

Role Description

(Supervisor/Team Leader)



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

Role Title: Team Leader Riverland Operations

Division: Water and River Murray

Classification Level: OPS5

Branch/Unit: Water Science and Monitoring/Water Resource Monitoring Unit

CHRIS Position Number: P56824

Reports to (Title): Manager, Monitoring Operations

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

About the Role

The Team Leader will work across the Riverland and state Networks to lead the operation and maintenance of ground and surface water sites and associated structures. The Team Leader will supervise employees and contractors engaged in a broad range of activities including the planning, costing and delivery of projects including budget and asset management. The Team Leader will provide oversight of the collection and entry of data into information systems.

Key Role Outcomes

- Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.
- Water monitoring systems and structures are effectively constructed, maintained and managed.
- Ground water operations maintenance programs and Capital Works Projects are developed, implemented, and River Murray and surrounding programs reported upon effectively for each monitoring network.
- Operational support is provided to the Water Resource Monitoring Unit to effectively manage the Monitoring Network.
- Resources are allocated and business planning processes applied in line with DEW Corporate Strategic priorities and requirements.
- Actively participate in Water Resource Monitoring leadership teams.
- DEW WHS initiatives are effectively implemented and managed.
- The work environment is enjoyable, safe and engaging for employees, volunteers and visitors.

Essential Criteria (including qualifications)

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

- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.
- Knows when and where to locate sources of technical expertise as required.

- Evaluates information to effectively ascertain a practical solution that is aligned with organisational/stakeholder needs.
- Writes with the reader in mind, selecting an appropriate, user friendly style and tone.
- Demonstrated ability to digest information from diverse sources, identify key issues and assess broad impacts on the region.
- Demonstrated ability to evaluate the costs, benefits and associated risks of a particular course of action.
- Seeks out new ways of working and embraces implementation of new practices.
- Converts ideas into operational solutions and is able to provide a wide range of practical solutions to business issues.
- Has awareness of work areas interface with other relevant internal and external operations and knows the work areas key stakeholders.
- Possesses and maintains a thorough and up to date knowledge of conservation land management and natural resource management issues as well as asset management and construction.
- Knowledge and experience in acoustic flow measurement techniques.
- Significant experience in project management.
- A current Class C driver's licence.
- Willingness and ability to safely operate a 4WD.

Desirable Criteria

- A current First Aid Certificate.
- Coxswain inland waters license.
- Qualification in frontline management.

Direct Reports

- Principal Hydrometric Officer (OPS4 X 1.0 FTE)
- Senior Hydrometric Officer (OPS3 X 3.0 FTE)
- Principal Hydrographer (TGO3 X 1.0 FTE)
- Hydrometric Officer (OPS2 X 2.0 FTE)

Key Relationships/Interactions

- Technical Leader State Assets and Groundwater Surveillance and the Technical Leader, State Surface Water Surveillance.
- Finance and Governance Officer, Drainage Operations.
- SA Water River Murray Operations
- Other DEW employees. Landholder and community stakeholders, state government agencies, industry groups, non- government organisations, local government.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.

- 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.
- This role has been identified as a:
 - Position of trust ☒ Prescribed position ☐ Not applicable ☐
- The following screening check(s) is/are required:
 - You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- Inter and intrastate and remote area travel is required, including travel in light aircraft or boat.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- The incumbent will be required to wear protective clothing in accordance with Departmental policy.
- May be required to work from another center within the Region or any Region or Management Unit within the State.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Motivating Others • Thinking and Acting Strategically	• Motivates others by involving them in planning common goals for the team. • Uses own drive to foster energy and a sense of achievement in the team. • Continually monitors the direction and progress of work to ensure relevancy to planned outcome.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability • Making Decisions	• Is clear about priorities for the team and facilitates completion of projects and tasks within agreed timeframes and standards. • Willingly accepts responsibility for own work and teams business plan. • Knows when to seek further information, clarify issues or involve others in the decision making process. • Takes into account information from a range of sources, including factual data and opinions of others • Makes timely decisions for their area of responsibility.
Drives Business Excellence	• Optimising performance • Directing Resources	• Has a good understanding of team member's skills and strengths and uses this knowledge to delegate tasks. • Has regular performance conversations with team members. • Sets programs and priorities for the team effectively, allocating time and resources accordingly.

Forges Relationships and Engages Others

- Establishing and Maintaining Networks
- Communicating and Managing Conflict

- Works well with others and is effective in collaborating with colleagues across the Agency.
- Recognises and deals with conflict well before it advances to a formal level.

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.

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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