

# Position Description (People Managers)

## Area Manager

Division	City Planning, Development and Transport
Business Unit	Health and Building
Management Level	M4
Grade/Band	Band 8
Date position description approved	10 September 2019

### The City of Sydney

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, demonstrated by our clear, compelling plan for our global city: [Sustainable Sydney 2030 – 2050 Continuing the Vision](#).

Caring for our city, creating a future for all is our purpose. No matter the role we play, caring for our communities, environment, work and people is our foundation. We're passionate about our city: its venues, facilities, open spaces and everything we do to make it a great global city. And our people: our commitment to social justice so no one gets left behind.

### Our values

We have 3 values that guide our everyday behaviours and reflect us at our best.

**Make a difference:** We care about our community and strive to be our best every day. We act with integrity in the best interests of our city and colleagues.

**Better together:** We do our best when we listen to the voices of others and work as a team. We celebrate our diversity, finding ways for everyone to belong.

**Embrace possibilities:** We encourage curiosity and are open to new ideas. We challenge ourselves to find the best solutions for our city and our organisation.

### Primary purpose of the position

To manage a multi-disciplinary area based team of professionals to deliver the City's policies and legislative responsibilities in relation to health and building functions that contribute to ensuring public health and safety throughout the City.

### Key accountabilities

- Effectively lead and manage an area based team to ensure the City's services and programs are delivered consistently and to a high standard.
- Provide a high level of professional service to internal and external stakeholders.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position to ensure that advice provided and decisions made are accurate and in accordance with legislation.
- Implement and contribute to policy developed by the Standards and Policy Team to ensure policy is operationally practical and applied consistently.
- Identify and resolve complex operational matters associated with the area team.
- Operationalise inspection/investigation processes of health and building functions within the area team in a timely and effective manner.
- Manage, monitor and report on area performance in relation to relevant Unit KPIs.

## Key challenges

- Managing competing priorities, and problem-solving successful compliance outcomes in an environment of change.
- Coordinating the delivery of effective and efficient public health and safety outcomes across a multidisciplinary team.

## Key relationships

Who	Why
<b>Internal</b>	
Manager Health and Building	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions.</li> <li>• Provide expert advice and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Lead, direct, manage and support performance and development.</li> <li>• Guide, support, coach and mentor.</li> </ul>
Area Managers	<ul style="list-style-type: none"> <li>• Collaborate to ensure consistency across the area teams and appropriate use of resources.</li> <li>• Discuss management decisions and initiatives.</li> </ul>
Standards and Policy Specialists	<ul style="list-style-type: none"> <li>• Consultation towards the development of policy.</li> <li>• Discuss audit and verification outcomes.</li> </ul>
<b>External</b>	
Community	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues.</li> </ul>

## Key dimensions

### Decision making

Responsible for ensuring compliance decisions and enforcement undertaken within the area team are consistent with the City's Compliance Policy, and in accordance with applicable legislation.

Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

## **Reports to**

Manager Health and Building

## **Direct reports**

- Area Coordinator
- Senior Building Surveyor
- Building Surveyor
- Licensed Premises/Compliance Officer – Shift
- Senior Environmental Health Officer
- Environmental Health Officer

## **Estimated number of indirect reports**

Up to fifteen (depending on area team)

## **Essential Knowledge, Skills & Experience**

- Degree qualification in a relevant discipline.
- Experience in working in at least one discipline within a Health and Building regulatory and compliance environment.
- Demonstrated experience in managing a team in a complex environment.

## **Capabilities for the position**

Our leadership and management capability framework outlines the behaviours, knowledge and skills that are expected of people managers in their role.

## **Focus capabilities**

The focus capabilities are those deemed most important for the position, at the time of recruitment. Candidates should have at least a satisfactory level to be suitable for the appointment.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Section Unit Manager - M4
	<b>Cultivates Productive Relationships</b>	<b>Section Unit Manager - M4</b>
	<b>Drives Results</b>	<b>Section Unit Manager - M4</b>
	<b>Develops People and Culture</b>	<b>Section Unit Manager - M4</b>
	Operates Strategically	Section Unit Manager - M4
Management	Technology and Information Management	Section Unit Manager - M4
	<b>Finance and Resource Management</b>	<b>Section Unit Manager - M4</b>
	Asset Management	Section Unit Manager - M4
	<b>Risk Management, Safety and Compliance</b>	<b>Section Unit Manager - M4</b>
	Procurement and Contract Management	Section Unit Manager - M4
	Project Management	Section Unit Manager - M4
	<b>Change Management</b>	<b>Section Unit Manager - M4</b>
	<b>People Management</b>	<b>Section Unit Manager - M4</b>