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| Position Profile – Site Services Team Leader |  |

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| **Division** | Operations | **Team** | Site Services |
| **Location** | Tarong Power Stations | **Reports to** | Site Services Superintendent |
| **Date Updated** | 3/10/2024 | **Position Number** |  |
| ***TPS/Meandu Mine Only*** | |  |  |
| **Mercer Eval Date** |  | **TPS EA Grade** | 9 |
| **Mercer Evaluation** | D+3-c+C+3+D-1+d= | **Mercer Points** | 308 |

## Position Purpose

The purpose of the Site Services Team Leader role is to provide Work front organisation and supervision of site services teams at Tarong power stations to ensure maintenance activities and contractor executed works are carried out safely and effectively by providing frontline leadership to multi-facetted work teams. The role will ensure Tarong power stations site services function delivers Facilities Management works, Ash Offtake, Civil works and Capital Projects at an optimum cost. The role will achieve this by leading and supporting the team members with the planning and scheduling of work, defining & clarifying the scope of work, providing technical advice & methodology, taking into consideration hazards and controls, and ensuring the daily work progress reflects the requirements of the site.

The main focus of team leaders will be to provide front line supervision with time spent on execution works, focused on supervising, leading, and coordinating multiple streams of work simultaneously. The role is expected to have the capability to effectively utilize contract resources, manage project timelines and effectively communicate with internal and external stakeholders.

The position is to have a solid understanding of the competencies needed to fulfil the Site Services Superintendent role as they may be required to act in this position as requested.

## Qualifications

* Trade qualifications in an appropriate mechanical or electrical trade or tertiary qualification.
* Advanced Post Trade qualifications are desirable.
* Certificate IV in Front line supervision, Project Management, Contract Management, or Training and Assessment, field would be desirable.
* Completed training within the Safe Work Systems and is currently qualified as a Safe Work Coordinator.

**Experience and knowledge**

* Extensive experience in a thermal Power Station or equivalent heavy industry.
* Plant knowledge within a thermal Power Station or equivalent heavy industry.
* Effective communication, negotiation and supervisory skills.
* Experience in managing commercial contracts and contracted workforces.
* Experience in coordinating multidisciplinary small to medium scale projects.
* Experience in leading, coaching and mentoring a multi-skilled team.
* Proficient knowledge of CMMS and Safe work systems and processes.
* Experience in Planning and scheduling functions in a work team.

## Responsibilities and outcomes

Position has full accountability for the delivery of following responsibilities and outcomes within their Team boundaries.

* Follow reasonable directions and Stanwell processes and systems to ensure the Safety, Health, Wellbeing and Psychosocial Safety of yourself and others when conducting business activities for Stanwell Corporation.

*Safety Leadership*

* Champion the safety culture of the team by putting safety first in line with Stanwell's vision of zero harm.
* Develop, authorize and implement safe work method statements (HIRA/ SWA) to ensure plant and task hazards/ risks are effectively managed.
* Lead by example and encourage continuous improvement of safe systems of work (systems and processes) and utilise safety initiatives to implement safer outcomes in work place.
* Provide a safe environment for their team through consistent application of Stanwell's safety policy and procedures.
* Provide assistance and / or investigation lead for events in their areas of plant responsibility in conjunction with safety professionals and other appropriate staff.

*Supervision*

* Provide on the job direct line supervision across a multi-skilled team of employees, and contractors.
* Deliver high standard work outcomes including safety, quality, time and cost. Encourage the high performing team in sharing technical knowledge, efficient work practices and learnings.
* Coach and mentor employees and encourage team members to achieve team and personal performance goals/ KPIs.
* Fulfil the role and duties of the Site Services Superintendent, as required.

*Planning and Coordination*

* Coordinate planning resources to ensure work planning and scheduling activities are managed and effective for their respective function.
* Monitor daily, weekly and monthly work schedules to ensure compliance to MST’s and Statutory requirements. Coordinate team activities with other departments and team leads across the business to ensure continuity of work and provide best for business outcomes.
* Identify and engage suitable contractors to complete works where required, ensuring work scope is aligned with contractors’ capabilities and executed within the approved contractual parameters.
* Deliver on project timelines through effective communication with internal and external stakeholders and optimization of contractors.
* Develop work packages and SWA’s in readiness for weekly and monthly contractor executed works.
* Supervise the completion of high priority and break-in work, whilst maintaining timely communicating & rescheduling of any impacted planned work.
* Develop and deliver the schedule with compliance of planned work in line with the site expectations through active supervision and team performance.
* Deliver Labour Utilisation of Team resources in line with the site expectations through active supervision and supporting the site team’s planning & scheduling processes.

