategic priorities and services, enabling an environment of agility, customer centricity, positivity and resilience to change. Guide, mentor and develop people to build organisational capability and growth. Proven experience as an effective member of an Executive Team of a large, complex organisation.	Essential
Financial Skills & Business Acumen	Demonstrated ability to professionally lead and manage the commercial and business management processes for a large organisation in accordance with corporate objectives and strategic directions. Manage and work across a diverse range of highly complex tasks simultaneously to establish priorities and meet deadlines. Strong business and commercial acumen with the ability to respond to and influence political queries, scrutiny, opportunities and sensitivities. Strong strategic financial management abilities to lead change in financial accountability with emphasis on benefit realisation from all financial outcomes.	Essential
Technical Knowledge & Experience	Extensive experience and proven ability in objectively identifying and analysing complex, contentious, politically sensitive and strategic issues, expressing clear and meaningful goals/plans and defining, leading and delivering the necessary approaches and courses of action to achieve effective long-term outcomes. Substantial knowledge of programs that provide opportunities for the strategic infrastructure transformation of the City incorporating design strategy, infrastructure management and capital works. Sound understanding of: Planning and development principles and current policy directions of the State Government.	Essential

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	Design, engineering and project management strategies and emerging policy directions of the Federal and State Governments. A thorough knowledge of the social and economic environment, its relevance to the provision and management of major programs and the responsibility placed on service providers for public involvement/ accountability and demonstrated ability to effectively apply that knowledge.	
	A sound working knowledge of Acts and regulations affecting Local Government administration.	Desirable
Innovation & Initiative	Proven experience in managing and applying best practice business management principles and practices to the development and delivery of strategies, development plans, initiatives, programs, policy and procedures for the management and marketing of major business enterprises and monitoring and reporting on outcomes. Ability to measure and mitigate strategic risk.	Essential
Resource Management & Decision Making	Ability to demonstrate an evidence-based approach to decision-making, balancing governance and innovation and in delivering strategic and operational advice.	Essential
Professional Development	An ongoing commitment to maintain and continually develop knowledge of current practices within a local government context.	Essential
Customer Commitment & Integrity	Highly developed communication skills which demonstrate significant and proven ability in developing and maintaining cooperative/strategic working relationships, including recognising and resolving conflict and managing the process of negotiation and mediation, with industry, government agencies at local, state and commonwealth level and other stakeholders.	Essential
Collaboration & Communication	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing. Highly developed political acumen and sensitivity to, and awareness of, government processes.	Essential
Project Management	Experience in engineering consultancy and design management of major projects.	Desirable
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence.
- I have reviewed and understand the delegations associated with this position.

Physical Demands

The table below summarises the physical demands of this role.

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.