

Position Description

Position Title	Executive Manager Infrastructure
Portfolio	Infrastructure
Reports To	Chief Executive Officer
Employment Type	Full-time
Location	West Leederville

Team Overview

This position is within the Infrastructure Portfolio, which provides services to members and advocacy on behalf of Local Governments in public infrastructure, with a strong focus on roads, road safety and strategic asset management. The infrastructure portfolio program of work is funded by State Government through the Road Safety Commission (Road Trauma Trust Account) and Main Roads WA (Main Roads Trust Account).

Position Purpose

The Executive Manager Infrastructure is a key member of WALGA's Strategic Executive Team, responsible for setting, leading and driving long-term strategic outcomes for the Infrastructure portfolio. This role collaborates across the organisation to ensure alignment with WALGA's broader goals, fosters a culture of innovation and curiosity, and actively promotes WALGA's core values in all aspects of leadership, service delivery and advocacy.

Key Accountabilities

Strategic Leadership	<ul style="list-style-type: none"> • Demonstrate a consistent and visible commitment to WALGA's values in all aspects of leadership and decision-making. • Provide effective leadership to the Infrastructure portfolio by modelling high standards of work and behaviour, making informed strategic decisions, offering expert guidance, and fostering team growth through coaching and mentoring. • Develop and maintain strong, constructive relationships with key decision-makers in State and Federal Government Departments and agencies that influence the ability of Local Governments to deliver services based on built infrastructure and fund Local Governments and WALGA. • Lead the strategic direction and execution of the Infrastructure portfolio strategy, including prioritisation of resources, monitoring and responding to opportunities and threats from changes in the context or environment. • Seek and respond to opportunities to develop new or improved services for Members.
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	<ul style="list-style-type: none">• Align portfolio strategies and services with WALGA's strategic priorities.• Collaborate proactively with other Executive Team Members to drive organisational cohesion, shared purpose, and integrated service delivery.• Champion innovation and continuous improvement by identifying opportunities for service enhancement and leading change initiatives that deliver measurable value.
Operational Management	<ul style="list-style-type: none">• Oversee the effective and efficient delivery of services and advocacy across all teams within the portfolio.• Manage portfolio budgets, resources, and performance metrics to ensure accountability and transparency to Members and funders.• Secure funding to meet the costs of services provided.• Lead engagement with Main Roads WA through the State Road Funds to Local Government Agreement and associated governance arrangements.• Develop organisational capability to strengthen the Local Government sector practices and capability to harness emerging technologies to deliver more effective infrastructure asset management.• Engage with utility providers (power, water, telecommunications) to achieve service levels and costs that meet Local Government needs for both existing and new services.• Monitor and report on portfolio performance, including periodic briefings to the Strategic Executive Team and State Council contributing to organisational reporting requirements.• Incorporate feedback from grant funders, stakeholders and service evaluation into planning and delivery to ensure services remain relevant, responsive, and high quality.
Service Delivery	<ul style="list-style-type: none">• Oversee the successful delivery of the RoadWise program in accordance with the funding agreements and in alignment the State Road Safety Strategy and Member needs.• Monitor and respond to emerging issues and opportunities that may influence Local Governments' priorities.• Evaluate service performance against defined outcomes and Member satisfaction, using data and insights to drive continuous improvement and innovation.• Monitor and respond to emerging issues and opportunities that may influence Local Governments' priorities.• Evaluate service performance against defined outcomes and Member satisfaction, using data and insights to drive continuous improvement and innovation.
Stakeholder Relationships	<ul style="list-style-type: none">• Build and maintain effective relationships with key stakeholders including government departments / agencies, telecommunications and utility providers and peak bodies / advocacy groups.• Engage with stakeholders to develop and further the Associations policy positions.• Influence sector-wide dialogue and policy through strategic engagement.



