


Town of Gawler	
POSITION DESCRIPTION	

Job Title	Team Leader Asset Delivery		
Division	Infrastructure and Engineering Services		
Team	Asset Delivery		
Classification Award/Stream/Level	SAMSOA General Officer Level 8		
Nature of Engagement	24 Month Fixed Term Contract or Permanent	Date Last Reviewed	September 2019
Full Time Equivalency	1.0	Appointed date	

1. Position Objective

A Team Leader at the Town of Gawler is an individual who provides guidance, instruction, direction and leadership to a Department team for the purposes of achieving Department goals and objectives. The Team Leader reports to the Divisional Manager. The Team Leader monitors the quantitative and qualitative results to be achieved by the Team.

The primary objective of this position includes the project management and delivery of Council's Special Projects, Capital Works Program, management of assets delivered through land development by developers as well as the provision of professional support and expertise to a range of projects across all asset classes.

Key Responsibilities include:

- Delivery of Capital Works Program and Special Projects
- Provision of Project Management Services (design and construction)
- Contract Administration and Management
- Procurement
- Consultation Management
- Asset Management
- Project Governance

2. Reporting and Accountability

The Team Leader Asset Delivery services reports to the Manager Infrastructure and Engineering Services.

The following positions report directly to the Team Leader Asset Delivery: Senior Project Manager, Projects and Contracts Officer; and contract Projects Managers (2).

This position operates under broad direction and is accountable for the delivery of all matters listed under key responsibilities together with specific objectives as set out in an agreed annual performance plan. The Team Leader Asset Delivery is authorized to make decisions within delegated authority and in accordance with Council's Policies and Procedures.

You are required to engage and build collaborative relationships with relevant State Government Departments neighbouring Local Governments, local businesses, community organisations, members of the public and internal stakeholders.

The Key Performance Indicators as detailed in this document should be considered as minimum performance outcomes to be achieved. They will be reflected and or supplemented in Performance Development Reviews that will be required to be addressed.

3. Corporate Responsibilities

Our People Our Culture

The Town of Gawler is committed to developing a strong organisational culture through constructive leadership, management and teamwork. The behaviours of a constructive organisational culture are organised into four main constructive styles ***Achievement, Affiliative, Humanistic-Encouraging*** and ***Self-Actualising***. It is an expectation that Employees will participate in building a strong constructive culture in cooperation with each other.

Our Corporate Values

Teamwork	<i>Respectful and collaborative to all, listening, engaging and responding</i>
Integrity	<i>Responsible and accountable for our actions</i>
Inclusion	<i>Foster positive relationships within the organisation and greater community</i>
Creativity	<i>Encourage, source and deliver creative outcomes</i>
Happiness	<i>Promote a caring and optimistic environment where staff are happy to work</i>

Employees of the Town of Gawler are required to demonstrate Council's Corporate Values and to positively contribute to developing and maintaining a high performance team focussed on outcomes, continuous improvement and customer service (both internal and external) through:

- identifying customer needs and expectations and responding in a polite, respectful and courteous manner
- identifying and embracing new ways of doing things and in consultation with the Team Leader implementing continuous improvement strategies
- constructively contributing to problem solving and decision making
- clearly understanding your role, responsibility and accountability levels and contribution to the team
- acknowledging other team members achievements
- participating in Council's performance review process and training and development opportunities
- maintaining confidentiality regarding issues relating to the organisation, customers and colleagues
- supporting and facilitating a professional image of the Town of Gawler.

Work Health Safety

As a member of the Town of Gawler's team, you have the responsibility to take reasonable care to protect your health and safety, and the health and safety of others within your work environment (including your colleagues and, where appropriate, members of the public) whilst you are at work and/or working. More specifically, you are required to comply with your obligations under the *Work Health and Safety Act 2012* (SA) and Council's Policies and Processes in relation to Work Health, Safety, Injury Management and Rehabilitation.

Records Management

Ensure compliance and adequately manage corporate records created and received according to relevant Policies, Processes and legislation.

Policies and Compliance

Maintain awareness and compliance with all Council and Administrative Policies, Processes and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.

