



position description

POSITION TITLE	Director Infrastructure and Growth
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Senior Executive Officer (SEO)
DIRECTORATE	Infrastructure and Growth
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	Manager City Services Manager Cultural Services Manager Projects and Assets Manager Statutory Services Executive Services Officer
EMPLOYMENT STATUS	Contract, Full-Time, SO Contract
DECISION MAKING	This role has autonomy and makes decisions that are under their directorate. It refers to the Chief Executive Officer for decisions that require significant change to program outcomes or timeframes or are likely to escalate.
BUDGET	Budget and expenditure will be in line with Council delegations.
DATE OF APPROVAL	

COUNCIL OVERVIEW

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature, and opportunity thrive through connection, resilience, and leadership. This vision underpins our mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management, and fostering opportunities that enhance wellbeing, environmental sustainability, and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising two directors and over 300 staff, working collaboratively to deliver a broad range of services that meet the evolving needs of our community.

As leaders within the organisation, your work is central to how we bring this vision to life - through strategic planning, service delivery, and fostering a culture of resilience and connection.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

PRIMARY PURPOSE OF THE ROLE

Provide strategic leadership and oversight to multiple teams within Wodonga Council, ensuring alignment with the Council's strategic plans and Victorian legislation. This role encompasses outdoor city services, cultural services, infrastructure projects and maintenance (projects and assets), and planning and building units (statutory services). The Director will advocate for the needs of the Wodonga community while fostering a culture of integrity, sustainability, and transparency.

FOUNDATIONAL CORE ACCOUNTABILITIES

- Organisational Leadership. Role models organisational values and leads with integrity, vision, and strategic influence. Shapes a culture of collaboration, inclusion, and high performance across the organisation.
- Strategic Direction and Delivery. Leads the development and execution of strategic plans aligned with organisational priorities. Oversees complex programs and initiatives, ensuring delivery of outcomes and trends that drive long-term value.
- Financial and Resource Stewardship. Provides strategic oversight of budgets, assets, and resources to ensure sustainability, efficiency, and alignment with organisational goals. Drives responsible short to long term financial planning and investment decisions using business acumen.
- Stakeholder and Partnership Engagement. Builds strategic relationships with community, business, developers, investors, industry and government (local, state, and federal). Represents the organisation with credibility and influence, fostering partnerships that support community outcomes, infrastructure priorities, and corporate objectives.
- Political Acumen and Councillor Engagement. Demonstrates awareness of the political landscape and the role of elected representatives in shaping organisational direction. Builds trusted relationships with councillors, understands their priorities, and navigates complex stakeholder dynamics with transparency, diplomacy and strategic insight. Supports informed decision-making by aligning executive advice with governance expectations and community outcomes.
- Governance, Risk and Compliance. Ensures robust governance practices and compliance with legal, regulatory, and ethical standards. Leads enterprise risk management and promotes transparency and accountability.
- Organisational Performance and Reporting. Drives performance monitoring and reporting frameworks to support evidence-based decision-making. Communicates insights and outcomes to executive leadership and governance bodies.
- Transformation and Innovation. Leads organisational change and transformation initiatives. Fosters a culture of innovation, continuous improvement, and adaptive thinking to respond to emerging challenges and opportunities.
- Workforce Strategy and Capability. Shapes workforce strategy, including capability development, succession planning, and organisational design. Champions leadership development and talent retention across the organisation.
- Digital and Data Leadership. Drives digital strategy and data-informed decision-making. Ensures systems and technologies are leveraged to enhance service delivery, efficiency, and innovation.
- Public Value and Community Impact. Ensures services and initiatives deliver public value and positive, sustainable, long term community outcomes. Embeds social, environmental, and economic sustainability into strategic planning and delivery.

PORTFOLIO ACCOUNTABILITIES

- Policy Development. Leads the development and oversight of operational policies and plans that

support sustainable development, regulatory compliance, and high-quality service delivery across planning and building services. Ensures alignment with the Council's strategic direction and legislative frameworks.

