

## SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

### Position Details

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Title:	Business Partner Works Coordinator
Classification:	Band 7
Position Number:	600.1
Business Unit:	Works
Directorate:	Infrastructure and Sustainability
Reports to:	Manager Works
Supervises:	Parks and Gardens Coordinator Logistics Coordinator Facilities Maintenance Coordinator

### Our Vision and Values

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#### **Purpose**

Fostering community for a brighter tomorrow

#### **Vision**

Thriving community, limitless opportunity

#### **Values**

Raise the bar

Create brilliance together

Dream boldly, change bravely

Integrity in every step

#### **Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse

## Position Summary

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The Business Partner Works Coordinator provides leadership and strategic support to Council's Parks and Gardens, Facilities Maintenance, Fleet and Logistics functions to ensure capital and maintenance works are undertaken in a safe, efficient and compliant manner in accordance with relevant policies, standards and budget provisions

## Key Responsibilities

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### Leadership and management

- Manage the staffing requirements and maximize staff efficiency by creating a positive workforce culture
- Build effective working relationships with internal and external stakeholders to establish agreed service levels, design standards and defines roles and responsibilities
- Foster and promote safe work practices and environment that complies with safe work procedures
- Drive continuous improvement and demonstrate efficiency gains
- Build team capacity to contribute to various strategic plans, works programs, budgets and corporate reporting requirements
- Establish and maintain effective engagement and collaboration with external stakeholders, not limited to community groups, government agencies and funding bodies

### Strategic planning

- Provide guidance and leadership in the co-ordination and execution of planning and works activities within budget and defined timeframes
- Collaborate and establish service standards, policies and procedures relevant for the unit responsibilities
- Plan and deliver projects in accordance with the Project Management Office framework and operational functions

### Asset planning and maintenance

- Lead the development and review of Parks and Gardens, Facilities Maintenance, Fleet and Logistics policies, operational plans and works programs in collaboration with respective staff ensuring these plans are consistent with current compliance requirements
- Maintain up to date knowledge on industry practices and regulatory compliance.
- Contribute to the development of the long-term capital program supported with business cases

### Administration and Communication

- Provide regular reports to the Manager Works as required taking a no-surprises approach
- Monitor and maintain corporate reporting including financial performance of the areas of responsibility

- Prepare business cases in conjunction with relevant stakeholders
- Ensure appropriate and timely response to customer requests
- Perform the role as Duty Officer as per roster for the After-Hours Response Service

### **Extent of Authority**

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- Accountable to the Manager Works for meeting established performance objectives
- Accountable for ensuring that all work is carried out to agreed standards and within the required timelines
- Required to have a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position, to enable the incumbent to select the most appropriate course of action in any particular case. Issues involving changes to policies, procedures and budget are to be referred to the Manager Works
- Authorised to engage resources for works approved by the Manager Works and within the constraints of relevant policies and budget provisions
- The extent of authority is in accordance with Council policies, procedures and delegations
- Commit to and adhere with Child Safety standards and Council's requirements

### **Judgement and Decision Making**

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- Required to exercise some judgment in determining the most appropriate means and method of undertaking works, based on precedent and practice
- Capacity to provide advice to customers and to provide commitments on behalf of Council
- Ability to determine the best route to ensure timely resolution of an enquiry relative to the importance/urgency of requests/tasks, and take appropriate action however, guidance and advice is usually available from within the Organisation
- Ability to develop new approaches to problem-solving, particularly in relation to cost control and changing work practices

### **Specialist Skills and Knowledge**

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- Attention to detail including costs, planning, work methods, design, constructability, quality, risks, engineering, reporting and forecasting requirements of the works or projects
- Strong problem- solving skills coupled with a strong command of preparing operational budgets and reviewing financial reports
- Ability to understand/interpret and prepare contract documentation
- Well-developed investigative analytical skills
- Capable of operating computer software applications, particularly Microsoft Office suite

- An understanding of personnel policies and practices including Enterprise Agreements, Equal Employment Opportunity and Occupational Health and Safety requirements
- The ability to write reports and prepare internal and external correspondence

### **Management Skills**

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- Ability to lead and motivate staff, and to foster effective teamwork
- Ability to plan, organise, and co-ordinate works, prioritise activities with conflicting timelines to achieve objectives
- Capacity to actively contribute to the development of works procedures and to assist in policy and specification development
- Excellent time management skills, setting priorities, planning and organising work to achieve objectives in the most efficient, effective and timely manner
- Ability to exercise initiative, to be innovative, creative and flexible and the desire to adapt to change.
- Ability to work without direct supervision and make immediate decisions
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
  - Contribute to OHS consultation processes
  - Prompt reporting of hazards and incidents

### **Inter-personal Skills**

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- Ability to gain co-operation and assistance from all levels of Council staff and a broad cross-section of individuals and groups within the community
- Ability to deal discreetly and tactfully with confidential and sensitive matters
- Effective verbal and written communication skills, including the ability to discuss and resolve issues, present to various stakeholders and provide written reports
- Ability to work harmoniously within a team environment and promote a team approach
- Well-developed listening skills
- Ability to remain pleasant and courteous at all times even when dealing with difficult people

## Compliance with Legislation and Policies

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
  - Southern Grampians Shire Council Policies and Procedures
  - Southern Grampians Shire Council Staff Code of Conduct
  - Privacy and Data Protection Act 2014 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Occupational Health and Safety Act 2004 (Vic)
  - Government/Industry Codes of Conduct
  - The Southern Grampians Shire Council Enterprise Agreement
  - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
  - Implementing and monitoring compliance with workplace policies and procedures
  - Engaging with and supporting HSRs, OHS committees, supervisors and managers
  - Conducting safety inductions and local topic specific training when required
  - Supporting/mentoring HSRs and supervisors
  - Supporting staff awareness of OHS responsibilities and accountabilities
  - Assisting with implementation of OHS plans and strategies
  - Supporting managers in activities that foster a positive OHS culture

## Qualifications and Experience

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- Experience in supervising/leading a works team
- Environmental / Engineering degree or at least 5 years demonstrated experience
- Experience in management of a large diverse workforce
- Current Driver's Licence

## Key Selection Criteria

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The employee will demonstrate the following

- Formal qualifications relevant to the role description such as environment, engineering and/or management degree or similar and at least five years demonstrated experience in

the management of a large diverse workforce, including overseeing satellite teams in a similar environment

- Experience in leading the preparation of works programs and/or capital projects with demonstrated capacity to engage with stakeholders in the development of the programs/projects
- High level of awareness and appreciation of Occupational Health and Safety with demonstrated capability to lead a safe workplace culture
- Good communication and people skills including the ability to gain cooperation and assistance from other employees and external stakeholders

### **Agreement**

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_