



# Position Description

Team Leader/Supervisor/Coordinator

<b>Position Title</b>	<b>Strategic Environmental Projects Coordinator</b>
<b>Division</b>	Development and Environment
<b>Section</b>	Natural Resource Management
<b>Reports to</b>	Natural Resources Manager
<b>Grade</b>	16
<b>Direct Reports</b>	3
<b>Indirect Reports</b>	0

## Position purpose

The role is to provide support, coaching and coordination of strategic projects staff and assist with delivering/managing strategic projects to assist in achieving the operational requirements of the NRM Team.

## Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

## Position specific responsibilities

- Support the NRM Strategic Team to develop projects for the annual PMHC Operational work plan
- Support the NRM Strategic Team in delivering projects listed in the annual PMHC Operational work plan
- Assist in IP&R reporting
- Monitor budget income and expenditure associated with the projects delivered by the NRM Strategic Team
- Undertake project management of key NRM Strategic team projects
- Review and mentor direct reports through the employee engagement process and day to day work duties
- Liaise with external stakeholders to ensure effective project implementation
- Any other related duties as directed, within the skills and scope of the role.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

## Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I ensure that roles and responsibilities are clearly communicated</li><li>• I actively listen to the concerns of my staff and customers</li><li>• I keep my team members informed</li><li>• I provide regular, valid and objective feedback in relation to individual performance</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others</li><li>• I ensure that the actions of myself and others are focused on achieving organisational outcomes</li><li>• I take responsibility for the behaviour and performance of my staff members within the workplace</li><li>• I deal with issues when they arise</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I lead by example</li><li>• I set clear objectives and goals for my team to achieve</li><li>• I contribute to the change process and see change as an opportunity to improve performance</li><li>• I ensure my team is working well together</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I maintain confidentiality</li><li>• I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same</li><li>• I am fair and consistent in my dealings</li><li>• I am honest with my staff</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I acknowledge the achievements of my team members</li><li>• I encourage a positive working environment</li><li>• I am engaged, enthusiastic and motivated</li><li>• I mentor and coach my team</li></ul>



**Document Endorsement**

**Date**     28/09/2020

**Group Manager**

Environment & Regulatory

**Date**     29/09/2020

**Director**

Development & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**

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**Employee Signature**

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**Date**

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