

Position Title:	Director Technical Services / Infrastructure
Position Number:	1005
Division:	Technical Services
Section:	Executive Leadership Team
Grade:	18

Primary Purpose

The Director Technical Services / Infrastructure is a key member of Council's Executive Leadership Team and plays a critical role in shaping and delivering Orange City Council's strategic objectives. The position provides high-level leadership across all infrastructure functions to ensure Council delivers reliable, efficient, and customer-centred services that meet the needs of our growing community.

The role is accountable for translating Council's strategic direction into clear operational plans, leading the Infrastructure Division, and driving performance, innovation, and continuous improvement across infrastructure assets, services, and projects. This includes responsibility for major works, building services, depot operations, airport, waste, water and sewer, and broader capital delivery.

The Director fosters a high-performance culture, champions contemporary leadership behaviours, and ensures resources are aligned to deliver value for the community.

Position Requirements

- Tertiary qualifications in a relevant discipline, coupled with significant executive experience leading large, complex infrastructure or technical service portfolios.
- Proven ability to lead large, multidisciplinary teams and drive workforce capability, performance, and engagement.
- Highly developed communication skills with the ability to build trust and influence across all levels, including Councillors, external partners, and the community.
- Demonstrated experience in financial management, business planning and managing large-scale operational and capital budgets.
- Strong analytical and strategic thinking skills, with the ability to lead change and embed best-practice systems and approaches.
- Understanding of local government operations, legislative requirements, and regulatory environments.
- Commitment to modelling Council's values and maintaining high ethical and professional standards.
- Satisfactory Criminal Record Check.

Key Accountabilities/Duties

Strategic Leadership

- Provide strategic direction for the Infrastructure Division, ensuring alignment with Council's vision and long-term community outcomes.
- Deliver forward-looking infrastructure strategies that support growth, sustainability, climate resilience, and evolving community expectations.
- Lead the ongoing modernisation of infrastructure functions, with a focus on innovation, technology, and service excellence.

Operational Delivery

- Oversee delivery of a broad portfolio of infrastructure services including capital works, operational works, building services, depot operations, airport, waste, water and sewer.
- Ensure service delivery is cost-effective, efficient, and responsive to community and stakeholder needs.
- Maintain awareness of sector trends, technological advancements, and best practice to guide continuous improvement.

Financial & Asset Management

- Lead the development and oversight of budgets, ensuring responsible financial management and transparent reporting.
- Drive a proactive, whole-of-life asset management approach, ensuring assets are aligned with operational needs and deliver long-term value.
- Ensure sustainable planning, acquisition, maintenance, and disposal of Council assets.

Governance, Policy & Compliance

- Ensure compliance with the Local Government Act 1993 and other relevant legislation.
- Develop, review, and implement policies, operational plans, and frameworks that support effective and compliant service delivery.
- Provide accurate and timely advice to the CEO, Executive, and Councillors.

Stakeholder Engagement & Relationships

- Build strong working relationships with Councillors, staff, community groups, government agencies, and industry partners.
- Represent Council in relevant forums, partnerships, and committees.
- Support effective communication between Councillors and the organisation, ensuring information is clear, timely, and relevant.

Leadership

- Inspire, lead, and develop staff to create a high-performing, collaborative, and values-driven culture.
- Ensure performance management, talent development, and succession planning frameworks are in place and effective.
- Foster innovation, accountability, and continuous improvement across the division.
- Champion a safe, healthy, and inclusive workplace culture.

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Ownership - Expert "Innovates it" <i>Take responsibility and ownership of work and delivering to quality standards</i></p> <ul style="list-style-type: none"> • Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Creates a climate in which people feel supported to take responsibility for outcomes
Relationships	<p>Communicate and Engage - Expert "Innovates it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Puts forward compelling arguments • Explains complex concepts appropriately for diverse audiences • Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure • Invites, actively listens and responds respectfully to questions, comments and suggestions <p>Influence and Negotiate - Expert "Innovates it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution
Results	<p>Plan and Prioritise - Expert "Innovates it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Sets and communicates organisational objectives, ensuring these are the focus for planning activity • Considers the organisation's long term role in the community and region when planning • Ensures that a governance framework enables high quality strategic, corporate and operational planning • Ensures effective governance of program and project management, including acceptance of new initiatives
Technical	<p>Health, Safety and Environment - Leads "Masters it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Undertakes risk assessments at team to section level • Engages team members to check if safety protocol is effective • Recognises and encourages safety feedback / initiatives across teams, sites and business areas • Has system in place to ensure all appropriate safety measures are undertaken in team/section • Implement safety improvement initiatives

Workforce Leadership

Manage and Develop People - Expert "Innovates it"

Engage and motivate staff, develop capability and potential in others.

- Creates a climate in which people across the organisation want to do their best
- Ensures the organisation engages in effective performance management, development planning and talent identification
- Drives executive capability development and ensures effective succession management practices
- Creates a climate in which senior staff value regular feedback, continuous learning and new experiences
- Ensures workforce management systems, policies and practices are inclusive of all individuals
- Instils a sense of urgency around addressing performance problems among leaders in the organisation

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS

responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- All employees must comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	