

<b>Position Title:</b>	Team Leader Developments
<b>Classification:</b>	Band 7
<b>Business Unit:</b>	Works Depot
<b>Reports to:</b>	Coordinator Permits and Development
<b>Approved by:</b>	Director Sustainability, Assets and Leisure
<b>Reviewed:</b>	June 2022

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

### 2.1 Organisational Structure

Glen Eira City Council's structure comprises five Directorates. These are:

- Community Wellbeing;
- Corporate Services;
- Customer and Community Experience;

- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost effective services that make a difference to our community.

### 3. Position Purpose and Background

To provide effective leadership within the Works Depot through people development and expert program and project management for a variety of services including:

- The delivery of engineering services to the community in an efficient, reliable, and cost-effective manner.
- Provide high level of engineering input to development and subdivision applications.
- Review design submissions and issue consents, permits and reports related to developments.
- Oversee management of services contracts and associated programs.
- Ensure public works related to developments and utilities are supervised and completed to Council's satisfaction.
- Provide high level of engineering and technical customer service to all internal and external customers.
- Ensure service issues are attended promptly with a high level of customer service.
- Develop and train staff to know and live the Council's values and vision to deliver services safely.

### 4. Working Relationships

The Team Leader Developments reports to Coordinator Permits and Development, who reports to Manager Works Depot.

Development Engineer, Development and Drainage Engineer, Asset Engineer and Technical Officer directly report to this role.

Team Leader Development is a key leadership position within Works Depot Leadership team. This position liaises with other Council departments, State and Federal departments and agencies, contractors, developers, consultants and the community to ensure Council objectives are delivered.

As part of Council's Performance Review process, the Team Leader Development will plan and agree work and development goals and Key Performance Indicators (KPIs) with Coordinator Permits and Developments.

### 5. Key Responsibilities

- Directly lead and control the allocation and completion of work within the Developments team.
- Provide high level of engineering input to town planning development applications to ensure public infrastructure is sustainable and protected.
- Review and approve design submissions from developers related to drainage and public works.
- In collaboration with Permits team ensure public works are completed prior to subdivision compliance for public works.
- Assist Permits team by provision of engineering input into Asset Protection, Asset consent and vehicle crossing permits.
- Ensure utility consents for works in the road reserve are reviewed and reinstatement works are to Council satisfaction. Undertake regular joint inspections with utilities and Permits team.

# Position Description

- Review and provide high level of engineering advice to referred subdivision applications.
- Develop and maintain regular, effective communication with Utilities.
- Develop and implement policies relating to the protection of Council's infrastructure assets.
- Facilitate the development of staff to achieve team and individual key performance objectives.
- Provide strong customer, engineering and technical services and advice focussed, but not limited to:
  - Road Management Act 2004
  - Drainage investigations
  - Building over easements
  - Stormwater point of discharge reports
  - Town planning input/comments regarding public works
  - Vehicle crossings technical advice
  - Street lighting and traffic signals that are maintained by Council
  - Asset Consent Permits
  - Assess/respond to Service utility organisation's notices.
- Oversee development and implementation of annual maintenance programs and management of associated contracts for:
  - Traffic signals
  - Fire Hydrants
  - Street Lighting
- Assist in the timely and accurate preparation of annual budgets and ensuring tasks are completed on schedule and are critically reviewed to establish foreseeable future estimates.
- Evaluation of drainage proposals associated with multi-unit redevelopments and the subsequent impact on existing drainage network.
- Assist in development of Infrastructure strategic plans, guidelines, procedures, and service level plans.
- Assist Permits team with surveillance and inspections of infrastructure development permits and works.
- Investigate, research, evaluate and prepare reports on special projects and proposals related to the funding and viability of these projects.
- Review, approve and supervise third-party large-scale infrastructure design and construction projects.
- Assist in review of Precinct Structure Plans in collaboration with City Futures team.
- Assist in review of design and construction of Level Crossing Removal and other Projects.
- Develop and implement inspection, maintenance and repair program for decorative un-metered lighting in the road reserve.
- Provide excellent customer service to all internal and external customers. External customers include the public, developers, land surveyors, builders and public utilities.
- Co-ordinate response to correspondence when input from other teams is sought.
- Maintain and report on effective Key Performance Indicators (KPIs).
- Maintain necessary plan and document storage / retrieval systems.
- Responsible for issuing of permits/approvals and resolution of any permit related issues.
- Implement systems to assess customer satisfaction of services. Report quarterly on team's performance against corporate and business plan strategies and actions and organisational key performance indicators applicable work area.



- Identify and organise staff training designed to develop staff and improve team efficiency.
- Develop and implement safe working methods for staff in collaboration with Health & Safety Representatives.
- Undertake responsibility for team recruitment. Induct, develop, train and mentor direct reporting staff.
- Develop performance management objectives for staff, appraise and guide staff informally and through formal reviews in accordance with Council approved policies and procedures.
- Respond and action allocated customer requests within time frames.

