Lachlan Shire Council

Position Description
Overseer - Northern

Directorate	**Infrastructure Services**
Location	**Condobolin Depot**
Classification/Grade/Band	Grade 11 – Band 2/Level 2 & Band 3/Level 1
Position Code	**4300002.1**
Date position description approved	

Council Overview

The Heart of NSW encompasses the local government area of the Lachlan Shire and is well known for its natural beauty, friendly and welcoming locals and relaxed bush lifestyle. The towns and villages in the Lachlan Shire capture the essence of life in the bush.

Council Values

COOPERATIVE
Team work is the key, all working together towards a common goal

RESPONSIVE
Committed to the needs of the Organisation and the Community

RESPECT
We treat others with kindness, fairness and tolerance in all our professional and personal interactions

EFFECTIVE
We accomplish a purpose, we produce the expected result and are effective workers without wasting time and effort

PROUD
We take pride in our work and doing the best job we can. We are proud of Council and its achievements

Primary purpose of the position

The Overseer – Northern is a key member of the Infrastructure Services Department who is responsible for the supervision of staff undertaking a range of projects and provides support to the various program Managers.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Ensure the overseeing of the works program is undertaken competently
- Ensure the day-to-day supervision and coordination of staff, plant, resources and activities are undertaken professionally and efficiently
- Ensure the inspections and reports on the asset management areas are undertaken efficiently
- Collect requested field data and respond to requests in a timely manner
- Provide direction, coaching and training to trainees/relief operators and staff
- Ensure effective on-site management and daily supervision of contractors delegated to this position
- Effectively participate in forward planning, budgeting and scheduling of works programs
- Prepare accurate estimates for Council's annual budget
- Ensure compliance with licence requirements under the PEOA Act and other relevant legislation
- Ensure to regularly report to the various program managers as to progress in program areas
- Ensure that projects are managed and coordinated effectively
- Ensure all Council WH&S policies and procedures are adhered to at all times
- In accordance with Clause 9 (ii) Local Government (State) Award, the employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training

Key Challenges

- Competing demands and priorities
- Budget restraints (work within budget)
- New changes or standards coming in that will affect the work environment

Key Relationships

Who	Why
Director	• Receive advice and report on progress on works programs and discuss future directions • Provide expert advice and support and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Roads Manager/Roads Coordinator	• Guide, direct, and mentor team members support performance and development. • Lead discussions and decisions regarding service goals and outcomes.

Who	Why
Plant Operators, Truck Drivers and other team members	• Guide, direct, and mentor team members support performance and development. • Lead discussions and decisions regarding service goals and outcomes.
Stakeholders	• Provide expert advice on a range of roads maintenance related issues • Manage expectations and resolve issues.

Key external relationships

Who	Why
Stakeholders	• Provide expert advice on a range of works/operational related issues • Manage expectations and resolve issues.
Landholders	• To source water and use of their land to park plant and/or equipment

Reports to:

Roads Coordinator

Decision Making:

To incur expenditure up to $15,000 subject to the expenditure being provided for in Council's Annual Operational Plan and associated budget and also being within the Officer's area of responsibility.

Direct Reports:

Approximately 19 direct reports - depending on location of the work teams

Essential Criteria:

- Certificate IV in Frontline Management or Local Government (operational works)
- Class 'C' drivers licence
- Demonstrated supervisory and leadership skills
- Construction Induction White Card
- Good planning, organisational and communication skills
- Good customer service skills
- Demonstrated contractor management and project management skills
- Good literacy skills

Desirable Criteria

- Diploma in Frontline Management or Local Government (operational works)
- Medium Rigid Licence
- Good computer skills and the ability to use Microsoft software
- Traffic controller certificate
- Implement traffic control plans certificate
- Manage a Traffic Zone certificate
- Construction and surveying skills and experience

Capabilities for the role

Below is the full list of competencies adapted from the NSW Local Government Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies. Performance in the role will be assessed against these competencies.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
 **Personal attributes**	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	**Intermediate**
	Demonstrate Accountability	Intermediate
 **Relationships**	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	Foundational
 **Results**	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	**Adept**
 **Resources**	Finance	Foundational
	Assets and Tools	**Intermediate**
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 **Workforce Leadership**	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

Focus capabilities

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Intermediate	• Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams • Acts as a resource for other teams on technical matters
Results Deliver Results	Adept	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Intermediate	• Uses a variety of plant, work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain plant, work tools and equipment appropriately • Contributes to the allocation of plant, work tools and resources to optimise team outcomes

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Workforce Leadership Manage and Develop People	Intermediate	• Clearly communicates roles and responsibilities in the team • Discusses and sets clear performance goals and standards • Gives regular feedback with the aim of improving performance and helping others learn and develop • Recognises development needs of individuals and identifies suitable learning opportunities • Recognises ongoing performance issues and works towards resolving them