

Team Leader Civil Services

Operations Works

Position Number 2003

About the role

The **Team Leader Civil Services** is responsible for leading a diverse team of employees, providing direction and supervision to the team, focusing on improving capability and increasing capacity to deliver Council's program of civil works activities efficiently and effectively. To do this, the **Team Leader Civil Services** will be required to "lead from the front", supporting the team to achieve through clear setting of expectations, pragmatic questioning, consistent decision-making, accountability and timely feedback.

Council's scope of civil works includes activities related to road and storm water maintenance and operational and minor capital works construction. The **Team Leader Civil Services** is also responsible for the planning, scheduling, costing and monitoring progress for work, people, materials and equipment to deliver this program of work, whilst pursuing continuous improvements in operational excellence (safety, quality, cost), team culture and employee engagement.

Core to this role, will be strong and constructive communication skills and the ability to develop and maintain solid stakeholder relationships. As a leader working at Council you will have customer, community, quality and safety at the forefront of all you do, providing the highest level of service both externally and internally.

Role specific accountabilities

- Ensure the safe, effective and efficient work practices, availability and utilisation of people, plant and equipment to deliver the program of work, ensuring Civil Services operates within budget and service level agreement requirements.
- Coordinate and manage all necessary workflow planning, safety, compliance, risk, cost control, labour and resources requirements for the effective execution of all capital and operational works within the Civil Services remit.
- Monitor and report on the progress of site works against agreed timeline, budget and safety performance targets, including recognising variations and potential delays for escalation.
- Undertake people leadership activities for your direct reports by undertaking annual review processes, regular performance feedback, succession planning, leave management, payroll activities, work order allocation activities, induction and training requirements.
- Make safety a priority, visibly show commitment to WHS and work collaboratively with stakeholders to champion WHS initiatives and build WHS capability through participation in formal and informal discussions, workplace visits, risk assessments, structured toolbox talks, review of SWPs and hazard inspections.
- Share civil team labour, plant and other resources across other Works Unit teams to ensure overall efficient resource utilisation and implementation outcomes. This includes balancing service delivery priorities in consultation with the Manager Operations and other Team Leaders.

- Troubleshoot, triage, and solve operational matters as they arise and escalate to the Manager Operations for further support as needed.
- Minimise damage or loss to Council assets in your control and report any damage, loss or exposures observed. This includes incident reporting, completing corrective actions and participating in incident investigations.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- If required, participation in an after-hours management support roster (Duty Officer) for one week in 6 weeks throughout the year. The role provides technical and decision making support to the After Hours Works Standby Officer and Works Unit After-Hours Works Crew.
- Any other duties as reasonably directed.

Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including '*Making a Better Burnie 2044*'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

To be successful

- A trade or equivalent certificate qualification and demonstrable trade skills in a relevant field and/or significant experience in a similar role. Qualifications in civil construction desirable but not essential.
- Demonstrated experience with managing projects using effective collaboration with project managers, technical services and other stakeholders for smooth implementation.
- Contemporary industry knowledge and demonstrated experience (5+ years) in plant operation, civil construction and maintenance works and people management exposure in an operational environment.

- Demonstrate sound understanding of maintenance, renewal and construction best practice (including reading diagrams and plans) for civil related assets including (but not limited to) pavement, surfacing, footpath, kerb outfalls, drainage, gully pit.
- Demonstrated leadership experience in developing direct reports through technical and behavioural skills to grow engagement and drive culture change.
- Sound working knowledge of WHS legislation and responsibilities.
- Demonstrated capability in building effective stakeholder relationship.
- Sound time-management skills and a proven ability to co-ordinate works programs across a range of activities.
- Be accountable for decisions, behaviour, actions and deliverables.
- Well-developed written and verbal communication skills.
- Sound computer skills in Microsoft Office suite and Council specific software.
- Construction Industry Induction (White Card).
- First Aid Certification.
- Current drivers licence.
- Current Traffic Controllers ticket would be advantageous.
- Experience working within a Local Government environment is desirable but not essential.

Who you will work with

Reports to:	Manager Operations
1-Up Leader:	Executive Manager Sustainability
Leads:	<ul style="list-style-type: none"> • Crew Leader Civil Construction (x 1) • Leading Hands Civil Construction (x 2) • Civil Construction Crew Operators (up to 11)

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

Other important information

Location:	Works Depot, 3 Mile Line Road Burnie
Employment type:	Full-time
Hours:	38 hours per week or as otherwise negotiated.
Classification:	Grade 5 - Level 1 to 5

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Jobs>

- *Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.*
- *From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.*