

Manager Civil Operations

POSITION DESCRIPTION



Position Number:	1128
Department:	Regional Services
Section:	Civil Operations
Position Status:	Contract Full Time
Classification:	Limited Term Contract
Reports To:	General Manager Regional Services
Revised:	November 2025

General Position Statement

The Manager Civil Operations leads a critical operational section within the Rockhampton Regional Council, responsible for planning, delivering and maintaining the Region's road network and associated infrastructure that support the region's growth and sustainability. This role provides visionary leadership and technical oversight to ensure programmes and projects are completed safely, on time and within budget, while meeting quality and compliance standards.

The position plays a key role in shaping the region's future through effective project management, cross-functional collaboration, and stakeholder engagement. It ensures the delivery of resilient infrastructure, well-maintained public assets, and innovative solutions that meet the evolving needs of the Rockhampton community.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide strategic management and leadership to teams and drive integration, efficiency and continuous improvement across teams to improve project delivery and outcomes.
- Manage and oversee the planning, development, implementation, coordination, monitoring, and evaluation of projects and programs related to road infrastructure.
- Lead organisational change; embed continuous improvement and innovation across Civil Operations.
- Build capability, coach and empower leaders and teams foster trust, inclusion and psychological safety.
- Set clear vision, priorities and standards, model Council values and embed positive customer relations through collaboration, effective organisational change, leadership and support.
- Drive and build the safety culture, ensure compliance with WHS obligations and Council Health & Safety Duty Statements.
- Provide accurate and timely reporting of sectional performance and achievements including monthly & quarterly reporting against operational plans, statutory reporting requirements and Council meeting reports.
- High quality, well researched and timely reports, discussion papers and advice to assist the Leadership Team and Council on matters of policy, risks, finance, legislation, strategies and plans.
- Foster strong partnerships with internal departments, government agencies, and community stakeholders.
- Monitor the environmental performance of Civil Operations and ensure effective management processes are in place to support continual improvement and fulfilment of Council's environmental obligations.

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- Maintain current knowledge of emerging trends, best practices, and issues in the planning, construction, and maintenance of civil infrastructure and public assets, and proactively implement innovative solutions to enhance operational efficiency and service delivery.
- Develop and manage budgets, forecasts and variations; ensure financial discipline and value for money.
- Oversee the development of short, medium and long-term plans for sustainable management of Civil infrastructure assets.
- Assist in Facilitating Council's operational response to Emergency Disaster Recovery.
- Provide strategic leadership aligned with Council's Leadership Capability Framework (see Appendix A), ensuring decisions, actions, and behaviours consistently reflect the vision, values, and long-term objectives of the organisation.
- Refer matters that may impact upon the business, Council and employees to the relevant Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Significant working knowledge of relevant Local Government operations and legislative framework.
- Proven leadership, management and coordination skills at a senior level with demonstrated ability to successfully manage a team to achieve outcomes within time and cost limitations.
- Proven capability in developing effective and fiscally sound business planning processes for Civil Operations, as well as a demonstrated ability in monitoring and achieving performance objectives.
- Demonstrated highly developed communication, consultation and negotiation skills to enable interaction with a wide variety of key stakeholders
- Demonstrated ability to lead multi-disciplinary teams and deliver complex, cross functional projects.
- Expertise in strategic thinking, policy development, and performance management.
- Political acumen and ability to operate in a dynamic, high-profile environment.
- Excellent written and verbal communication skills, including report writing and presentations.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Bachelor of Engineering - Civil qualifications (or approved equivalent) sufficient to be eligible for membership of Engineers Australia, and substantial work experience directly relevant to the position.
- Registered as a Registered Professional Engineer Queensland (RPEQ).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.

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- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- *Council's Leadership Capability Framework* – meets standards of performance and behaviours in line with our *Leadership Capability Framework* and leadership level *Transitioning to Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.*

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.