

Role Statement



TITLE OF POSITION: Resource Coordinator
CLASSIFICATION LEVEL: TGO4

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

Safety and Service Division comprises four directorates: Transport Operations, Asset Management, Infrastructure Delivery and Regulation.

This role belongs within the Asset Management Directorate which:

- Develops and implements infrastructure strategies and initiatives for the portfolio
- Develops asset management strategies, including preparing, managing and maintaining asset registers and asset information systems
- Provides a systematic and coordinated approach to optimally sustain portfolio infrastructure
- Maximizes the value and delivery of infrastructure and assets over their whole of life
- Provides governance review mechanisms including performance monitoring
- Delivers the maintenance of assets to increase asset performance and return on investment, including building facilities, rail infrastructure and rolling stock, road network, marine facilities & fleet, plant and equipment.

Role Overview

Located at Port Augusta, this position is accountable for outback road construction or maintenance. Ensuring a safety first approach to the achievement of required standards, productivity and efficiency within specified budgets. The position is required to provide expert advice on outback road construction and maintenance, exercising managerial responsibilities for a very large field based work operation or program and to show leadership with implementation of Work Health and Safety, human resource and environmental management.

Directorate:
Position Number:
ANZCO Code:
Location: #TGO4 Template #11561779



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

- a. Delivering specialised technical services to support the planning and/or achievement of the Section's objectives, including undertaking complex investigations, coordinating projects and/or technical functions and providing expertise into reports and high level technical documents.
- b. Providing specialist technical advice to internal and external stakeholders and developing and applying appropriate technical methodologies and techniques to inform decision making and resolve complex technical issues.
- c. Liaising and negotiating with internal and external stakeholders and service providers, as required, which facilitates the ongoing effective performance of technical work programs, services and projects.
- d. Preparing technical documents, correspondence, and reports with recommendations, for dissemination to the General Manager, Manager and other senior DPTI staff, as required.
- e. Providing technical mentoring, supervision and support to team members, contract staff and consultants, as required.
- f. Contributing expertise to the development and implementation of appropriate technical and/or Section systems and procedures and the identification and implementation of related business processes.
- 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

Qualifications / Licences

- a. Relevant Diploma or Advanced Diploma or recognised qualification approved as being appropriate to the career group, or alternative as being defined within the classification standards.

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. Works collaboratively with staff to plan and deliver work, manage and develop performance and create a culture of quality and continuous improvement.
 - f. Demonstrates experience in coordinating or supporting the delivery of technical services and projects within a complex organisation including undertaking investigations and exercising significant levels of initiative to achieve objectives.
 - g. High level ability to work under general direction, and to deliver technical performance outcomes, plan activities and set priorities, and resolve complex technical problems.
 - h. Well-developed interpersonal and communication skills, including the ability to liaise effectively at all levels, both to technical and non-technical staff and customers, provide appropriate technical solutions to achieve satisfactory results and to prepare clear and relevant documents and reports.

Delegate Approval

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Name

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Signature

Date: / /