

Position Description:

Team Leader Development Programs

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these. The Team Leader Development Programs is responsible for the development, implementation and reporting on Strategies and Actions from Council's Community Strategic Plan, Delivery Program and Operational Plan, this includes, Fire Safety, Combustible Cladding, Swimming Pools, Awning safety and Educational programs. The Team Leader Development Programs is supported by the Fire Safety Officer and Development Programs Officer, to ensure:

- That Cumberland Council is at the forefront of Development Operations practice.
- The Development Programs team facilitates outcomes that maximise value for all stakeholders, at the same time protects the health, environment and amenity of the community.

KEY DUTIES AND RESPONSIBILITIES

1. Key Relationships

1.1 Internal Relationships

All Staff of Council and in particular with Manager Development Operations, Team Leaders Development Compliance, Co-Ordinator Building Assessment, Fire Safety Officer, Development Programs Officer, Senior Administration Assistant, Administration Assistant, and Administration Assistant - Fire Safety, Building Surveyors and Development Compliance Officers

1.2 External Relationships

- Members of public / residents
- Building owners
- Body Corporates and Strata managers
- Staff of other Local Governments Authorities
- Staff of relevant State Government Authorities

2. Principal Responsibilities

2.1 Leadership of the Development Programs team

As the Team Leader Development Programs you will be expected to:

- Be accountable for your own actions.
- Display management skills including, performance management, performance recognition and appropriate disciplinary action when required.
- Assist the Manager Development Operations with all aspects of meeting Council's Community Strategic Plan, Delivery Program and Operational Plan commitment to Development Programs

- Effectively plan, manage and monitor resource requirements and efficiently use resources to achieve results.
- Research, analyse and develop practical solutions and implement opportunities for continuous improvement through use of systems, technology, policies, procedures and resources.
- Display a commitment to customer service within your own interactions and those of direct reports.
- In conjunction with the Manager Development Operations, determine and implement a work program and reporting protocol for the Development Programs team.
- Provide guidance and assistance to staff on matters requiring technical expertise
- Undertake enforcement proceedings when required including issuing Notices, Orders and/or Directions, Penalty Infringement Notices or Court proceedings for non-compliance with provisions of relevant legislation
- Engage in community education initiatives regarding development safety programs
- Oversee and assist in the procurement of services through Council's procurement processes when required
- Oversee and supervise the work of direct reports as well as the work of contract staff as required
- Assist and relieve Fire Safety Officer and Development Programs Officer when required to ensure workloads are completed satisfactorily in a timely manner.

2.2 Performance Planning Accountabilities

- Report on strategies and actions for Council's Community Strategic Plan, Delivery Program and Operational Plan that meet areas of responsibility of the Development Operations Unit
- Accurately and timely reporting on a monthly, quarterly and yearly basis.
- Develop and contribute to actions and targets in the Operational Plan each year.
- Assist Corporate Planning in reviewing the Community Strategic Plan, Delivery Program, Operational Plan and Suite of Integrated Planning Documents by providing information and feedback where required.
- Ensure reporting officers in your business units are aware of what data is required and how to obtain this data for each of their performance reports.

3. Child Safe Organisation

- This position is not currently designated as child related but Council may at any time choose to apply to the NSW Office of the Children's Guardian to have this role designated as child related, even though it may not involve face to face contact with children. Workers would be duly notified if this was to occur.
- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.



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4. Fraud and Corruption Prevention

- Lead by example, acting as a role model with respect to maintaining the highest standards of ethical and transparent behaviour in all dealings, encouraging staff to adopt similar high standards of conduct in this area
- Successfully gaining commitment of staff to achieve cultural change and embed best practice governance, risk management and fraud and corruption prevention into business operations.
- Implement risk based controls and procedures for prevention and detection of fraudulent and corrupt activity within the Business Unit.
- Conduct appropriate assessments and reviews of internal controls and activities to determine compliance with council's ethical conduct framework and Fraud Control Plan and provide practical remediation recommendations if issues are identified.

5. Risk Management

5.1 Worker Risk Responsibilities

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

6. Work Health & Safety

The Executive Managers, Managers, Co-ordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

7. Energy & Water Commitment Statement

7.1 Employees Responsibilities

Staff members are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

8. Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

9. Organisational Values

Staff at all times are required to model Councils values, play a role in raising the profile of these values and associated behaviours across the organisation, including a positive contribution to workplace harmony and displaying cooperative team behaviour.



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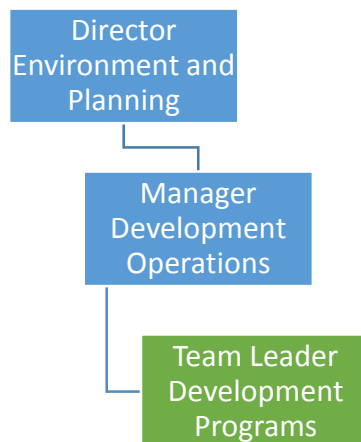


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ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Currently accredited A1, A2 or A3 Building Surveyor under the NSW Building Professionals Board Accreditation Scheme with a sound working knowledge of:
- Volume 1 & 2 (BCA) of the National Construction Code and associated Building legislation
- Combustible Cladding Regulation 2018
- Swimming Pool Act 1992 and regulation
- Environmental Planning & Assessment Act 1979 and regulation
- Local Government Act, 1993
- Current Drivers Licence
- Excellent written and oral communication skills
- Demonstrated experience in issuing Development Control Orders under the Environmental Planning and Assessment Act as well as Notices and Directions under the Swimming Pool Act
- Ability to meet deadlines on a daily basis and possession of proven time management skills
- Ability to liaise with customers
- Experience in the supervision of staff, including their professional development.

Desirable

- Liaising with Council's designated legal representatives in matters of concern representing Council
- Understanding principles for the design of fire safety upgrades for buildings
- Knowledge of Australian Standards called up by the Swimming Pool Act and regulation
- Experience in the development, monitoring and reporting on; Community Strategic Plans, Delivery Plans and Annual Operational Plans
- Experience in dealing with Senior Management, including the preparation of reports, delivery of presentations, and provision of advice



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- Knowledge of (Microsoft Office, Publisher, Excel, PowerPoint,) GIS mapping system as well as Council's other technology platforms (TRIM, Authority, Pathways, TechOne).
- Experience in managing external consultants and contractors

Employment Screening Required

Keep checks required for the role

- ☐ Qualifications verification
- ☐ Licence Check if driving Council vehicles

Position Number	SP-EP-77
Classification	Grade 13
Job Function Group:	Professional Role
Reports to:	Manager Development Operations
Staff Reporting Responsibilities:	2 Direct reporting Staff, Contract Service providers as required
Budget Responsibility:	Nil

Date:

Agreed:

[Insert Employee Name]

Employee signature



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