

# Role Description

## Team Leader Floodplain Management / Senior Planner



<b>Title</b>	Team Leader Floodplain Management / Senior Planner
<b>Classification/Grade/Band</b>	Band 3 Level 3
<b>Group/Unit/Section</b>	Assets, Infrastructure and Business / Property and Asset Management / Waterways & Coastal Protection / Waterways
<b>Reports to</b>	Section Manager Waterways

### Vision

A vibrant and sustainable Central Coast.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In assisting to drive the overarching vision and purpose, the role of Team Leader Floodplain Management / Senior Planner is to oversee the day-to-day work and functioning of the team undertaking operational work or service provision, and to collaborate with others to complete the programs and projects of the section. This will be achieved through coordinating floodplain management planning and implementation initiatives across the Central Coast region, including providing technical flood advice on development planning enquiries.

The Team Leader Floodplain Management / Senior Planner is required to engage with employees, providing quality customer service and creating value for the community.



## Key Duties and Responsibilities

- Lead a team of floodplain professionals to provide strategic flood planning services to CCC in an innovative and cost effective manner that minimises threats to life and property damage;
- Coordinate and manage professional staff, consultants, planning teams and technical assistants in the development of flood related plans, policies and models that can be used to forecast actual flood events;
- In conjunction with the Section Manager Waterways, prepare and manage budget, expenditure and resources effectively to ensure successful implementation of all activities;
- Develop and communicate project plans and briefs for projects, track and report on performance against projected budget, time and quality for the organisation and maintenance of appropriate flood models;
- Ensure appropriate methods, procedures and standards for the conceptual design and costing of flood mitigation and drainage measures including engineering works, development controls and safety measures are implemented and managed in an environmentally sensitive manner and in accordance with accepted engineering standards;
- Manage the maintenance of relevant policy and procedures to promote best practice regarding water sensitive urban design, integrated water cycle management and floodplain management principles into all of Council's operations;
- Support the compilation of Reviews of Environmental Factors and other assessments under the EP&A Act;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.



## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Team Leader Floodplain Management / Senior Planner is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Team Leader Floodplain Management / Senior Planner influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The jobholder complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

## Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Set an example for others to follow and identify and explain ethical issues, and act to prevent and report illegal and inappropriate behavior;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Be responsive to the input of others and work to understand their perspectives.



## Interpersonal Skills

- Actively listen and clearly explain complex concepts and arguments to individuals and groups;
- Take responsibility for delivering high quality customer-focused services;
- Identify opportunities to work collaboratively with other teams/ units to solve issues, develop better processes and approaches to work and share lessons learned;
- Identify and resolve issues with other staff and stakeholders and respond constructively to conflict and disagreements.

## Business Enablers and Technical Skills

- Make sure team / unit understand expected goals, take responsibility for delivering on intended outcomes and acknowledge success;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Anticipate, identify and address issues and potential problems working towards sustainable solutions and outcomes;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Identify ways to leverage the value of technology to achieve team/ unit outcomes, using the existing technology of the business;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.



## Leadership / Management

- Provide timely feedback to staff and address and resolve performance issues that impact on team outcomes;
- Promote a sense of purpose by ensuring the team understands the performance outcomes and the strategic direction of the business;
- Monitor and communicate performance standards to desired outcomes;
- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change.

## QUALIFICATIONS

### Essential

- Degree qualification in Engineering OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current C Class Driver's licence.

### Desirable

- Post graduate qualifications in hydrology or other relevant field.

## EXPERIENCE

- Demonstrated experience leading a team of professionals in a flood planning role including flood modelling and assessment of flood related data for the formulation of flood plans and policies;
- Demonstrated experience in preparing environmental/floodplain/coastal strategic and management plans, and applying for funding for related projects;
- Demonstrated experience in complex report writing, public relations and consultation skills;



- Demonstrated experience in project management (including contract and budgets), with an ability to manage several projects simultaneously to achieve outcomes within identified timeframes;
- Demonstrated leadership behaviours, including active communication with the team in regard to performance, business strategy, diversity, coaching and mentoring and change management;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that are of benefit or add value, to all or part of the organisation;
- Proven ability to assess, interpret and judge information or situations, and formulate recommendations, provide specialist advice or deliver a service, based on the findings.

### Key Relationships

Internal	External
Committee Meetings of Council	Members of the Public/residents/ratepayers
Unit Managers / ELT	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Section Managers/Team Leaders	Community Organisations – service clubs etc.
Other Council employees (not including direct reports)	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

