

Department of State Growth

Statement of Duties

Position Title:	Regional Team Leader
Position number:	371525
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	State Roads – Asset Management – Maintenance Services
Location:	Hobart
Employment status:	Flexible
Supervisor:	Manager Maintenance Services

Position Objective

Contribute to the whole of life management of the State's Road Assets by the coordination of routine maintenance activities, emergency response, minor works and customer services.

Major Duties

- Manage team work activities (including leave management) ensuring that customer service and contract requirements & targets are achieved.
- Plan and deliver road network maintenance activities to be delivered through minor works programs.
- Represent the Contract Superintendent in the administration of multiple road maintenance contracts.
- Ensure that minor works are delivered in line with established policies and procedures.
- Coordinate regional emergency response and recovery, under limited direction of the Incident Manager (Manager Maintenance Services).
- Represent the Department in negotiations with service providers and other road managers, including local government.
- Provide leadership, instruction, guidance and mentoring support to a small team including completion of staff Personal Performance and Learning Agreements (PPLA's).

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The occupant will be required to work under the limited direction and supervision of the Manager Maintenance Services. The occupant is expected to exercise a high degree of initiative and judgement in prioritising and coordinating team work activities to meet agreed objectives and timeframes.

Broad direction is given with respect to overall objectives and for matters outside established guidelines however, only limited technical direction and supervision is provided.

The position is a supervisory position and the occupant is expected to provide management and leadership to the regional Network Supervisors and foster a collaborative team approach with a customer service focus.

The position operates in an office based environment in Launceston, Burnie or Hobart, however does require regular intrastate travel, some field work and will involve limited participation in on-call rosters and work outside normal working hours.

Selection Criteria (Knowledge and Skills):

- Demonstrated success in contract administration including working in the capacity of Superintendents Representative with contractual responsibilities.
- Demonstrated knowledge and experience in the development and delivery of high-quality, customer-focussed services in a dynamic and multi-disciplinary organisation, or the ability to quickly acquire same.
- Highly developed contemporary management and leadership skills, including the ability to provide guidance and mentoring to staff together with a proven ability to foster a customer focussed culture that delivers customer service delivery targets & contract requirements.
- High level communication, interpersonal and facilitation skills including the ability to effectively negotiate, liaise, influence and resolve conflict with stakeholders at all levels of the organisation, with a customer service focus and a collaborative approach.
- High level knowledge and demonstrated capability in road maintenance and emergency management activities, including a working knowledge of relevant environmental issues and workplace health and safety activities.

Position Requirements

Pre-employment

- Nil

Essential

Evidence of the following must be provided prior to appointment to this role:

- A current car driver licence.
- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable

- Diploma in Civil Engineering or an equivalent Diploma in a similar field

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