*Team development*

* Support a high performance team culture by motivation, encouragement and recognition of exceptional performance and discretionary effort.
* Provide constructive feedback to direct reports through coaching and mentoring.
* Develop skills and capability of team members & apprentices by identification of training gaps and providing opportunities for professional and personal development.
* Promote strong working relationships and collaboration between the workgroups. Manage conflicts and priorities in workplace to achieve a common objective.
* Facilitate GROW conversations with direct reports and participate in GROW conversations with Superintendent.

Position has shared accountability for the delivery of following responsibilities and outcomes within their Team boundaries.

*Technical Expertise*

* Develop and provide technical expertise in areas of responsibility and provide troubleshooting response as required.
* Provide timely feedback on critical work progress to manage risks. Collaborate with maintenance, operations and engineering teams to achieve common goals.
* Actively participate in contract management processes and contract negotiations. Provide technical expertise and execution input to these processes.
* Actively participate in inventory management to ensure the right spares and correct levels are maintained across their level of expertise / responsibility. Includes correct spares grouping management of their plant areas.

*Change Management/ Continuous Improvement*

* Actively support the team and superintendent through implementation of work place changes and business improvements.
* Foster a team culture focused on achievement of results, high performance and positive 'willing to have a go' attitude.
* Support the superintendent in investigation of incidents and events to focus on learning and continuous improvements.
* Encourage a team culture that is inclusive and respects diversity.
* Initiate continual improvement by implementing processes to review completed works and improve processes and execution at the task level.

*Commercial performance*

* Assist the superintendent in the development of site services area budgets and forecasts. Supports the team in effective management of expenditure in line with budget forecasts and expectations.
* Identify and action opportunity for improvement to the cost of generation and value return on expenditure.
* Exhibit and encourage a level of commercial diligence in cost of goods, services, contractor performance procured under area of responsibility.
* Functional planning - develop functional plan aligned to corporate strategy and build commitment within the team to effectively execute this plan by providing clarity around priorities and goals.
* Financial Management – develop functional budget through corporate budgeting process and to effectively track and manage functional activities inline with approved budget.

## Health and safety accountabilities

* Provide safety leadership by setting strong examples, monitoring and managing compliance with health and safety requirements of the workplace.
* Planning of relevant workplace activities using hazard assessment and risk evaluation techniques, ensuring that suitable equipment, information, supervision and training are available in the work environment.
* Decision making to establish how health and safety may effect work activities or other people, this includes ensuring that supervision aligns with the competence of the person conducting the work activity.
* Implementing controls where deficiencies are identified.
* Holding corrective conversations to assist in improving safety performance amongst individuals.
* Carrying out of work in a safe manner in the workplace.
* Follow reasonable directions and Stanwell processes and systems to ensure the Safety, Health, Wellbeing and Psychosocial Safety of yourself and others when conducting business activities for Stanwell Corporation.

## Key capabilities

This position is expected to have demonstrated capability in the following areas:

