Position Description

Position Title	**Executive Manager Works**
Department	Works
Award	Negotiated contract
Level	Executive
Employment	Permanent, full-time

Position Summary

The Executive Manager Works is a member of the Executive Leadership Team and is accountable to the CEO for delivery of the Shire's capital works and maintenance programs across roads, buildings, parks and other infrastructure.

The position delivers these programs through a Works Coordinator Building and Maintenance (building maintenance, parks and gardens, and cleaning) and a Works Coordinator Outside Crew (roads, drainage and infrastructure). This allows the Executive Manager Works to plan, procure and oversee projects rather than supervise crews day to day, so that the capital works program is delivered safely, on time and within budget.

Key Duties and Responsibilities

Capital Works and Maintenance Programs:

- Develop the annual and forward capital works and maintenance programs and deliver them within the financial year
- Plan, scope, estimate and schedule road, building and infrastructure projects, using in-house crews and contractors
- Monitor expenditure against the capital budget and report monthly to the CEO and Council on progress, expenditure and risks, including through the monthly statement of financial activity
- Direct the Works Coordinators in delivering the building and maintenance program and the roads and infrastructure program
- Lead project management for all Works projects, including planning, scoping, procuring and overseeing delivery to time, budget and quality

Procurement and Contract Management:

- Prepare specifications, requests for quotation and tenders in line with the Local Government (Functions and General) Regulations 1996 and the Shire's Purchasing Policy, and provide tender details to the Executive Manager Corporate Community and Commercial for the tender register
- Manage contractors and consultants, including performance, variations, claims and safety compliance, and provide contract details to the Executive Manager Corporate Community and Commercial for the central contract register

Assets, Plant and Funding:

- Maintain asset management plans and asset data for roads, buildings, plant and other infrastructure
- Manage the plant and fleet replacement program, servicing and utilisation
- Prepare funding submissions and acquittals for road and infrastructure grants, including Regional Road Group and Roads to Recovery programs, and disaster recovery claims for flood-damaged roads

Safety and Compliance:

- Lead work health and safety for the Works portfolio under the Work Health and Safety Act 2020 (WA), working with the Shire's work health and safety contractor, including traffic management, inductions, inspections, recording and reporting hazards and incidents, and incident investigation
- Act as the Shire's lead for work health and safety, overseeing the engagement and performance of the Shire's work health and safety contractor and coordinating work health and safety matters across the Shire with the other Executive Managers
- Work with the Executive Manager Governance on injury management and return to work for injured employees in the Works portfolio
- Ensure works comply with relevant standards, environmental approvals and heritage requirements

Waste and Cemeteries:

- Manage the Shire's waste services, including the refuse site, waste collection and compliance with licence conditions
- Manage the Shire's cemeteries, including maintenance

Regulatory Services:

- Coordinate the Shire's contracted town planner, environmental health officer and building surveyor
- Coordinate ranger services, including animal control under the Dog Act 1976 and the Cat Act 2011, enforcement of local laws and firebreak inspections

Bush Fire and Emergency Management:

- Coordinate with the Shire's volunteer bush fire brigades on the provision of bush fire equipment, supplies and personal protective equipment, in line with the Bush Fires Act 1954, including the annual firebreak notice, burning permits and the appointment of Bush Fire Control Officers
- Participate in the Local Emergency Management Committee (LEMC) and, where required, the District Emergency Management Committee (DEMC) under the Emergency Management Act 2005, and maintain the Shire's Local Emergency Management Arrangements

Leadership:

- Lead, supervise and develop the Works team through the Works Coordinator Building and Maintenance and the Works Coordinator Outside Crew
- Contribute to whole-of-organisation leadership as a member of the Executive Leadership Team
- Implement Council decisions relevant to the Works portfolio
- Ensure the statutory compliance obligations of the Works portfolio are identified and met, seeking advice from the Executive Manager Governance where required
- Assist the Executive Manager Governance to complete the annual Compliance Audit Return, providing information and evidence for all matters within the Works portfolio
- Prepare the Works budget, manage expenditure and prepare reports to Council
- Respond to community and road user enquiries, and support emergency management and recovery as required

Organisational Duties and Responsibilities

- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour
- Adhere to and comply with governance principles, Council procedures and policies, delegations, lawful directions and the Shire's Code of Conduct for Employees
- Create and maintain accurate records in accordance with the State Records Act 2000 and the Shire's Recordkeeping Plan
- Use Shire funds, vehicles, plant, equipment and information responsibly and only for authorised purposes
- Participate in the development of a safe and healthy workplace
- Cooperate with management in its fulfilment of its obligations under the Work Health and Safety Act 2020 (WA)
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care under the Work Health and Safety Act 2020 (WA)
- To report any injury, hazard, incident or illness immediately
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Carry out other duties within their skills, competence and training as directed

