

# Role Description

## (Supervisor/Team Leader)



**Our purpose – Helping South Australians Conserve, Sustain and Prosper.**

<b>Role Title:</b> Team Leader Water Projects	<b>Division:</b> Corporate, Heritage, and Climate Action
<b>Classification Level:</b> PO4	<b>Branch/Unit:</b> Green Adelaide
<b>CHRIS Position Number:</b> M21059	<b>Reports to (Title):</b> Manager Landscape Operations

### About the Agency – [Department for Environment and Water](#)

#### About the Role

The Team Leader Water Projects is responsible for providing high level leadership, strategic direction and professional input to develop and deliver Green Adelaide's water management programs and projects. The Team Leader Water Projects manages and supports a team of professionals to provide guidance, coordination and advice for water assessments, investigations and project development, whilst ensuring appropriate collaboration and communication within and external to Government is achieved. The role supports the Green Adelaide Board, refer [Green Adelaide](#).

#### Key Role Outcomes

- Provide sound professional advice on strategic water management issues, projects and opportunities relevant to the Green Adelaide Landscape Board's requirements as well as DEW's responsibilities.
- Water related projects are identified, established and delivered within agreed timeframes and budgets, achieving consistently high-quality outcomes.
- Strategic landscape planning outcomes are achieved through effective project planning, management and reporting.
- Working relationships and networks are proactively managed and maintained with key internal and external stakeholders.
- Effective leadership and supervision of staff is achieved by overseeing work allocation and quality, as well as time, attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their performance and motivation and plan for their continued professional development.
- Effective management of human, financial and physical assets with the unit/team through appropriate planning and allocation of resources to achieve agreed business and strategic priorities.

#### Essential Criteria (including qualifications)

**[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]**

- A degree in Engineering, Science or Natural Resource Management and relevant higher qualification(s) or extensive relevant discipline experience is essential.

- Demonstrated experience in environmental and project management, with a focus on Urban Water Management.
  - Experience in leading teams, showcasing strong leadership skills in driving projects from inception to completion, while prioritising team cohesion, high performance and stakeholder satisfaction.
  - Proven ability to apply comprehensive knowledge of urban water management including stormwater, waterways and water engineering.
  - Demonstrated in depth and current knowledge and understanding of the *Landscape South Australia Act 2019* and other relevant environment and water related legislation.
  - Proven ability to analyse complex information and to communicate it clearly and meaningfully to diverse audiences.
  - Proven ability to apply lateral thinking and creativity to develop effective solutions to highly complex problems.
  - Demonstrated ability to provide expert technical advice to help solve complex environmental management and urban water issues.
  - Demonstrated experience in effective engagement with a range of government and non-government stakeholders.
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## Direct Reports

- Senior Water Projects Engineer (PO4 X 1.0 FTE)
  - Senior Water Projects Officer (PO4 X 1.0 FTE)
  - Water Projects Officer (PO3 X 3.0 FTE)
  - Waterway Ecologist (PO3 X 1.0 FTE)
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## Key Relationships/Interactions

- Water Planning team, Green Adelaide
  - Green Adelaide Management Team
  - Other Water Management Services teams across DEW
  - Green Adelaide employees
  - Green Adelaide Board
  - Local and State Government agencies
  - Representatives of key community organisations, volunteer groups, landholders and industry groups
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## Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- Current Class C driver's licence, and a willingness to drive, is essential.

- May be required to work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Creating Vision and Direction</li> <li>• Thinking and Acting Strategically</li> <li>• Leading and Influencing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Leads business planning to enable future directions at the same time as providing clarity for the present.</li> <li>• Ensures linkage of operational activities to the Agency's objectives and program strategies.</li> <li>• Ensures business planning is aligned with the intent of the Agency's strategic directions.</li> <li>• Identifies and drives strategic change initiatives.</li> <li>• Recognises the likely implications of change upon the various stakeholders and is adept at working through these in a consultative way.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a purpose and persistence in driving for outcomes in programs and projects.</li> <li>• Uses performance data – reports and measures - to monitor the delivery of outcomes.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Facilitating Quality and Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Actively promotes the value of a quality and continuous improvement focus.</li> <li>• Encourages others to continually challenge existing thinking, systems and processes and make recommendations for improvement.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Using Political Savvy</li> <li>• Establishing and Maintaining Networks</li> </ul>	<ul style="list-style-type: none"> <li>• Is proactive in recognising areas of political sensitivity and risk and taking action towards a mutually beneficial outcome.</li> <li>• Pays attention to working collaboratively with a diverse range of internal and external stakeholders for the benefit of the Agency.</li> <li>• Thinks long term about fostering key relationships and partnerships to optimise outcomes for the Agency.</li> <li>• Is confident, adept and flexible in dealing with a range of diverse internal and external stakeholders.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Able to maintain focus and momentum in ambiguous or turbulent situations.</li> <li>• Deals positively with pressure, consistently maintaining an optimistic outlook and recovering quickly from setbacks.</li> </ul>

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## Work Health and Safety

### Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

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## Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department's Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

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