- Strategic City Planning. Provides visionary leadership in urban planning to guide long-term growth and land use strategies. Ensures planning initiatives are integrated with the Council's strategic objectives, regulatory obligations, and principles of environmental and economic sustainability.
- Community Engagement. Builds and maintains trusted relationships with developers, community stakeholders, and industry partners. Leads strategic engagement and negotiation to resolve complex or escalated issues, enabling collaborative outcomes that enhance service delivery and community confidence.
- Infrastructure and Asset Management. Oversees the strategic direction of infrastructure projects and asset management frameworks to ensure long-term sustainability, regulatory compliance, and alignment with community needs. Drives innovation and efficiency in the planning, delivery, and maintenance of Council assets.
- Cultural Development. Leads the strategic development and operation of cultural facilities and programs that promote community engagement, tourism, and heritage. Ensures cultural initiatives reflect the Council's values and contribute to vibrant, inclusive, and economically sustainable community outcomes.

KEY CHALLENGES

- Balancing competing priorities of the diverse needs and expectations of internal teams, Councillors, community members, and external agencies while ensuring that all directorate initiatives align with the Council's strategic objectives and legislative requirements.
- Delivering financially sustainable asset management and service excellence in the face of increasing cost pressures, workforce shortages, and evolving community expectations.
- Maintaining high standards of compliance and governance across multiple teams and services, particularly in a regulatory environment that is constantly changing.

KEY KNOWLEDGE, SKILLS AND EXPERIENCE

- Demonstrated leadership in integrated strategic planning and public sector governance, with cultural awareness and expert knowledge of the Victorian local government Integrated Strategic Planning and Reporting Framework, risk governance, and assurance obligations.
- Demonstrated executive-level financial acumen and resource stewardship, with a track record of managing complex local government budgets, aligning financial strategy with service outcomes, and ensuring long-term financial sustainability in a regulatory and publicly accountable environment.
- Strong applied understanding of land use planning, regional development strategies, and planning frameworks that guide long-term city growth and sustainability.
- Adept understanding of planning legislation (e.g. Planning and Environment Act, local planning schemes) and statutory processes to provide governance and escalation support.
- Adept understanding of asset lifecycle management, valuation, capital works planning, and renewal programs across public infrastructure
- Demonstrated leadership of complex, multi-disciplinary corporate portfolios in local government, with preferably in a regulatory and community-facing environment.
- Authoritative understanding of Council's role in long-term city planning with demonstrated success in driving cross-sector strategies that respond to complex social and environmental challenges in

partnership with government and community services.

ESSENTIAL REQUIREMENTS

- A tertiary qualification in Business Administration, Public Administration, or a responsible portfolio-related field. A postgraduate degree in Business Administration is desirable or post graduate qualifications in a related field.
- Successful completion of the AICD Company Directors Course, including all assessment components, and eligibility to use the GAICD post-nominal.
- A minimum of 10 years' senior leadership experience, ideally within local government, a government corporation, or a related field. Consideration will be given to the scale and complexity of previous roles, recognising that leadership experience may vary depending on organisational size and structure.

KEY RELATIONSHIPS

WHO	WHY
INTERNAL	
Council	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects, and new initiatives.
Chief Executive Officer	Receive guidance and instruction, clarification and advice, and report on progress against work plans, discuss future direction and identify emerging issues/risk and their implications and propose solutions.
Executive Team	Collaborate, plan, receive and provide advice and align.
Direct Reports	Support, guide and manage performance.
Internal Stakeholders	Champion the Council's values and desired culture, respond to queries, exchange information, and work collaboratively to resolve issues.
EXTERNAL	
Government and Policy Partners	Influence, align and respond to strategic planning, policy reform and funding opportunities.
Other VIC Councils	Establish professional networks and relationships across VIC Government, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues.
Infrastructure, Industry and Development Stakeholders	Ensure integrated infrastructure planning, enable economic development, and shape land use and investment outcomes.
Knowledge, Innovation and Community Partners	Drive innovation, social outcomes, planning, and development.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

Trust	Talk straight – Say what you mean and mean what you say
	Create transparency – Do not withhold information unnecessarily or inappropriately
	Right wrongs
	Practice accountability – Take responsibility for results without excuses
	Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion
	Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values
	Keep confidences
	Do what you say you will do to the best of your ability
	Be open about mistakes
	Speak of those that are absent only in a positive way

