



Position Description

Director – Assets, Infrastructure & Operations

Department:	Executive
Reports to:	Chief Executive Officer
Direct Reports:	To be determined (may include managers of water, wastewater, roads, civil operations, facilities, airport/marine, fleet, parks & open spaces, cemetery and asset management functions)
Employment Instrument:	Senior Officer – Award not to apply
Location:	Palm Island or Townsville

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.-based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

The **Director of Assets, Infrastructure & Operations** leads Council's essential service delivery and asset lifecycle management functions. This includes operational oversight of water, wastewater, roads, civil works, facilities, fleet, marine and airport functions, open spaces, cemetery services and community infrastructure.

A critical part of the role is to support local business participation through operational contracts, maintenance packages and service agreements, and to promote local workforce development across operational services.

A key expectation of this role is to contribute to Council's commitment to succession planning and local workforce development, including mentoring and building capability of Palm Island people to support future leadership and career pathways.

Key Responsibilities

In performing this position effectively, you will be required to:

Operational Leadership & Service Delivery

- Provide strategic and operational leadership across all essential service functions.
- Ensure safe, reliable, efficient delivery of services to agreed standards.
- Develop the knowledge, skills and leadership capability of local staff through coaching, mentoring and on-the-job-the-job learning.
- Maintain compliance with all relevant legislation, standards, permits and regulatory frameworks.

Asset & Infrastructure Management

- Lead lifecycle planning, asset management practices, condition assessments, maintenance programs, and renewal strategies.
- Ensure asset data quality, maintenance planning, and organisational readiness.

Local Business & Employment Uplift

- Identify and implement opportunities for local contractors to participate in operational work packages.
- Develop micro packages and local procurement pathways that align with operational needs and procurement rules.-packages and local procurement pathways that align with operational needs and procurement rules.
- Support training, traineeships, apprenticeships, and local workforce pathways within operational areas.

Service Improvement & Risk Management

- Strengthen operational systems, safety performance, risk management and compliance reporting.
- Drive continuous improvement in service delivery, operational efficiency and cultural safety.

Cross Directorate Integration-Directorate Integration

- Work with the Director of Projects to ensure smooth handover of new assets, complete documentation and operational readiness.
- Work with Corporate to ensure financial sustainability of assets, procurement compliance, and economic uplift opportunities.

Primary Deliverables

- Reliable, compliant, community facing-facing essential services.
- Clear asset lifecycle planning and operational maintenance programs.
- Improved participation and capability of local contractors and workers.
- Strong operational compliance, WHS and risk performance.
- Effective asset handover and operational integration processes.

Key Relationships

Internal

- Mayor and Councillors
- CEO
- Executive Leadership Team
- All Council employees

External

- State and Federal Government Agencies
- Statutory Authorities
- Contractors
- Members of the Community

Position Requirements

Essential

- Relevant tertiary qualifications (Engineering, Asset Management, Civil/Infrastructure, Operations Management or similar) or extensive experience in engineering and/or asset management.
- Senior leadership experience in asset management, essential services, or infrastructure operations.
- Strong knowledge of operational compliance, asset lifecycle management, procurement and WHS.
- Demonstrated commitment to local economic participation, workforce development and contractor uplift.
- Strong communication skills, including experience working with Aboriginal and Torres Strait Islander communities.
- Current Queensland "C" Class Driver's Licence.

Desirable

- Experience working in regional or remote communities.
- Experience in local government or similar regulated environments.

Conditions of Employment

- Contract Director reporting directly to the CEO.
- Financial and procurement delegations as authorised by Council.
- Participation in disaster and emergency response as required.

Success Profile (Behaviours)

- Leads collaboratively across teams, partners, and cultures.
- Exercises high-level judgement, integrity, and accountability.
- Communicates with influence, clarity, and cultural awareness.
- Acts as a role model for Council values and leadership standards.
- Leads through change with resilience and adaptability.

Compliance Requirements

All employees must comply with:

- Council policies and procedures
- Work Health and Safety legislation
- Code of Conduct
- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive Officer: _____ **Signature:** _____
(Name)

Date: _____

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____