

## Team Leader Building Works Planning

<b>Division</b>	Infrastructure Planning	<b>Department</b>	Buildings and Facilities Planning
<b>Reports To</b>	Buildings and Facilities Planning Manager	<b>Direct Reports</b>	Yes - 4 FTE

### Position Purpose

This position will lead and manage a team responsible for the delivery of short-term tactical building works planning services and the provision of specialist technical and design office advice and input into matters relating to Council's building works programs and projects.

### Key Responsibilities and Outcomes

#### Operational

As a leader within the Buildings and Facilities Planning team you will:

- Lead and manage a team responsible for the delivery of high quality, timely and effective short-term (5+ years) tactical building works planning services to drive with a focus on 3D digitisation and 3D customer experience.
- Provide specialist technical advice on matters relating to council's building works programs including preparation of project briefs, preparation of technical Buildings and Facilities standards and review of detailed design drawings and specifications.
- Lead and manage a program of works that require tactical planning and portfolio of building projects including options analysis, prioritisation and facilitation of community and stakeholder consultation.
- Coordinate the development, analysis and ongoing review of business systems, processes, performance and reporting measures and service delivery models to optimise business and community outcomes.
- Manage and respond to strategic, complex or escalated short-term building planning issues in consultation with key stakeholders.
- Develop long term accommodation strategies to support Council's growth and undertake Council staff accommodation planning and staff movements between the relevant buildings and depots.
- Undertake conceptual building designs and layouts for administration buildings, community halls, sports clubs and other council buildings.
- Provide specialist input into the development and review of policy and planning frameworks associated with Buildings and Facilities departmental functions.
- Support the development of team capability to drive a high performance, continuous improvement and customer focused team culture.
- Build strong relationships with internal and external stakeholders to ensure service standards and building and facilities planning outcomes are achieved.

#### Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

## Decision Making

**Budget** - Nil

**Delegations** - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

## Knowledge & Experience

- Comprehensive knowledge and experience in tactical building works planning and the ability to respond to complex building planning issues.
- Demonstrated experience providing technical leadership to a team to drive high performance outcomes.
- High level investigative, analytical and research skills, including proficiency in the use of a range of software applications used to record, manipulate and present data including proficiency in the use of Revit, AutoCAD, BlueBEAM, Adobe & Microsoft Office suite of software.
- Comprehensive experience providing technical oversight of operations and coordinating ongoing business reviews.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Strong communication skills to meet the needs of a range of internal and external stakeholders including the elected members and ELT

## Qualifications

- Tertiary qualification in Building Design, Architectural, Engineering, Building Quantity Surveying or extensive relevant work experience.
- General Induction Licence (White Card).
- Current C class driver's licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*