Learning	Work together and learn from each other
	Continuously improve and innovate
	Be open to change
	There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES FOR THE ROLE

Demonstrate competency in each of the 7 capabilities of a director, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.	PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication

Engages with community and internal stakeholders to assess future needs and identify ways of improving standards of customer service delivery.	• Promotes positive customer service behaviours • Initiates and seeks feedback on customer service expectations and experiences • Identifies best practice and service improvement opportunities • Considers the community impact, perspective and experience in decisions impacting service delivery • Prepares written material that is succinct, considers alternate views and is persuasive
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Build and Enhance Relationships

Builds and sustains important networks of people, groups and organisations, internally and externally.	• Builds networks within and outside the organisations, and recognises opportunities for collaboration • Builds a strong, collaborative team promoting diversity and inclusion and maximises the benefits of diversity and difference • Promotes the sharing of knowledge, skills and resources across council • Acts with political nous • Engages, negotiates and influences diverse groups of internal and external stakeholders • Empowers and motivates others towards a shared agenda
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Plan, Organise, Deliver	
Balances operational and strategic priorities to ensure performance against council plans.	• Builds teams with diverse and complementary skills and drives delivery of council plans • Monitors performance and implements measures to achieve council plans • Balances priorities of teams to ensure effective distribution of resources • Creates opportunities for consultation and feedback from stakeholders to create shared ownership • Manages risks and ensures business continuity in an uncertain environment • Recognises problems, takes corrective or preventive actions and keeps people informed of plans, progress, adjustments and decisions

Future Focus	
Drives the achievement of the council vision and future readiness.	• Clearly communicates council vision, purpose and plans • Ensures goals and priorities for teams are clear and align with strategic priorities and council vision • Demonstrates ability to critically evaluate existing processes for efficiency, quality and service delivery • Draws on best practice to develop and implement sustainable, evidence-based systems and programs • Leads teams to develop and implement innovative solutions to challenges and problems • Establishes processes to plan and manage the implementation of change

People Development	
Builds and sustains high-performing teams aligned around common goals.	• Leads with clear purpose and direction and instils the importance of living council values • Recognises talent and potential, identifies strengths and builds capabilities of staff • Establishes meaningful targets that are specific and measurable • Coaches and mentors to achieve results and develop the capabilities of others • Prioritises action to address unsatisfactory performance and conduct, and behaviours that are inconsistent with council values

Manage Health and Wellbeing	
Demonstrates emotional intelligence and ensures staff wellbeing is prioritised.	• Promotes and allocates time for staff participation in health and well-being initiatives • Promotes positive workplace behaviours, celebrates team success and enjoyment at work • Demonstrates good situational awareness and manages challenging and complex issues, calmly and logically • Engages in self-reflection and seeks mentorship • Maintains a positive outlook, demonstrating persistence in the face of setbacks • Enables reporting of concerns and takes appropriate action to address the issues raised

Safety and Risk Management	
Develops and implements systems to ensure organisational integrity and people's safety.	• Practices risk-based decision-making within organisational tolerances • Encourages the taking of calculated risks and provides a supportive environment to critically review and assess outcomes • Considers safety when developing new processes, systems, procedures or purchasing new equipment • Ensures ethical decision-making and priority is given to the safety of staff and the public • Reviews plans regularly to identify and address changing or emerging risks and issues

ATTACHMENT 2: INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORKDAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Director's administrative duties	Desk based duties relating to the role	- Liaison with staff of all levels - Liaison with external stakeholders and the general public - Phone use - Computer use - Data interpretation - Use of multiple computer systems - Photocopier use - Time management - Handwriting notes - Attending and facilitating meetings - Report writing - Policy development and review - Driving company vehicles - Operate within a budget - Involvement in strategic planning - Supervision/management of staff	Sitting				X
			Standing	X			
			Walking		X		
			Lifting < 10kgs		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching		X		
			Fine motor				X
			Neck postures				X
			Accepting instructions		X		
			Providing instructions				X
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Supervision of others				X
			Interaction with others			X	
			Exposure to confrontation		X		
			Respond to change				X
			Prioritisation				X