

Role Description

Works Supervisor



Transport
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Regional and Outer Metropolitan /Regional and Freight/ Regional Maintenance
Location	Various
Classification/ Grade/ Band	USS 7
Role Number	Various
ANZSCO Code	312112
PCAT Code	1112292
Date of Approval	July 2019
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$51.2bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Primary purpose of the role

The Works Supervisor is responsible for the planning of works delivery and allocating and coordinating resources across teams to ensure works and projects are delivery in line with agreed time, cost, quality, safety standards and targets. This role also includes assisting in the bidding and estimation process for works and supervising major and minor contracts.

Key accountabilities

- Supervise, plan and coordinate major and minor contracts, including managing and allocating project resources to ensure agreed time, cost, quality, safety and environmental targets are met.
- Review work processes and procedures, including reporting mechanisms and implement improvements to support the administration of the section's work and contracts.
- Develop and manage the performance of staff by providing performance feedback, identifying skills gaps, preparing the team and individual development plans and facilitating opportunities for development to assist in building a team-based culture and to ensure staff have the necessary skills to perform effectively.



- Conduct risk assessments, facilitate and review safe work method statements, conduct toolbox talks and site inductions and investigate incidents and non-conformance to ensure quality, safety, and environmental systems comply with, and risk-managed effectively.
- Assist in the estimation and bidding process for work, including negotiating prices and delivery to ensure estimates and resources meet client needs and expectations.
- Undertake the role of Superintending Officer for major and minor contracts including monitoring and reporting on specification compliance, safety, traffic management, environment and quality performance and preparing and issuing related instructions to the contractor to ensure all contracts are managed consistently and are delivered.

Key challenges

- Managing crews to ensure the team operates in a harmonious, productive and well-planned manner as well as inspiring crews to be innovative and strive to achieve the best outcome for TfNSW and its customers.
- Providing a safe place to work for work crews, including providing the tools and equipment, ensuring that all related work is safely conducted
- Meeting deadlines and budgets in line with agreed quality standards and timeframes to deliver quality commercial outcomes for TfNSW.

Key relationships

Who	Why
Internal	
Works Manager	<ul style="list-style-type: none"> • Provide guidance and expert advice, Liaise to obtain and communicate information • Escalate complex issues and problems to that require a higher delegation
Site Teams and Team Leaders	<ul style="list-style-type: none"> • Provide high level support and advice; collaboration and share information
Project Delivery Team Members	<ul style="list-style-type: none"> • Liaise to obtain and communicate information
Work Support Officer/ Direct Reports	<ul style="list-style-type: none"> • Liaise to obtain and communicate information • Set objectives, measure performance, motivate, to achieve work goals
Quality Systems Officer	<ul style="list-style-type: none"> • Liaise to obtain and communicate information
External	
Traffic Control and Labour Hire Suppliers	<ul style="list-style-type: none"> • Liaise, communicate and engage with stakeholders

Role dimensions

Decision making

The role operates with autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work, quality, integrity and validity of the services provided.

The role determines strategic priorities in consultation with the Works Manager and defers complex issues that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure.

Reporting line

This role reports to the Works Manager

Direct reports

This role will have a variable number of Direct and Indirect Reports

Budget/Expenditure

As per the TfNSW Financial Delegations

Essential requirements

- Appropriate trade qualifications and or broad experience in road construction and maintenance.
- Demonstrated ability to read and interpret plans and specifications for projects and subcontracts, estimate the cost, duration and resources required, control costs and forecast expenditure for project activities.
- Demonstrated experience working following traffic control plans, environmental and safety hazard controls and procedures including safe work method statements, and conducting site inspections, inductions and incident investigations.
- Possess a current motor vehicle driver licence.
- Available to attend after hour's emergency callouts and willingness to work outside regular working hours and travel on occasion.






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role, the capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities 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.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>necessary</p> <ul style="list-style-type: none"> • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring

NSW Public Sector Capability Framework

Group and Capability Level

Behavioural Indicators

- Recognise performance issues that need to be addressed and work towards resolution of issues