



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>TEAM LEADER BUILDINGS, ELECTRICAL AND ENERGY MANAGEMENT</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT (as amended or replaced)
<b>CLASSIFICATION:</b>	<b>SAMSOA Level 8</b>
<b>DEPARTMENT / DIVISION:</b>	<b>CITY INFRASTRUCTURE / URBAN, RECREATION AND NATURAL ASSETS</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	<b>MANAGER URBAN, RECREATION AND NATURAL ASSETS</b>
<b>DIRECT REPORTS:</b>	ENERGY AND LIGHTING SPECIALIST CLUBS LEASE MANAGEMENT AND LIAISON SPECIALIST SENIOR BUILDING ASSETS OFFICER FACILITIES SUPPORT OFFICER FACILITIES MAINTENANCE OFFICER
<b>POSITION NUMBER:</b>	<b>001338</b>

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Providing leadership across the building and Facilities management team overseeing the delivery of fit for purpose services through the following function areas: <ul style="list-style-type: none"> <li>○ Lighting and electrical infrastructure</li> <li>○ Energy</li> <li>○ Buildings and facilities.</li> </ul> </li> <li>• To ensure that buildings and facilities are maintained and performing in accordance to the asset management plan.</li> <li>• To ensure that Asset Management Plans for building assets, lighting infrastructure and electrical infrastructure are established and operating efficiently and sustainably delivering on strategic objectives and community expectations.</li> <li>• To ensure that policies, procedures related to the functional area are relevant and kept up to date.</li> <li>• To ensure that energy usage across Council assets are optimised, reducing wastage, operating cost and carbon footprint.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To ensure that Council’s leases and licenses are managed in accordance to Council’s policies and legislation, while ensuring that customers receive good customer care.</li> <li>• To ensure that budgets within functional areas are managed within the budget while meeting agreed service levels.</li> <li>• To ensure that identified objectives as set out in the Annual Departmental and Divisional Plans are delivered on time and to appropriate standards.</li> </ul>
<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging and pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up if it is not respectful</li> <li>• Look after the wellbeing of ourselves and those around us.</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes.</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Imagine new futures and look for new opportunities</li> <li>• Make a positive difference.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b>Technical Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for the overall asset management for the following functional areas, ensuring that asset management plans are established, reviewed and implemented: <ul style="list-style-type: none"> <li>○ Lighting infrastructure</li> <li>○ Electrical infrastructure</li> <li>○ Building and Facilities infrastructure.</li> </ul> </li> <li>• Responsible for approximately \$5.4 million for capital exp</li> <li>• Responsible for \$1.2 million for operating budget related to cleaning contracts.</li> <li>• Programs managed: <ul style="list-style-type: none"> <li>○ Buildings Service Continuity Program</li> <li>○ Building Furniture and Equipment Service Continuity Program</li> <li>○ Buildings Planning Program</li> <li>○ Community Use Sports Court Lighting service continuity program</li> <li>○ SAMP - Sports Lighting Service Continuity Program</li> <li>○ Public Lighting Service Continuity Program</li> <li>○ Signalised Pedestrian Crossing Service Continuity Program.</li> </ul> </li> <li>• Establish and implement service levels that are considered, consulted, sustainable and reasonably satisfy community expectations.</li> </ul>

- To ensure that a risk management system/process that adequately manages safety risk associated with lighting and electrical infrastructure and buildings is operationalised and imbedded in accordance to Council's risk appetite as set out in the Enterprise Risk Management (ERM) framework.
- The operation and maintenance of council facilities are in accordance to agreed service levels, ensuring patrons are safe and have a good customer experience.
- Develop and implement a proactive maintenance regime for assets in the function areas and preparing sound business cases to justify budgetary requirements.
- In collaboration with other divisions, coordinate and develop and implement Council's Energy Management Plan with a view to secure low cost energy, predictable pricing, energy security and reduce consumption, taking into consideration commercial opportunities in the energy market, emerging technologies and risk associated with energy transition risk.
- Ensure that systems are in place that optimise energy efficiency from Council infrastructure, monitoring and reporting on energy management performance and Scope 2 carbon emissions management.
- Monitor and evaluate project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and implement effective interventions and create innovative solutions to ensure that agreed outcomes are realised.
- Provide expert advice on matters relating to functional areas to Executives, Elected Members and senior management and timely reporting on progress of strategy development and implementation.
- Ensure that high quality comprehensive new initiative bids (NIB) as part of the annual business cycle are prepared in a timely fashion. Preparation of accurate budget estimates and schedule of quantities for building and facilities infrastructure works.
- Ensure that project briefs are adequately comprehensive to support the Infrastructure Delivery Division in the delivery of Capital Works Projects. Oversee the capital delivery program for relevant function areas ensuring timely updates to internal and external stakeholders.
- Ensure that technical specifications and standards that will lead to good project outcomes are established, adopted and operationalised to bring about the desired project outcomes.
- Ensure that project outcomes are achieved through the implementation of sound project governance.
- Ensuring that customer receive a high level of custom service in alignment to agreed service standards
- Review engineering and architectural standards and requirements ensuring that best practice principles are applied and met.