Statutory Framework – Local Government Act 1995 (WA)

- The position is established under section 5.36(1)(b) of the Local Government Act 1995 (WA) (the Act) and forms part of the organisational structure endorsed by Council on 11 November 2026 (Resolution 177/26)
- Appointment is made by the Chief Executive Officer under sections 5.36(3) and 5.41(1) and (2)(d) of the Act. Selection is on the basis of merit and equity, without nepotism, patronage or unlawful discrimination, in accordance with section 5.40
- The occupant must comply with the Shire's Code of Conduct for Employees prepared under section 5.51A of the Act
- The CEO will review the occupant's performance at least once in every year of employment, as required by section 5.38.
- The Shire has not designated any senior employees under section 5.37 of the Act, and the employment, management, supervision and direction of this position rest with the CEO under section 5.41.
- The occupant must disclose any interest when giving advice or a report to Council or a committee (section 5.70) and, as a designated employee exercising delegated powers, must lodge primary and annual returns (sections 5.75 and 5.76)
- The occupant exercises only those powers and duties delegated in writing by the CEO under section 5.44 and recorded in the Delegations Register

Key Reporting Relationships

Reporting to:
Chief Executive Officer

Other positions reporting into this position:
Works Coordinator Building and Maintenance
(Building Maintenance Supervisor, two Gardeners and two Cleaners)
Works Coordinator Outside Crew
(Works Foreman, five General Hands and a Grader Operator)

External relationships:
Councillors, through the CEO
Government agencies
Contractors, consultants and suppliers
Funding bodies, road users, businesses and ratepayers

Key Behavioural and Capability Indicators — Level - Advanced

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment and in the annual performance review. The focus capabilities for this role are shown below with a brief explanation of what each capability covers

- **Act With Integrity** – Acts honestly, ethically and with discretion; Follows the Code of Conduct, legislation and Shire policy; Reports inappropriate behaviour, misconduct and conflicts of interest
- **Demonstrate Accountability** – Takes responsibility for own work and decisions within delegated authority; Follows safe work practices; Identifies and manages risk
- **Deliver Results** – Achieves agreed outcomes on time, to standard and within budget; Perseveres through obstacles
- **Project Management** – Plans, scopes, procures, delivers and reports on projects to time, cost and quality
- **Finance** – Understands and applies financial processes; Uses public money responsibly; Complies with financial delegations and the Purchasing Policy
- **Assets and Tools** – Uses and maintains plant, equipment, systems and facilities safely, efficiently and in line with procedures
- **Manage and Develop People** – Sets clear expectations; Coaches and reviews performance; Addresses performance and conduct issues fairly and promptly
- **Inspire Direction and Purpose** – Translates Council and CEO direction into clear team goals; Models the Shire's values; Builds a positive culture

Selection Criteria

Knowledge and Experience

- Substantial experience managing civil works, road construction and maintenance, and building maintenance programs, preferably in rural or remote local government
- Experience delivering capital projects to time and budget using both day labour and contractors
- Working knowledge of local government procurement and tender requirements
- Sound knowledge of work health and safety obligations and traffic management
- Experience with asset management and grant-funded road programs

Skills

- Strong project and contract management skills
- Budget preparation, cost estimation and financial monitoring skills

- Clear written and verbal communication, including report writing for Council
- Proven ability to lead outdoor and trade teams through coordinators and build a positive safety culture
- (Desirable) Working knowledge of local government software, such as SynergySoft (ReadyTech), and asset management systems

Qualifications

- Tertiary or trade qualification in civil engineering, construction, project management or a related field, or equivalent senior experience
- (Desirable) Worksite traffic management accreditation and Construction Induction (White Card)

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role, including drug and alcohol screening
- Current WA 'C' driver's licence
- Full working rights
- Willingness to live in Menzies. Shire housing may be available subject to policy.
- Physical ability to perform the inherent requirements of the role, including outdoor work in hot and remote conditions
- Availability to attend Council meetings and other commitments outside normal business hours

I have read and understood this position description.

Name of current incumbent:	**Signature:**	**Date:**
Chief Executive Officer	**Signature:**	**Date:**
Anita Nathan (Anitha Varadaraj)		