

Position Description (People Managers)

Area Manager

Division	City Planning, Development and Transport
Business Unit	Health and Building
Management Level	M4
Grade/Band	Band 8
Date position description approved	10 September 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

To manage a multi-disciplinary area based team of professionals to deliver the City’s policies and legislative responsibilities in relation to health and building functions that contribute to ensuring public health and safety throughout the City.

Key accountabilities

- Effectively lead and manage an area based team to ensure the City’s services and programs are delivered consistently and to a high standard.
- Provide a high level of professional service to internal and external stakeholders.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position to ensure that advice provided and decisions made are accurate and in accordance with legislation.

- Implement and contribute to policy developed by the Standards and Policy Team to ensure policy is operationally practical and applied consistently.
- Identify and resolve complex operational matters associated with the area team.
- Operationalise inspection/investigation processes of health and building functions within the area team in a timely and effective manner.
- Manage, monitor and report on area performance in relation to relevant Unit KPIs.

Key challenges

- Managing competing priorities, and problem-solving successful compliance outcomes in an environment of change.
- Coordinating the delivery of effective and efficient public health and safety outcomes across a multidisciplinary team.

Key relationships

Who	Why
Internal	
Manager Health and Building	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development. • Guide, support, coach and mentor.
Area Managers	<ul style="list-style-type: none"> • Collaborate to ensure consistency across the area teams and appropriate use of resources. • Discuss management decisions and initiatives.
Standards and Policy Specialists	<ul style="list-style-type: none"> • Consultation towards the development of policy. • Discuss audit and verification outcomes.
External	
Community	<ul style="list-style-type: none"> • Manage expectations and resolve issues.

Key dimensions

Decision making

Responsible for ensuring compliance decisions and enforcement undertaken within the area team are consistent with the City's Compliance Policy, and in accordance with applicable legislation.

Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

Reports to

Manager Health and Building

Direct reports

- Area Coordinator
- Senior Building Surveyor
- Building Surveyor
- Licensed Premises/Compliance Officer – Shift
- Senior Environmental Health Officer
- Environmental Health Officer

Estimated number of indirect reports

Up to fifteen (depending on area team)

Essential Knowledge, Skills & Experience

- Degree qualification in a relevant discipline.
- Experience in working in at least one discipline within a Health and Building regulatory and compliance environment.
- Demonstrated experience in managing a team in a complex environment.

Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Section Unit Manager - M4
	Cultivates Productive Relationships	Section Unit Manager - M4
	Drives Results	Section Unit Manager - M4
	Develops People and Culture	Section Unit Manager - M4
	Operates Strategically	Section Unit Manager - M4
Management	Technology and Information Management	Section Unit Manager - M4
	Finance and Resource Management	Section Unit Manager - M4
	Asset Management	Section Unit Manager - M4
	Risk Management, Safety and Compliance	Section Unit Manager - M4
	Procurement and Contract Management	Section Unit Manager - M4
	Project Management	Section Unit Manager - M4
	Change Management	Section Unit Manager - M4
	People Management	Section Unit Manager - M4