**Contributes to**

- Contribute to the development, implementation and management of smart technology within the City to facilitate the collection of key data streams to inform decision making and/or trigger interventions. Establishment of protocols that ensure good data governance.

	<ul style="list-style-type: none"> <li>• Provide technical information and instruction to support the Field Services division in the maintenance of Council buildings.</li> <li>• Contribute to the development of Council’s Strategic Asset Management Plan and Long-Term Financial Plan including preparation of funding projections (life cycle costing) for assets in the relevant functional areas.</li> <li>• Contributes to the implementation of Council’s critical actions from the Sustainability Strategy and City Plan</li> <li>• Contributes to the development and implementation of the Division annual business plan, ensuring work schedules are on track, updates are undertaken in a timely manner, keeping all stakeholders up to date.</li> <li>• Contributes to the operationalisation of Council’s enterprise risk management framework (ERM).</li> </ul> <p><b>Leadership Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of systems and platforms that will enable staff to operate at a high level of efficacy, while ensuring objectives are achieved.</li> <li>• To ensure that the Team is: <ul style="list-style-type: none"> <li>○ Delivering identified projects consistently to an appropriate standards, on budget and time.</li> <li>○ Adhering to relevant standards, Council procedures and policies.</li> </ul> </li> <li>• Timeliness and quality of work delivered in the function areas under the responsibility of the Team Leader.</li> <li>• To develop and implement Team Work Plans in alignment with the Annual Divisional Plan and the URNA Operating Framework.</li> <li>• Ensure that systems are in place to monitor and manage staff inputs and outputs to optimise deployment of resources.</li> <li>• Liaison with relevant government departments, service authorities and other stakeholders as required. Provide leadership in the areas of continuous improvement, customer service, and human resource management in the delivery of service areas in a manner that supports the core values, behaviours and objectives of the Council.</li> <li>• Provide leadership in the development and ongoing implementation of a safe work environment.</li> <li>• Provide leadership and strategic direction to the team in the development of complex policies and comprehensive management plans.</li> <li>• Building strong relationships with internal and external stakeholders, forming strong business partnerships that facilitate good collaboration to deliver good outcomes for the community. Key external stakeholders include elected members and clubs.</li> <li>• Undertake Continuous Review and Improvement to advance asset management strategies, systems and processes and service delivery in relation to Council’s Building assets, lighting and electrical infrastructure and facilities.</li> </ul>
<b>WHS RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<p><b>GENERAL RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<p><b>ESSENTIAL SELECTION CRITERIA:</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualification in asset management, engineering or related field and/or commensurate demonstrated experience in lieu of formal qualifications.</li> <li>• Comprehensive knowledge of asset management of buildings, lighting and electrical infrastructure.</li> <li>• Considerable experience in leading multidisciplinary teams.</li> <li>• Significant experience in negotiations, in particular with regard to clubroom leases and license arrangements.</li> <li>• Comprehensive knowledge of principles, standards and legislative requirements of asset management operations of local government.</li> <li>• Significant experience in developing cost estimates.</li> <li>• Highly developed problem solving skills – extensive experience in developing pragmatic solutions to complex problems related to environmental management and long term management of natural spaces. Preparation of business papers, options analysis and Council reports that articulates clearly the solutions to non-technical stakeholders.</li> <li>• High level of financial and political acumen.</li> <li>• Extensive experience in the development of businesses cases with respect to whole of asset life, community level of service, and asset condition and community expectation with respect to building assets, lighting and electrical infrastructure and facilities.</li> <li>• Extensive experience in the preparation of well-informed budget estimates and schedule of quantities for building and facilities infrastructure works</li> <li>• Sound knowledge of financial management and demonstrated experience in the use of corporate financial systems.</li> <li>• Sound knowledge of sport association requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Detailed and thorough knowledge of relevant standards, such as BCA and NCC. And sound knowledge of ESM (Essential Safety Measure).</li> <li>• Sound knowledge of energy markets and management of complex electricity contracts.</li> <li>• Exceptional report writing and communication skills.</li> <li>• Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</li> <li>• Extensive experience in the management of complex multidisciplinary projects, leading project teams to achieve organisational objectives.</li> <li>• High level of organisational and time management skills and be able to work autonomously.</li> <li>• Demonstrated ability in making decisions within team environment which progress the project's desired outcomes.</li> <li>• Demonstrated ability to understand standard financial reporting, including budgeting, profit and loss, cost benefit analysis and forecasting/projections.</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Considerable experience in local government</li> <li>• Considerable experience facilitating workshops</li> <li>• Considerable experience in the development and implementation of corporate strategies.</li> </ul>
<b>SPECIAL CONDITIONS: (IF REQUIRED)</b>	<ul style="list-style-type: none"> <li>• Expected to attend where required relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward.</li> <li>• Some work after hours will be required.</li> <li>• Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities</li> <li>• As an Authorised officer, fulfil all requirements set out in relevant Legislation as delegated.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
<b>REQUIREMENT TO REGISTER A CONFLICT OF INTEREST</b>	This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.

<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>