

Role Description

Team Leader Roads Assets



Title	Team Leader Roads Assets
Classification/Grade/Band	Band 3 Level 3
Group/Unit/Section	Roads, Transport, Drainage & Waste / Roads, Assets Planning and Design / Asset Management
Reports to	Section Manager Asset Management

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 Roads Assets 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 management of Council's Road and associated infrastructure assets through the effective inspection, condition assessment, record keeping and provision of technical recommendations relating to the maintenance and repair of such assets to ensure a cost effective and proactive approach to asset renewal and preservation. This role also involves assisting the organisation in developing scoping documents and provision of professional advice on road projects including future upgrades and capital works.

The Team Leader Roads Assets is required to engage with employees, providing quality customer service and creating value for the community.



Key Duties and Responsibilities

- Manage the day to day functions of the Road Assets Team and manage the maintenance and enhancement of Council's Roads and associated infrastructure Asset Management System and Data in order to optimise treatments and minimise life cycle costs;
- Provide accurate and timely technical and administrative support functions over a wide range of engineering issues for the Assets and Planning Section to achieve effective management of Council's assets under the control of the unit while ensuring internal and external stakeholder expectation are managed;
- Respond to any external reporting requirements accurately and within set timeframes in order to meet statutory obligations and compliance;
- Prepare short-term and long-term Capital Works Programs, financial plans and reports to support Council's strategic objectives and Integrated Planning and Reporting requirements;
- Develop planning documents, including maintenance plans, risk management plans, business plans and Service Level Agreements for the Asset and Planning Section;
- Timely and accurate collection, analysis and reporting of data relating to Roads and Drainage assets, which will involve the use of complex investigation, computer and reporting systems;
- Provide assistance to the Section Manager Asset Management to deliver the agreed outcomes of the Asset Improvement Program, business plan and in developing Asset Management Plans;
- Manage and supervise staff and other resources, have the technical expertise and understanding of all relevant processes to advise staff and to provide leadership, motivation and initiative to achieve the Asset and Planning sections performance targets;
- 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;
- The Team Leader Roads Assets may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions undertaken by Team Leader Roads Assets will affect the work and activities of others within the section and the Unit;
- The work of the Team Leader Roads Assets influences a the external environment by ensuring services are consistent with Council and regulatory requirements and is responsible for stakeholder identification, communication and expectation management;
- The Team Leader Roads Assets is responsible for ensuring that operational safety standards or other requirements are met at an operational level by the whole of Roads Assets Team;
- Develops complete budget for the team and also in development of capital works, maintenance, and operational plans for Infrastructure Asset Classes managed by Roads and Drainage Asset Management Section this includes responsibility for costing resources/time/people and materials;
- Review financial targets for section and forecast costs and commitments. 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 or Diploma qualification in Civil Engineering, Asset Management or related field OR demonstrated solid contemporary experience in asset management ,combined with ongoing professional development;
- Current Class C Drivers Licence

Desirable

- Tertiary qualifications in Project Management
- Tertiary qualifications in Financial Management and Reporting.

EXPERIENCE

- Extensive experience in a related engineering discipline especially in Road Assets and road network management;
- Demonstrated experience in utilisation Asset Management systems for Roads Assets other associated asset data management;
- Sound understanding of engineering principles in relation to road assets and related civil engineering works, services and infrastructure, with sound understanding of the philosophies and strategies in accordance with the International Infrastructure Management Manual and/or ISO 55000 principles;
- Sound understanding of relevant information technology and computer applications. Information technology applications range from Council's corporate applications,



through to Asset Management Systems, SQL and GIS software applications, as well as spreadsheets, word processing and databases;

- Understanding and on-going awareness of relevant standards, industry trends and best practice in relation to asset management, asset inspection and asset preservation principles, techniques and methodology;
- Excellent interpersonal, communication and conflict resolution/negotiation skills, including the ability lead teams/individuals to deliver by building effective relationships and with staff and stakeholders;
- Well-developed performance improvement and consultation skills;
- 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
Unit Managers / ELT	Members of the Public/residents/ratepayers
Section Managers/Team Leaders	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Other Council employees (not including direct reports)	State and Federal Government Agencies
	Local Business
	Consultants, solicitors and other professionals
	Professional/Industry associations including Unions

