Position Description

Team Leader

Position Title	**Team Leader – Unsealed Roads and Vegetation**
Division	Infrastructure
Section	Transport and Stormwater Network
Reports to	Unsealed Roads and Vegetation Coordinator
Grade	8
Direct Reports	4-6
Indirect Reports	-

Position purpose

To lead and supervise maintenance activities across Council's unsealed roads and rural network in accordance with adopted standards and processes

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Comply with and enforce adopted Council Policies and Procedures
- Remain proactive, effective and presentable and convey a positive Council image
- Ensure the unsealed roads grading programme remains on schedule and reprioritise works as required
- Extract gravel from local quarries for resheeting of unsealed roads as required
- Co-ordinate vegetation trimming as required.
- Ensure the slashing and outreach mowing programmes remain on schedule and reprioritise works as required
- Coordinate weed spraying activities with other Council sections
- Manage resourcing and programmed works in conjunction with Coordinator
- Manage and identify safety and training requirements for direct reports
- Ensure that works are completed in accordance with WHS legislation and relevant Council safety policies

- Ensure that works are completed in accordance with Environmental legislation and relevant Council environmental policies
- Ensure that works are completed in accordance with other relevant legislation and Council policies, as required;
- Deliver works within the limits of the approved budgets;
- Manage the expectations of the community in accordance with Council's Customer Service Charter and Customer Request Management system;
- Works are to be scoped, coordinated and quality verified once complete;
- Provide technical advice where required;
- Participate in Council's after hours on-call roster, as required;
- Identify, manage and report HR related issues to supervisor;
- Coordinate with Coordinator and other Team Leaders the management of contractors, plant, labour and equipment;
- Undertake other reasonable directions provided by supervisor

Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for
Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	• I ensure that roles and responsibilities are clearly communicated • I actively listen to the concerns of my staff and customers • I keep my team members informed • I provide regular, valid and objective feedback in relation to individual performance
Accountability	• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others • I ensure that the actions of myself and others are focused on achieving organisational outcomes • I take responsibility for the behaviour and performance of my staff members within the workplace • I deal with issues when they arise
Professionalism	• I lead by example • I set clear objectives and goals for my team to achieve • I contribute to the change process and see change as an opportunity to improve performance • I ensure my team is working well together
Integrity	• I maintain confidentiality • I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same • I am fair and consistent in my dealings • I am honest with my staff
Teamwork	• I acknowledge the achievements of my team members • I encourage a positive working environment • I am engaged, enthusiastic and motivated • I mentor and coach my team

Document Endorsement

Date	13/5/2018	**Group Manager**	Acting - James Prosser
Date	8 March 2019	**Director**	Infrastructure - Jeffery Sharp

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____