

Role Statement



TITLE OF POSITION: –Works Delivery Coordinator
CLASSIFICATION LEVEL: ASO-6

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

As part of the Safety and Service Division the Facilities Services Branch contribute to the effective management of government building assets through the constant review and improvement of facility related services, plans and procedures to reduce the whole-of-life cost to government or maximise the useful life of its built asset portfolio. The Facilities Services Branch comprises of five (5) sections: Business Services and Development, Strategic Operations and Contracts Section, Operations consisting of Health Operations, Metropolitan Operations, and Regional Operations.

The position sits within the Operations Section, which is responsible for managing, administering and delivering the operational aspects of the Across Government Facilities Management Arrangements (AGFMA). The section delivers responsive, value for money, quality facilities management services for all government agencies and works collaboratively with all other sections of Facilities Services, to ensure high quality and standardised services across metropolitan and regional South Australia.

Role Overview

The Works Delivery Coordinator is responsible for scheduling, resource allocation, coordinating and managing large projects and works programs and associated contractors, project teams and risks in the development and provision of total facilities management services across multiple government agencies in accordance with the AGFMA. The role administers and coordinates a responsive single point of contact service to client agencies, coordinates technical and procedural matters, to deliver expert building advice and ensures all works are undertaken in accordance with Australian Standards, Codes of Practice, government policy and relevant legislation. The Works Delivery Coordinator identifies, analyses and coordinates and manages

Directorate:
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ANZCO Code:
Location:



Government of South Australia
Department of Planning,
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a works service delivery program and contractual risks for building projects and facilities management projects and processes.

Key Outcomes of the Role

The Works Delivery Coordinator is required to undertake a wide range of activities which may include all or any of the following:

- a. Planning, scheduling and coordinating the operational delivery of large and complex work programs or operations that are consistent with agency and the whole of government strategies, policies and priorities and deliver the Section's objectives.
- b. Managing a team of staff in the delivery of large operational work programs, including planning and allocating work, managing significant resources, defining and communicating staff responsibilities and ensuring that quality and continuous improvement principles are embraced.
- c. Coordinating and ensuring the delivery of complex operational functions that support for the achievement of the Section's objectives, including managing the provision of reports, performance benchmarking and audits for the programs under management.
- d. Coordinating the delivery of expert operational advice, to internal and external stakeholders, including providing operational or technical support and guidance to inform high level planning and resolve complex issues.
- e. Coordinating complex operational liaison and negotiation processes, with internal and external stakeholders, suppliers and service providers, which ensures the ongoing effective performance of the significant programs and contracts under management.
- f. Coordinating the delivery of expert input into the development and implementation of operational policies, strategies, standards, guidelines and procedures that support the achievement of the Section's goals and objectives.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- Some work outside normal hours and inter/intrastate travel involving overnight absences may be required.
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history/record check in line with departmental policies and procedures.
- A current driver's licence is essential.

Qualifications / Licences

- a. Nil.

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Leads and supports a very large group of either trade or field based employees, by providing On the Job training and mentoring, to ensure on time delivery of quality performance objectives for complex or technical work programs.
- f. Proven ability to work under limited direction and exercise managerial responsibilities for a large trade or field based work program or operation, including identifying and delivering operational performance outcomes and setting priorities to achieve objectives.
- g. Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs, policies.
- h. Detailed knowledge of the quality and risk management requirements and functions of a technical services or operational program, including an understanding of the relevant Legislation and Regulations that impact on the functions of the role and the Agency.

Delegate Approval

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Name

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Signature

Date: / /