4. Role Responsibilities

Asset Delivery

Key Objective/Task	Key Performance Indicator
Project Management	
1. Lead the day to day operations, resources and service delivery of the Asset Delivery Team.	Services delivered on time, within budget and resource allocation and service standards met.
2. Responsible for the project management (design and construction) and delivery of Council's Capital Works Program, including minor and major capital works across all asset classes.	Effective engagement undertaken in project design, development and delivery.
3. Manage and administer land development projects that deliver public infrastructure.	Procurement complies with Council's policy's.
4. Manage transition of assets from projects and land development to Town Services.	Community & all stakeholders kept informed of project progress.
	Assets from land development delivered to

<ol style="list-style-type: none"> 5. Provide detailed reports at project completion (Council or developer funded) to Asset Planning Unit to satisfy Asset Management requirements. 6. Provide professional support and expertise across a range of projects to Council. 7. Assist the Team Leader Asset Planning with the development of forward asset renewal and project plans. 8. Provide regular project financial and progress reporting against the Capital Works Program 9. Provide a central contact point for internal and external customer in regards to project related matters. 10. Manage decision making processes of the team within delegation in order to identify and facilitate the delivery of projects. 11. Provide guidance, technical advice and support to the Asset Delivery Team regarding the management and delivery of various capital works projects. 12. Provide reports to the Manager on project plans, services and programs highlighting variances against the plan, programs and service standards, the budget and actions taken. 13. Establish performance indicators to measure efficiency, effectiveness and customer service and measure and report on performance. 14. Identify risks associated with Asset Delivery Unit and Council's assets and infrastructure and implement appropriate actions to address risks. 15. Undertake special projects as requested by the Manager Infrastructure and Engineering Services. 16. Prepare responses to project enquiries from internal and external customers (incl Media). 17. Undertake and manage public consultation required for project delivery. 	<p>Council's standards.</p> <p>Timely and accurate professional advice</p> <p>Long Term Capital Works Plan aligned with Asset Management Plans and Council's contractual commitments</p> <p>Detailed progress reports provided at required frequency.</p> <p>Mentoring of the team to build the units overall skills and expertise.</p> <p>Provision accurate, precise and detailed reports as requested.</p> <p>Risk Management strategies put in place to address risks and hazards for all projects.</p> <p>Asset Delivery performance measured and reported in terms of efficiency, effectiveness and customer service.</p> <p>Professional, accurate and timely provision of responses.</p> <p>Public consultation undertaken in accordance with relevant policy</p> <p>Professional reporting to Project Management Governance Group in a timely and effective manner.</p>
<p>Project Governance</p> <ol style="list-style-type: none"> 18. Update the Project Management Governance Group as required. 19. Assist develop and implement a sound Project Management Framework across Council. 20. Oversee the three-year program of Work for asset renewal, and new works from a project governance perspective. 21. Manage the transition of completed projects through to Town Services for operational handover. 22. Assist with collaboration across Departments and resource management. 23. Oversee project budgets and monitor progress against the budget. 	<p>Active participation in the preparation, and ongoing refinement, of the Project Management Framework</p> <p>Program established and implemented.</p> <p>Effective handover of completed projects, including forward planning for handover to inform budget cycles.</p> <p>Budgets are managed appropriately and justification for variances reported.</p>
<p>Contract Management</p> <ol style="list-style-type: none"> 24. Co-ordination of contractor management and administration in accordance with Council Policy. 25. Administration of infrastructure deeds from developers and key state agencies. 	<p>Effective contract management and administration.</p> <p>Contract services delivered in accordance with contract requirements.</p>

<p>Procurement</p> <ol style="list-style-type: none"> 26. Ensure Council's procurement requirements are aligned with project objectives. 27. Procure equipment and materials in accordance with budget and Council's purchasing policies and procedures and delegated authorities. 	<p>Compliance with the Council's procurement policy.</p> <p>Compliance with Council's purchasing policies, procedures and delegated authority levels.</p> <p>Actively participate in Barossa Procurement Group undertakings as they relate to Asset Delivery functions.</p>
<p>Other</p> <ol style="list-style-type: none"> 28. Monitor and take action to ensure Council's compliance with legislative responsibilities from a projects perspective. 29. Assist with the development and implementation of a system for legislative compliance, monitoring and reporting to ensure effective administration of Council's policy and procedures and various acts and regulations and by-laws relating to services provided by the Asset Delivery Team. 30. Keep abreast of best practice and current work trends, identify opportunities and take action for improving the provision of services provided by the Asset Delivery Team. 31. Represent Council on working parties and groups and associated with public infrastructure. 32. Provide information to staff and the community as required. 33. Attend Council meetings as required. 34. Liaise and build collaborative relationships with external bodies (ie DPTI, DEWNR), neighboring Councils, and other key stakeholders. 	<p>Legal obligations associated with all projects satisfied.</p> <p>Accurate project information provided to all stakeholders through project delivery lifecycle.</p> <p>Building of positive relationships with all internal and external stakeholders.</p>