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| ***Achievement*** | Demonstrates a strong focus on high performance standards and personal achievement. Sets self-stretch goals and works persistently to achieve them. Displays high work focus, high levels of energy, and goes above and beyond to exceed expectations. Seeks to advance their career. |
| ***Building Relationships*** | Initiates and maintains collaborative relationships, is socially confident and quick to build rapport and trust with others. Tends to create a positive first impression at all levels, both internal and external to the organisation. |
| ***Change Management*** | Takes the lead in effecting strategic change within area of influence and more broadly. Able to effectively explain the reasons for the change and obtaining commitment and acceptance so that the required business outcomes are realised. |
| ***Communication*** | Speaks and writes in a clear, confident, and articulate manner, adapting communication style to the target audience. When expressing ideas and information in writing uses appropriate structure, grammar and language tailored to the reader. Is effective at influencing others to see things a given way. |
| ***Customer Focus*** | Motivated by exceeding expectations of internal and external stakeholders, and fulfilling obligations to others. Interacts with customers in a friendly, considerate manner, responding to social cues appropriately. Treats all customers equally. |
| ***Decision Making*** | Able to identify and understand issues and opportunities, to be able to compare data from different sources and identify possible consequences to reach an appropriate course of action or solution. Confident using judgement to make decisions based on the information available, even if it is not complete, the situation is ambiguous or with no precedent. Able to reach an appropriate decision in a timely manner. |
| **Delegation** | Confident in giving direction and willing to accept responsibility for the decisions and actions of the team. Drives action and progress through motivating team members and delegating appropriately. |
| ***Extending Trust*** | Focusses on creating trust and building credibility at a personal level with others. This is achieved through the way they interact with others to inspire trust, giving them confidence in their intentions and those of Stanwell’s. They also in turn trust others, by demonstrating respect, creating transparency, and keeping commitments. |
| ***Flexibility*** | Demonstrates high engagement, openness and flexibility in accepting and adopting change. Responds to change in an enthusiastic manner and adjusts quickly, with little disruption to workload in the process. |
| ***Implementation*** | Reliable, detailed-focused and meticulous. Consistently follows through on plans and deliverables to ensure they are carried out in a timely manner. Assuming responsibility for co-ordinating people, time and budget to meet goals as required. |
| ***Inclusive*** | Creating an environment in which all individuals feel, and are treated, fairly and respectfully, have access to opportunities and can contribute their ideas, perspectives and talents. This encompasses challenging and overcoming one’s unconscious bias (biased towards the world around us and use of stereotypes). |
| ***Influencing*** | Using appropriate interpersonal styles to gain acceptance of ideas and plans or to change a person’s perspective; modify one’s own behaviour to accommodate tasks, situations, and individuals involved. |
| ***Inner Drive*** | Self-motivated to work hard and strive to achieve success, with high energy levels and pace of work. Establishes challenging goals and demonstrates passion in pursuing these goals. Doing what it takes to achieve worthwhile goals; making repeated attempts to achieve realistic goals despite barriers/ obstacles. |
| ***Leading Others*** | Motivated to take responsibility for a team and interested in managing people and resources to achieve business objectives. Providing guidance, coaching, feedback and development opportunities to direct reports, inspiring and encouraging them to achieve their goals and to reach their full potential. Effectively facilitating, mediating and resolving conflict within the team and across other teams to quickly and efficiently. |
| ***Negotiation*** | Effectively influencing others during a discussion aimed at reaching a mutual agreement. Asks questions, explores options, identifies different motives and manages conflict to reach outcomes that gain the support and acceptance of all parties. |
| ***Organisation*** | Organised and tends to take a structured approach to tasks/goals. Plans effectively and manages resources and execution appropriately to ensure projects are delivered on time. |
| ***Resilience*** | Remains calm, composed, and optimistic in stressful or high pressure situations. Perseveres in the face of obstacles or setbacks and carries on with the task at hand. Strong drive to finish tasks, will actively seek to overcome potential hurdles. |
| ***Social Intelligence*** | Dedicates time and effort into understanding other people's thoughts and perspectives. Is sensitive to the needs and emotions of others and has the ability to identify, interpret and respond appropriately to social cues when interacting with people. Practices active listening, understands non-verbal cues and responds appropriately. |
| ***Stanwell Values*** | Uphold and champion Stanwell’s Values and Code of Conduct (including ethical behaviour, conflict of interest, confidential information, and complying with the law). Ensuring they are at the forefront of decisions and action, providing a safe, respectful and inclusive workplace and coaching and challenging others to demonstrate acceptable behaviours where appropriate. |
| ***Teamwork*** | Work cooperatively, supports and collaborates with team members and across other teams to successfully achieve targets and business outcomes. Appreciates the benefits of diversity and works well with a variety of people. |

## Decision making

* The position is responsible for a level of decision making based on skills, competency and experience for managing a front line works execution team such as authorising of SWMS/ SWA authorisation with a risk level low, authorisation of work priorities including break-in work, overtime and work pattern.
* The position will require escalation of decision making to superintendents such as HSE residual risks that are 'medium' and above, plant decisions that directly impact unit availability, any out of budget expenditure, employee performance management etc.
* The incumbent has a financial delegation up to $10,000.

## Team Structure

*This position profile reflects a summary the role, it is not intended to be an all-inclusive list of duties and responsibilities. Leaders may direct employees to perform other duties at their discretion.*

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| **Rev. No.** | **Rev. Date** | **Revision Description** | **P&C Rep** | **Leader** |
| *0* | *03/10/2024* | *Creation of SSTL PD* | *Zoe Painter* | *Jess Stephens* |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
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