

# Role Charter

POSITION:	COORDINATOR SURVEY
Reports to:	Operations Manager Design & Projects
Accountable to	Manager Assets & Engineering
Directorate:	City Services
Date revised:	April 2024

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To coordinate the day to day operation of the section and to collaborate as a member of the department in delivering Maitland City Council's Operational Plan.

To ensure that they lead, joint and partnered accountabilities as outlined in Council's Delivery Program, are achieved through the active modelling of the Guiding Principles and within the Integrated Planning and Reporting and other organisational frameworks.

To enact Council's strategies and policies relevant to the section's operation as well as ensure the delivery of plans, programs, procedures and systems focussed on the attainment of the identified four- year objectives.

To lead, coordinate, supervise and ensure the efficient and effective delivery of a range of functions and services specific to the Survey section, including engineering and cadastral surveys, traffic counts and survey control and set out for civil projects.

## Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

## Management

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

### Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

### Manage operations

- Support the Manager and the team in the effective delivery of Council's services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

### Manage relationships

- Act as the primary link between the Manager and the staff of the team.
- Participate in nominated cross organisational teams.

- Establish and maintain productive relationships.

## Manage performance

- Have input into business plans for the section for integration with Council's Strategic Planning.
- Monitor and report on team performance.
- Identify employee development and performance improvement within Council's workforce development framework.
- Focus on the continuous improvement.

## Core Accountabilities

In addition to fulfilling the core leadership and management accountabilities described above, the Coordinator is also accountable for:

1. Lead, coordinate and support the operation and functions of the Survey section through a service oriented, business-based approach.
2. Provide Survey services suitable for design of various engineering projects which may include but are not limited to urban and rural roadworks, storm water drainage, bridges, footpath and cycle ways, recreation and community facilities, traffic facilities and minor building works.
3. Undertake, supervise and prepare Cadastral Surveys for plan registration of Land Acquisitions, Road Widening and Survey Mark Recovery, also include land identification and boundary marking surveys of Council land.
4. Undertake and prepare volumetric surveys of waste facilities in accordance with EPA guidelines.
5. Coach, mentor and support the survey team in the execution of survey projects including works such as executed surveys, traffic counts, control and set out for construction projects, and curve advisory speed investigations.
6. Supervise the maintenance of Council's survey equipment and look for opportunities to ensure the most cost-effective service can be provided.
7. Lead, Identify and program survey projects in a timely manner to ensure completion for design property acquisition.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

## Essential Criteria

1. University degree in Surveying (BOSSI recognised) coupled with extensive professional experience.
2. Current Registered Land Surveyor status with BOSSI (or soon to be registered).
3. Contemporary industry knowledge and demonstrated experience in:
  - Detail Engineering Surveying
  - Cadastral Surveying

- Volumetric Surveys
  - Utility Locations
4. Demonstrated understanding and knowledge of the Surveying and Spatial Information Act 2002, the Surveying and Spatial Information Regulation 2017 and the Surveyor General's Directions.
  5. Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives.
  6. Demonstrated interpersonal skills including highly developed negotiation, problem solving and conflict resolution.
  7. Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.
  8. Demonstrated ability to operate within defined budgets and to meet the operational and strategic financial targets of the organisation.
  9. Class C Driver's Licence.

### **Desirable Criteria**

1. Cert IV Leadership & Management or equivalent.
2. Specific industry experience in Road Definition and road status.
3. Working knowledge of relevant legislation including the Environmental Planning & Assessment Act 1979, Local Government Act 1993, Roads Act 1993 and Survey and Spatial Information Act 2002
4. Current licences/tickets including:
  - WHS General Construction Induction
  - Implement Traffic Control Plan
  - Prepare a Work Zone Traffic Management Plan
  - Telstra Accreditation

Date:

Agreed:

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**Employee Name**

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**Employee signature**