Position Description – *Manager Assets, Infrastructure & Regulatory Services*

1. Position Details					
Position Title:	*Manager Assets, Infrastructure & Regulatory Services*	Code:	MGIS	Classification level:	
Division:	Assets, Infrastructure and Regulatory Services			Date Issued:	November 2026
Reports to:	Chief Executive Officer			Date Reviewed:	November 2027
Supervising:	Assets, Infrastructure and Regulatory Services			Primary location:	Port Broughton Office, Bay St, Port Broughton

2. Position Context			
Summary:	This role is responsible for leading the planning, delivery and maintenance of the Council's infrastructure, asset management and regulatory functions in alignment with Councils strategic objectives and community expectations. The role oversees roads, buildings, parks, waste services, fleet, capital works programs, development compliance and regulatory services to ensure the efficient delivery of services. As a member of the Executive Leadership Team, the position provides strategic advice to the CEO and Council, manages operational budgets and resources, and ensures compliance with legislative requirements. The role drives continuous improvement, asset sustainability and service excellence to support the long-term wellbeing and growth of the community.		
Key Performance Areas (KRAs):	• Strategic • Operational • Financial • Reporting • Work Health & Safety • Leadership	Key Interactions / Relationships	• Mayor & Elected Members • Chief Executive Officer • Leadership Group • Council Staff • Community • Contractors
Special Conditions:	• A national police clearance will be required before commencing in the position • Out of hours work and travel will be required. Attendance at Council Meetings is a requirement of this role.		

	• Maintain a current South Australian driver's license
3. Primary Outcomes and Accountabilities	
Strategic	• Develop an integrated works program (capital and maintenance) in accordance with Councils budget • Develop practical frameworks for the delivery of key strategic Council capital works and asset management programs • Ensure Council assets and infrastructure are maintained to the required service levels as outlined in Council's Asset Management Plan and within the annual budget and Long-Term Financial Plan • Work closely with other 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 • Lead and manage development assessment, planning and building compliance, public & environmental health and compliance functions of the Council • Analyse best practice professional and technical developments and provide recommendations and advice to the Chief Executive Officer, Council, and the Leadership Team • Promote and support the ongoing development and implementation of Council's project management framework to ensure the effective and efficient delivery of projects • Facilitate the development and preparation of the Council Strategic plans through provision of financial information relevant to infrastructure, asset and regulatory services • Provide strategic direction for the operation of the municipal waste management services including kerbside collections, transfer stations, and disposal facilities • Contribute to relevant regional forums e.g. on transport, waste management, emergency management, etc.
Operational	• Implement, maintain, and ensure adherence to the provisions of the Local Government Act, Road Traffic Act, Australian Standards, Council Policies and Procedures, agreements, and all other legislation • Manage the assets, infrastructure and regulatory services workforce to ensure optimum utilisation of all resources • Effectively oversee major projects ensuring viable and sustainable outcomes based upon broad stakeholder input and regular reporting to the Chief Executive Officer, Council, and other stakeholders • Ensure effective asset management for existing infrastructure including maintaining asset registers, asset modelling, asset valuations, and asset renewal works programming

	• Ensure the effective engagement and management of consultants and contractors, including appropriate specifications, tender documentation, and compliance monitoring • Direct the functions of development assessment, building compliance and land use planning for Council. • Oversee investigations, inspections and enforcement actions to ensure compliance with relevant legislation, bylaws and council policies • Exercise the statutory powers, duties, delegations and responsibilities associated with the position. • Represent the department at relevant Council meetings and ensure that meeting agenda reports are prepared to a high standard in accordance with statutory requirements. • Manage the expectations of key stakeholders by ensuring a high level of customer service delivery • Oversee the ongoing management of Community land and infrastructure
Financial	• Undertake appropriate levels of financial analysis prior to the purchase of goods / services, engagement of consultants/contractors and employment of staff to ensure informed decisions are made • Work closely with the Manager Corporate and Community Services to manage the financial budgets for services
Reporting	• Prepare reports and replies to correspondence in a timely manner in relation to Assets, Infrastructure and Regulatory Services • Provide monthly progress reports as they relate to the integrated works program (capital and maintenance)
Work, Health and Safety and Return to Work Incident Reporting and Investigation Hazard Management	• Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers. • Ensure accountabilities for incident reporting and investigation are effectively implemented as per the WHS Incident Reporting and Investigation. • Ensure the requirements of Councils WHS Hazardous Work Policy and Hazard Management and related procedures are effectively implemented and maintained. • Ensure the requirements of Councils WHS Contractor Management Policy and Procedure are adhered to.