<p>Team Leadership</p>	
<p>Key Objective/Task</p> <p>Lead and facilitate a high performance Asset Delivery Team focussed on continuous improvement and customer service (both internal and external) through:</p> <ol style="list-style-type: none"> 1. identifying customer needs and expectations 2. assisting in the development of service standards 3. measuring, analysing and reporting team performance 4. eliminating waste and duplication 5. identifying and embracing new ways of doing things and implementing continuous improvement strategies 6. open communication within the Team and across the department and organisation 7. providing constructive feedback 8. sharing knowledge 9. resolving differences respectively and collaboratively 10. encouraging and involving team members in problem solving and decision making 11. recognising achievement and innovation 	<p>Key Performance Indicator</p> <p>Demonstrates behaviours that reflect the organisations values and supports a high performance team and customer focussed culture.</p> <p>Number of customer complaints/requests received and resolved within timelines.</p> <p>Service standards and expectations communicated to all team members.</p> <p>Team performance measured and reported to the Manager.</p> <p>Evidence of continuous improvement initiatives implemented.</p> <p>Promotes cooperative effort within team.</p> <p>Provides constructive feedback.</p> <p>Compliance with Council's Code of Conduct. Evidence of team collaborative decision making and problem solving.</p>
<p>Our People</p>	

<ol style="list-style-type: none"> 1. Assist the Manager in the identification of human resource requirements to deliver services and programs in accordance with Council's goals and objectives and budget requirements. 2. In conjunction with the Manager undertake annual performance reviews and develop performance plans for Asset Planning team members 3. Identify and recommend training and development opportunities for staff. 4. Proactively manage poor performance. 5. Monitor team compliance with legislative requirements and Council Policy (i.e. equal opportunity, Work Health and Safety, employee grievance procedures) and report issues of non-compliance to Manager. 6. Set expectations and clearly define roles and responsibilities and authority levels within the team. 7. Mentor and support team members. 8. Approve timesheets, leave and overtime for team members. 	<p>PDRs conducted in October/November each year and in an appropriate manner.</p> <p>Team member's goals and objectives established annually or, if required, on an ad hoc basis.</p> <p>Identification of training needs and incorporation into development plans.</p> <p>Evidence of compliance with Council Policy and timeliness identification and rectification of workplace risks.</p> <p>Accountabilities and responsibilities clearly outlined in position descriptions.</p> <p>Leave, overtime approved in accordance with Council policy and procedures and legislative requirements and submitted to meet payroll deadlines.</p>
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Financial and Asset Management	
Key Objective/Task	Key Performance Indicator
<p>Financial Management</p> <ul style="list-style-type: none"> • Assists the Manager Infrastructure and Engineering Services in the preparation, monitoring and managing capital and recurrent budget estimates and expenditure; • Contribute to monthly and annual financial reports; • Purchasing and authorise the purchase of goods and services within expenditure. <p>Asset Management</p> <p>Ensure the Asset Delivery Team takes due care of Council assets including:</p> <ul style="list-style-type: none"> • securing buildings, amenities, plant and equipment i.e. locked, stored as relevant). • ensuring staff are operating and maintaining plant and equipment cost effectively. • physical asset faults or maintenance/replacement requirements are identified and reported. 	<p>Timely provision of realistic budget estimates, as required, that take account of the Council's goals and objectives.</p> <p>Provision of accurate reports.</p> <p>Adequate explanation of variances against the budget.</p> <p>Expenditure authorised within delegated authority and compliant with statutory obligations, contractual requirements and the Council's policies and procedures.</p> <p>Buildings, amenities, plant and equipment have been secured.</p> <p>Promotion of sustainable work practices and cost effective use of assets, and evidence that this concept is understood and practised by Team.</p> <p>Timely and accurate reporting of fault and/or maintenance/replacement requirements.</p> <p>Timely and effective response to all emergency call-outs.</p>

Work Health Safety and Injury Management	
Key Objective/Task	Key Performance Indicator
<p>As a Team Leader you have the day to day responsibilities of implementing WH&S Program Policies and Procedures within your Team by ensuring:</p> <ul style="list-style-type: none"> • The implementation of WH&S Program Policies and Procedures that are incorporated in Departmental Business Plans. 	<p>Compliance with Council WHS Policies and Processes.</p>