	<ul style="list-style-type: none"> • Provide expert advice, guidance, and support to internal teams and Members to ensure a connected and consistent narrative that reflects and supports WALGA's strategic direction. • Represent WALGA at events, meetings and forums to advocate for Member priorities and advance WALGA's strategic objectives.
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Key Relationships

Who	Why
Internal	
Chief Executive Officer	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates. • Provide expert advice and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions. • Report on progress towards business objectives and discuss future directions.
Direct Reports	<ul style="list-style-type: none"> • Lead discussions and decisions regarding key projects and deliverables. • Lead, direct, manage and support performance using the Performance and Development program and Capability Framework. • Provide guidance and coaching, translating team objectives into actionable initiatives.
Team	<ul style="list-style-type: none"> • Promote a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals. • Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of colleagues. • Foster a sense of unity and cooperation to achieve shared goals. • Promote and demonstrate WALGA values.
Stakeholders	<ul style="list-style-type: none"> • Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries.
External	
Stakeholders	<ul style="list-style-type: none"> • Establish and maintain strong professional networks at senior levels. • Contribute to the development of national policy positions on key matters • Ensure systems and processes are in place for stakeholders to communicate their expectation and facilitate routine business transactions. • Ensure effective processes are in place to monitor, direct and address enquiries.



Supplier/Service Providers and Consultants

- Manage expectations and resolve issues.
- Communicate needs and facilitate routine business transactions.
- Monitor, direct and address enquiries.

Knowledge, Experience, Skills and Personal Attributes

- Demonstrated executive-level leadership, vision, and professional credibility, with the ability to inspire confidence, unity, and collaboration to achieve shared strategic goals.
- Proven ability to influence and negotiate with internal and external stakeholders on complex strategic issues, and to provide expert, trusted advice at senior levels.
- High emotional intelligence and interpersonal acumen, with the ability to lead with empathy, authenticity, and resilience.
- Extensive experience in developing and implementing organisational strategy, with a track record of delivering outcomes aligned to long-term priorities.
- Demonstrated experience in leading and aligning human, financial, and operational resources to achieve strategic objectives and drive organisational performance.
- Strong capability in leading change and transformation initiatives, navigating governance, risk, and ambiguity within a dynamic and evolving environment.
- Sound understanding of the interdependencies across all levels of government, and the ability to operate effectively within a political and policy context.
- Advanced planning, prioritisation, and resource management skills, with a proactive and solutions-focused approach to complex challenges.
- Commitment to stakeholder engagement and service excellence, with the ability to translate Member needs into responsive and high-impact policies and services.
- Highly developed ability to develop and maintain positive working relationships with senior executives in government, departments and agencies and Local Governments.
- Highly developed ability to analyse complex policy issues, develop effective policy positions and secure support for these from decision-makers.
- Competent in preparing and managing budgets.
- Demonstrated ability to identify, analyse and use data to inform decision-making.
- High-level oral and written communication skills, with the ability to prepare different outputs and reports of a strategic or technical nature, and to make presentations to a wide range of internal and external audiences.
- Willingness and ability to travel to engage with regional Members and represent WALGA at relevant intrastate and interstate meetings, forums, and conferences.
- Relevant tertiary qualifications in a related discipline (e.g. Engineering, Economics, Business, Commerce, Law, Planning) is highly regarded.
- C Class Drivers Licence is an inherent requirement for the role.



Behaviours	<ul style="list-style-type: none">• Leads large-scale collaborative efforts involving multiple stakeholders, both internal and external to the organisation.• Inspires and influences others to achieve their full potential.• Acts as a catalyst for collective success, fostering a high-performance culture.• Demonstrates accountability in complex and dynamic environments.• Establishes a culture of future thinking and fosters a mindset of innovation and agility throughout the organisation.• Serves as a recognised authority, commanding influence, and respect in their field.• Develops and leads change initiatives that drive sustainable and impactful outcomes.• Influences and mentors' leaders to develop their capabilities in empowering others.• Influences and shapes organisational service delivery strategies and practices.• Drives transformational initiatives that enhance the overall Member and stakeholder experience.• Builds strategic partnerships to create exceptional value for Members and stakeholders.• Be proactive in Workplace Health & Safety within the workplace, ensuring that all potential risks are properly reported and managed.• Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed
Values	Ability to demonstrate and apply WALGA's values: <ul style="list-style-type: none">• Respect - We act honestly, with integrity and respect.• Excellence - We strive for excellence and an environment of continuous improvement.• Accountability - We take responsibility and work openly and transparently.• Collaboration - We value strong relationships and partnerships.• Curiosity - We encourage a spirit of enquiry, and an innovation mindset.