

POSITION DESCRIPTION

POSITION TITLE	Director Infrastructure
DIRECTORATE/SECTION	Infrastructure
LEVEL	Negotiated Contract
RESPONSIBLE TO	Chief Executive Officer

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

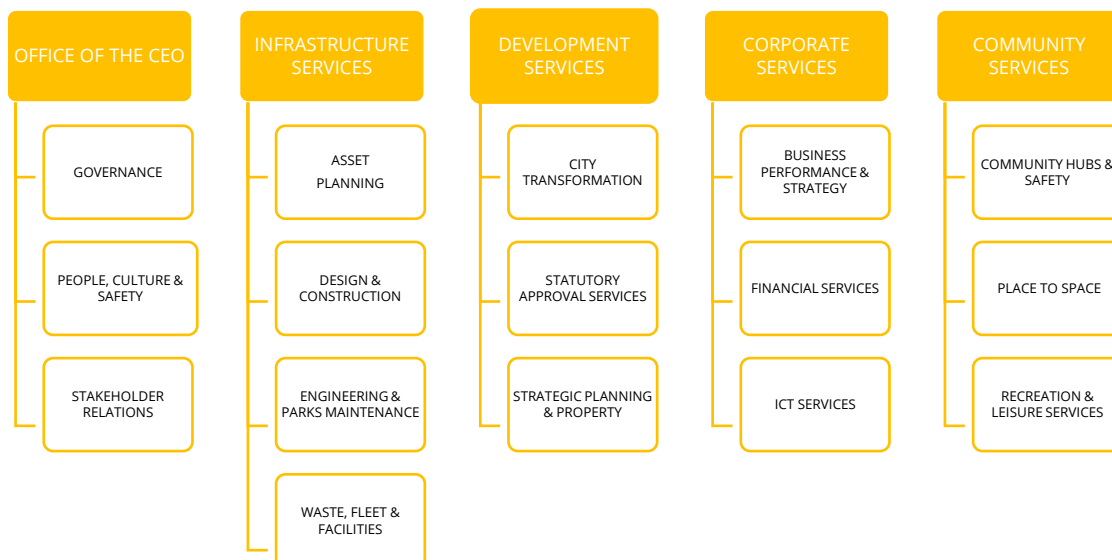
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally, and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Ensure through contemporary management and the maximisation of available resources that the Infrastructure Directorate are administered strategically, effectively, and efficiently.

KEY RESULT AREAS

COUNCIL (ELECTED MEMBER) AND EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Council (including Committees) and the Executive are fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the Infrastructure Directorate.

STRATEGIC / OPERATIONAL PLANNING

- Effective strategic and operational business plans and service reviews (appropriately linked to relevant goals within the City's strategic plan(s)) are developed; implemented and regularly reviewed for the Infrastructure Directorate; including plans for each of the individual service areas.

CUSTOMER MANAGEMENT

- The strategic management and operational environments related to the Infrastructure areas are proactively maintained, improved, and produce the highest possible levels of community satisfaction through the provision of high quality and initiatives, programs, services, and facilities.
- A strong customer centric culture will be pursued and will align to the Customer Service Strategy and Charter of the organisation. Customers should be analysed in terms of the kind of customers and the processes being provided to the different customer groups.

LEADERSHIP AND DEVELOPMENT

- Infrastructure teams and direct reports are consistently provided with high quality; dynamic; innovative and proactive strategic leadership; guidance and support, including regular and constructive feedback about performance and development opportunities.
- A dynamic learning environment is to be pursued to ensure employees self-improve and display the corporate cultural attitudes that are expected in a service centric organisation
- Lead organisational culture through visible leadership, fostering continuous improvement, innovation and collaboration to create high-performing, accountable and customer-focused directorate while contributing to a whole-of-organisation leadership approach.

BUSINESS PROCESS MANAGEMENT

- All mission-oriented and support business processes are continually reviewed and improved and are used to measure the effectiveness of the directorate and ensure that all products and services conform to customer requirements.

WORKPLACE HEALTH & SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), the primary duty of care is to ensure the provision and maintenance of a working environment that is safe and without risks to health so far as reasonably practicable.

- Exercise due diligence to ensure the PCBU complies with its health and safety duties in relation to the strategic, structural, policy and key resources decisions for WHS.

WORKPLACE COMPETENCY

- Uphold the City's values of Respect, Integrity, Care and Honesty and demonstrate behaviours that reflect the organisations values, supports cross functional teams, and meets customer and organisational needs.
- Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Tertiary qualification in Civil Engineering or a related discipline and/or equivalent relevant workplace experience. is essential.
- Post Graduate qualifications in Engineering, Project Management and/or Business Management will be highly regarded

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Demonstrated experience leading organisational change, service improvement and cultural transformation within a complex organisation.
- Extensive knowledge of Local Government functions and processes.
- Understanding of legislative requirements that guide the City.
- Knowledge in community engagement and consultation processes.
- Knowledge of contemporary leadership practices and teamwork.
- Skills in strategic thinking and planning.
- High Level Skills in advanced report writing and policy development.
- High level financial, contract and risk management skills and business acumen.
- Knowledge of human resource management principles and practices.
- Experience in managing a multidisciplinary portfolio focussed on delivering infrastructure.
- Understanding of asset management principles and practices.
- Significant exposure to civil assets and parks & natural Areas typically managed by Local Governments.
- Experience in overseeing the development of capital works programs.
- Knowledge of project management techniques.
- Knowledge of waste management practices and principles.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Understanding of political environments and how to adapt within such environments.
- Ability to be creative, innovative, and agile.
- Skills in building a positive and caring organisational culture..
- Ability to mentor staff at all levels in organisation.

SELECTION CRITERIA

1. Inspiring a sense of purpose and direction. Understanding the City's current and potential future role in providing services to the community
2. Supporting organisational sustainability, leading organisational cultural change, driving continuous improvement and fostering a whole-of-organisation leadership approach within a sensitive, complex, and high-profile organisation. Fostering a quality focus in the

provision of infrastructure services. Allocating resources, organisational planning and managing physical and financial assets.

3. Building, nurturing, and sustaining internal and external relationships to drive a continual improvement and opportunities agenda within a complex and high-profile organisation.
4. Acting decisively with significant personal integrity, honesty, and high ethical standards and as a role model for leadership by consistently raising critical and difficult issues. Retaining a focus on the end goal and overcoming significant barriers and obstacles such as negative mindsets.
5. Negotiating persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes. Identifying key stakeholders and engaging their support. Promoting an understanding of policies, processes, and objectives.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

Possession of a current 'C-A' (Automatic) or 'C-B' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remains within a reasonable range of the original position.

REVIEWED BY: Chief Executive Officer
DATE PD REVIEWED/APPROVED: 30 July 2026