Contractor Management WHS Induction and Training WHS Planning and Program Development Return to Work	• Ensure employees are trained in WHS requirements relevant to their position as per the WHS Induction and Training procedure. • Participate in the review and continuous improvement of Councils WHS Management Plan and WHS System development to ensure a safe working environment, with effective consultation and communication. • Ensure Councils WHS Health and Safety and Return to Work Policy and Workplace Return to Work Procedure are effectively implemented and adhered to. • Lead the early intervention strategies and support injured workers in the Return to Work (RTW) processes
Leadership	• Contribute to the strategic leadership and effective management of Council as a member of the Executive Leadership Team • Provide sound strategic advice to the Chief Executive Officer and Elected Members. • Provide leadership to the Assets, Infrastructure and Regulatory services portfolio and support their performance and development • Lead by example through self-development in both technical and leadership competencies • Lead, inspire, motivate, coach, mentor, and support Council staff • Promote and encourage a high performing culture • Responsible Officer under the Public Interest Disclosure Act 2018. • Foster productive relationships with Elected Members, employees, community groups, government agencies and key stakeholders • Responsible Officer under the Public Interest Disclosure Act 2018.
4. Position Skills / Experience / Knowledge Profile	
Skills and Abilities	• Ability to balance strategic leadership with hands on operational responsibilities • High level interpersonal skills, tact, and diplomacy, including the ability to effectively communicate and negotiate both internally and externally to the Council

	• Demonstrated ability in managing the expectations of key stakeholders at an Executive level • Ability to manage and resolve conflict situations through the process of negotiation • High level of strategic thinking and decision-making skills • Highly developed emotional intelligence, including self-awareness, empathy and the ability to build trusted relationships, influence others and lead through change • Highly developed political astuteness and sensitivity/awareness to Council matters • Strong customer/community focus • Leaderships skills which foster cooperation, skill development and support of others with an emphasis on customer service • Strong financial and business acumen skills • Comprehensive reporting skills
Experience	• Previous management of a diverse portfolio of services in Local Government or similar environment • Proven experience developing and managing large capital assets works • Experience in overseeing development assessment, planning and building compliance and environmental health and regulatory activities • Experience managing contracts, procurement processes and the performance of external contractors and consultants • Demonstrated experience leading teams • Project management experience • Experience in analysing complex and/ or politically sensitive strategic issues and developing appropriate, cost-effective long-term solutions whilst managing key stakeholder expectations • Experience in developing and implementing asset, infrastructure and regulatory policy • Demonstrated experience in implementing Strategic and Corporate Plans
Knowledge	• Knowledge and understanding of the development and delivery of infrastructure services on behalf of Council • Strong capital works and/or property management background • A thorough knowledge of the social and economic environment, its relevance to the provision and management of major infrastructure/services and the responsibility placed on service providers for public involvement/accountability • Demonstrated knowledge of, and commitment to, sustainable Asset Management Practices

	• Knowledge of relevant legislation, standards and regulations relating to local government infrastructure, development assessment, planning, building compliance, environmental health and regulatory services • Understanding of enforcement principles, regulatory compliance processes and community safety responsibilities within local government. • Knowledge of strategic planning, budget development, performance reporting and continuous improvement practices. • Detailed knowledge of Local Government processes and how they impact on Council operations • Comprehensive knowledge of statutory requirements relevant to the delivery of infrastructure, assets & regulatory services

5. General	
Training	• Initiate and attend professional development activities • Attend conferences to promote the Council and gain further skills
Qualifications	• Relevant tertiary qualifications in civil and or management or related discipline • Membership of an appropriate professional institute is desirable
WHS / Risk Management	As per the legal requirements of the WHS Act 2012, all workers are responsible for ensuring work, health and safety is a core commitment and investment whilst engaged at the Barunga West Council. Comply and ensure compliance with Councils Work Health and Safety and Injury Management Policies and Procedures.
Special Requirements	Employees are required to participate in the Personal Development Planning system (PDP) as determined by management.
Medical	To achieve our objective of creating, promoting, and maintaining a safe and healthy working environment, the Barunga West Council requires, as part of the selection process, employees to undertake a pre-employment medical examination inclusive of drug testing.

Records Management	Ensure Records Management activities are conducted and completed in accordance with Council Policies and Procedures and in accordance with the State Records Act 1997, Freedom of Information Act 1991, and Local Government Act 1999.
Equal Opportunity Responsibilities	Demonstrate and promote equal employment opportunity principles in the workplace and ensure legislative equal opportunity requirements are adhered to.
Employee Code of Conduct	Adhere and comply with the Councils Employee Code of Conduct.
Other Duties	Other duties undertaken as required within the skill base as directed from time to time by the Chief Executive Officer.

6. Approved

Employee Signature:	**Date:**
Employee Name:	

Approved by:	**Date:**
Approver Name:	

Reviewed by Signature:	**Date:**
Reviewer Name:	