

Role Charter

| POSITION: | TEAM LEADER DESIGN INITIATION |
|----------------|--------------------------------------|
| Reports to: | Operations Manager Design & Projects |
| Accountable to | Manager Asset Strategy & Engineering |
| Directorate: | City Services |
| Date revised: | 21 July 2025 |

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 lead a design team in the effective scoping, initiation and delivery of engineering design projects including coordination of daily tasks and monitoring deliverables to ensure timely, accurate and high-quality outcomes.

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 Operations 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 Operations 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 Operations 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

1. Oversee and coordinate the day-to-day operations of active design projects, ensuring tasks are effectively delegated, direction and coaching is provided to team members, quality and progress is monitored, for delivery of accurate and cost-effective designs and documentation within required timeframes.
2. Collaborate with the Asset Management team to effectively scope and estimate projects to support delivery of budget, compliance and service identification requirements, to support optimal project initiation and delivery.
3. Evaluate project requirements and provide sound engineering design solutions, ensuring compliance with technical standards and alignment with client expectations.
4. Deliver high-quality customer service by providing clear and accurate technical advice to both internal and external stakeholders, based on agreed project briefs.
5. Conduct detailed reviews of all project deliverables prior to final submission to the Operations Manager, ensuring accuracy, compliance, and minimal rework.
6. Maintain effective stakeholder relationships, liaising with internal stakeholders and external government agencies and statutory authorities as necessary in the preparation of design and obtaining approvals; participating in various internal and external committees, forums and professional bodies.
7. Proactively identify, assess, and report critical project information, risks, or delays to Operations Manager to ensure effective decision-making and risk mitigation.

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. Degree in Civil/Design Engineering or relevant discipline or an equivalent combination of relevant qualifications and/or training with contemporary industry experience.
2. Contemporary industry knowledge and demonstrated experience in civil design, with particular emphasis on its application to:
 - Design for roads, drainage, cycleways and recreation facilities
 - Construction procedures for civil engineering works
 - Quantity calculations and estimating
3. Extensive project initiation, estimation and management experience with competing project priorities and delivery within required timeframes.
4. Sound experience with industry software its application and or implementation.
5. Demonstrated experience and ability to lead a team including supervising, coaching and supporting team members in their day to day activities.
6. Highly developed analytical, problem-solving, decision-making, and report-writing skills.

7. Class C driver's licence.
8. NSW WHS General Construction Induction.

Desirable Criteria

1. Working knowledge of relevant legislation, including infrastructure SEPP, Environmental Planning & Assessment Act (part 5) 1979, Local Government Act 1993 and Roads Act 1993.
2. Demonstrated experience in influencing stakeholders at all levels and conflict resolution.

Date:

Agreed:

Employee Name

Employee signature