

TEAM LEADER INFRASTRUCTURE PROJECT DELIVERY

POSITION DESCRIPTION

Position Title:	Team Leader Infrastructure Project Delivery
Responsible To:	Manager Infrastructure Delivery
Council Portfolio:	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried Level 9

Overview of Portfolio

The City Infrastructure Portfolio is responsible for Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Infrastructure Program provides effective whole of life planning and management of our diverse community infrastructure assets and seeks partnerships with government bodies to deliver on Councils strategic plans, stimulating the local economy and supporting existing community needs and future growth.

Key Relationships / Interactions

Internal	Employees across the Infrastructure Program
	City of Adelaide (CoA) employees across all Portfolios and Programs and Corporate Teams
External	State Government Agencies
	Consultants and Contractors
	Members of the public
	Other Councils
	Committees
	Associations across the industry

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Primary Purpose

As part of the Infrastructure Program the Team Leader, Infrastructure Project Delivery will lead the Project Delivery Team to provide project management specialist advice and expertise to relevant stakeholders, both internally and externally to align with strategic objectives and project outcomes.

The team leader will ensure project delivery activities are focussed and maintain consistently high standards to meet community needs. The Team Leader works under limited supervision and is responsible for the management of the works delivery program, and coordination of the capital upgrade and major projects through the planning, consultation and design stages and accountable for the time, cost, quality of all projects delivered.

The team leader will leverage the industry and service providers to provide value for money solutions and make accurate decisions to provide a financial benefit. The Team Leader will work with procurement and leadership to ensure the correct contractual arrangements are entered into that meet the risk profile of the projects and the Council.

The team leader will drive innovative change across the team and build strong relationships across the organisation to ensure a cohesive and beneficial delivery of projects.

Responsibilities

The Team Leader Infrastructure Project Delivery is responsible for:

People Leadership

- Supporting and openly communicating a shared understanding of the vision, purpose and direction for the organisation.
- Demonstrating, enabling and holding people accountable for living the CoA values and delivering the right outcomes.
- Actively managing performance of team through timely and constructive feedback whilst enabling a culture of accountability and delivery.
- Fostering an environment of agility, customer centricity, positivity and resilience to change.
- Mentoring and coaching people to build organisational capability and enabling people to perform at their best.
- Creating a fair and just culture so workers feel they will be treated fairly and consistently.

Business and Commercial Acumen

- Making considered and timely decisions while managing risks to support commercial drivers and team needs
- Considering and creating response recommendations to budgetary and political queries in a transparent and timely manner.
- Encouraging a culture of continuous improvement and added value for our customers.
- Taking an evidence-based approach to decision making, balancing governance and innovation.
- Understanding the needs of customers and influencing outcomes by providing timely and expert advice.

Strategic Focus and Delivery

- Understanding strategic direction ensuring alignment to organisational strategy and political drivers and aligns team activities accordingly.
- Managing a workforce structure that enables the efficient delivery of priorities and services.
- Ensuring the team is focussed on key priorities to ensure delivery of effective and efficient outcomes.

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- Considering emerging trends and identifying innovative opportunities and outcomes for the organisation, its customers and the team.

Partnering

- Building internal and external relationships that support achievement of organisational objectives and customer needs.
- Building trust and respect.
- Understanding shared agendas and where relevant identifies opportunities to connect with other programs and relevant bodies for efficient and mutually beneficial outcomes.
- Fostering an environment of being proactive, agile and collaborative to identify new ways of working to overcome barriers.

Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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Position Criteria

Qualifications	A tertiary qualification in a related field and/or a broad range of professional and technical skills and experience gained through a range of relevant employment, including at management level.	Essential
People Management	Experience in providing effective leadership which continually enhances and builds the team's capability and performance. Demonstrated ability to mentor and support employees in their professional development. Thorough working knowledge of people management practices, policies and procedures	Essential
Financial Skills & Acumen	Experience in commercial acumen and financial management. Ability to understand and appreciate the financial implications of decisions and their impact.	Essential
Technical Knowledge & Experience	An appropriate mix of knowledge and experience to ensure that the projects for which the team is responsible are planned, designed, implemented and maintained at the highest standard and at the optimum levels and cost. Working knowledge of current legislation, regulations, and codes relevant to the position.	Essential
Project Management	Extensive project management skills	Essential
Innovation & Initiative	Self-motivated, results orientated and able initiate actions to ensure objectives are met.	Essential
Resource Management & Decision Making	Proven ability to effectively utilise allocated resources which includes planning and delegating. Ability to prioritise and be flexible when responding to changing demands. Demonstrated ability in decision making within a team environment which progress desired outcomes. Demonstrated ability in strategic risk identification and management.	Essential
Professional Development	A commitment to maintain and continually develop knowledge of current practices as well as ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups. Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	Essential
Collaboration & Communication	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, agencies and stakeholders.	Essential

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	The ability to build and maintain cross program relationships. Highly developed written and oral communication skills, including demonstrated ability to write reports, and present information to meet the needs of both internal and external audiences.	
Administrative Skills	Intermediate skills in MS Office computing applications including word processing, spreadsheet, database, presentation software such as PowerPoint, e-mail and CoA Systems.	Essential
Government Experience	Experience working in a government environment.	Desirable

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by your during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.