## **5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards**

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## **5.2 Accountability and Extent of Authority**

The following outlines the Accountability and Extent of Authority required by the Team Leader Developments:

- The position is accountable for achieving its key performance indicators and undertaking tasks in accordance with broad guidelines in relation to some areas of work.
- This position is required to make independent decisions to approve development designs and constructions while operating within the confines of Council policy and procedures.
- The position has freedom to act set by policies, objectives and budgets with a regular reporting mechanism. Actions undertaken may have significant impact on programs and projects or on public perception of the wider organisation.
- The position is required to investigate and respond with high level of technical and engineering advice to developers, town planners and residents.
- The position is required to assist in review, develop and/or interpret policies and develop guidelines.
- Authorised to endorse payments up to the value of \$10,000 for goods and services related to allocated programs and projects.
- Endorse payments for contracts under Council delegations.
- Under general guidelines, perform duties required by Road Management Act 2004 as delegated to the position by Council.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Team Leader Developments:

- The position requires advanced and innovative problem-solving skills to review development design submissions and approve public works construction.
- The position contributes to development and interpretation of policy to:
  - protect Council's infrastructure assets.
  - provide engineering advice and technical services.
- It is central to the position that systems, policies and procedures should be reviewed, developed and updated to effect operational improvements.
- The position acts independently in provision of technical advice to customers and stakeholders relating to engineering designs and services.

## 5.4 Management Skills

The following describes managerial skills required by the Team Leader Developments:

- Capacity to implement personnel practices including recommendations as to the recruitment and selection of staff and implementing disciplinary procedures in accordance with Council approved policies.
- Ability to manage their own time, set priorities and plan and organise their work to ensure team objectives, budgets and time frames are met.
- Ability to lead, manage performance and develop all reporting team members.
- Directly allocate work to team, authorise approvals and ensure department performance is managed to high standards.
- Demonstrated skills in managing diverse workloads and meeting work targets.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Team Leader Developments:

- Ability to gain co-operation and assistance from a diverse range of internal and external customers.
- Ability to lead, motivate and develop all team members
- Excellent written and oral communication skills.
- Well-developed negotiation skills and conflict resolution skills.
- Ability to represent Council at tribunals.
- Ability to consult and communicate effectively with customers and stakeholders.
- Ability to run and coordinate stakeholder/steering committee meetings relating to asset related issues and project delivery.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Team Leader Developments:

- Proficiency in public works design, construction and approvals in Local Government setting.
- Proficiency in the application of engineering and technical principles and techniques applicable in provision of solutions as required.
- Proficiency in application of public works asset management principles.

- Proficiency in interpretation and application of relevant legislation.
- Project management skills and/or experience that show an understanding of principles of continuous improvement in respect to:
  - Delivery of engineering services to the community; and
  - Construction and maintenance activities.
- Knowledge of and skill in the use of computer software packages relevant to engineering design, asset management and project management.
- Knowledge of budgeting and financial procedures to ensure completed tasks are critically reviewed to establish integrity of future budget estimates.

## 5.7 Qualifications and Experience:

### Essential:

- A Bachelor of Engineering Degree in Civil Engineering or similar.
- Professional Engineer Registration or ability to obtain
- A minimum of 5 years' experience
- Eligibility for Chartered Professional Engineer (CPEng) status of Engineers Australia or similar.
- Significant post graduate experience in Local Government Engineering or a similar field.
- Significant experience in identifying public works issues and developing and implementing innovative solutions or work practices.
- Experience in managing Services contracts.
- Well-developed computer skills relevant to Civil Engineering, especially using Microsoft Windows Application.
- A current Victorian Driver's Licence.

### Desirable:

- Experience in Civil Engineering design and construction of municipal projects.
- Post Graduate qualifications in Municipal Engineering and /or Management.
- Experience in managing contracts and negotiating with contractors.
- Experience in dealing with service authorities and public works agencies.
- Experience in community consultation.

## 6. Performance Review

The Team Leader Developments will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives, and reviewing and assessing achievements on a regular basis.

The Team Leader Developments may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Qualifications in Civil Engineering.

# Position Description

- Eligibility for Chartered Professional Engineer (CPEng) status of Engineers Australia or similar.
- A minimum of 5 years' experience.
- Experience in design review and construction of public infrastructure.
- Excellent management and interpersonal skills.
- Sound knowledge of, and ability to interpret, relevant legislation.
- Eligibility for Registration for Professional Engineer status of Professionals Australia.
- Demonstrated analytical and problem-solving skills.
- Demonstrated ability to provide innovative solutions.
- A proven record of achievement, dedication and consistent performance.

## **8. Other Information**

- Position is subject to the satisfactory completion of Police Records Check.
- The position is located at the Council Works Depot Moorabbin; however, the incumbent may be required to travel and perform duties in other Council offices and worksites
- Where required, in accordance with the Occupational Health and Safety Amendment (COVID-19 Vaccination Information) Regulations 2022, the successful candidate will need to demonstrate evidence of approved COVID-19 vaccination or authorised medical exemption for relevant roles.