<ul style="list-style-type: none"> • Roles and responsibilities as identified in the relevant WH&S Program Policies and Procedures are carried out within your Team. • Team Members are held responsible and accountable for carrying out their roles and responsibilities as identified in the relevant WH&S Program Policies and Procedures. • The effective implementation and maintenance of workplace WH&S risk controls. • Participation in training to assist you fulfil your WH&S roles and responsibilities. • Team Members are provided with and undertake appropriate training to carry out their WH&S roles and responsibilities. • Team Members have the competencies to safely carry out their jobs. • Team Members suffering work related injuries are supported and assisted in their rehabilitation and return to work. 	<p>Implementation of WHS Policies and Procedures associated with area of responsibility.</p>
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5. Qualifications/Experience

In undertaking the duties of your position with the Council, you acknowledge that, at a minimum, you meet all essential attributes listed below.

Essential Criteria	Desired Attributes
Qualifications	
Degree qualifications in Engineering (Civil) or related discipline. Or Degree qualifications in project management. Current, unimpeded South Australian driver's licence.	
Knowledge and Experience	
<ul style="list-style-type: none"> • Experience in leading a team to achieve service outcomes within resource allocation. • Excellent organisation skills, time management, and project management. • Significant client side experience in planning and delivery of infrastructure projects for government. • Experience in research, preparing discussion papers and reports. • Experience in leading a multi-disciplinary team. • Extensive knowledge of infrastructure works delivery. • Knowledge of budgeting, costing of infrastructure and expenditure control. • Knowledge of government and allied legislation and policies as it impacts on local government infrastructure management including Australian Standards. • Knowledge of the structure, functions and processes of Council and local government. • Appreciation of long term goals of Council. • Good knowledge of relevant legislation, regulations, design standards, codes of practice etc. • Working knowledge of employment legislation (e.g. EEO), Awards and Enterprise Agreements. • Knowledge of WH&S legislation and WH&S best practice principles. • Knowledge of how various sectors of the community impact on and interact with Council, particularly in relation to civil infrastructure and assets. • Knowledge of Council operations and service delivery programs and initiatives across the organisation. • Knowledge of contemporary human resource management principles and processes. 	
Personal Skills	
<ul style="list-style-type: none"> • Proficient in windows based computerised systems, web technologies, software applications and word-processing. 	

- Effective verbal communication skills including liaison, negotiation, information sharing with staff, team members and customers.
- Effective written communication skills related to reports, proposals, briefings and correspondence.
- Sound time management skills to prioritise and organise tasks to meet organisational and team objectives and deadlines.
- Proven negotiation, facilitation and networking skills.
- Ability to work as a cooperative team member and able to gain the trust, co-operation and assistance of staff and Council to establish effective networks and achieve departmental objectives.
- Ability to exercise initiative and sound judgement and, in particular, handle confidential and sensitive matters appropriately.
- Strong commitment to the provision of high level customer service and contributing constructively to building and maintaining strong community relationships.
- High level of interpersonal skills and work ethics.
- Willingness to receive and respond to constructive feedback.
- Proven ability to scope, cost, plan projects, services and programs and deliver outcomes.
- Proven ability to manage contracts and to deliver works in accordance with contract requirements.
- Demonstrated capacity to assist in the development and leadership of a high performance team and the delivery of high quality and cost effective services.
- High level of analytical and numeracy skills.
- High level financial management skills.
- Demonstrated organisation skills, with the ability to prioritise and co-ordinate day-to-day activities and specific projects.
- Willingness to receive and respond to constructive feedback.
- Demonstrated ability to work as a co-operative team member and establish effective networks within the section and Council.
- Demonstrated problem-solving and analytical skills.

6. Variation and Review

The Council will review your Position Description as required for business or operational reasons.

The Council may vary your Position Description following consultation with you. If your Position Description is varied, you and the Council will sign the amended Position Description to acknowledge its variation.

7. Disclaimer

This Position 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 job.

ACKNOWLEDGEMENT OF INCUMBENT

I,			
have read the Position Description and acknowledge, understand and accept the requirements and responsibilities of the position.			
Employees Signature	(Print name)	(Signature)	(Date)
Supervisors Signature	(Print name)	(Signature)	(Date)