

# Role Statement



TITLE OF POSITION: Resource Coordinator  
CLASSIFICATION LEVEL: OPS6

## 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, This 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: #OPS6 Template 11557282



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. Planning and managing the operational delivery of very 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 very 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

### **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. Significant experience in planning and managing the development of a range of operational functions, inclusive of undertaking investigations, writing policies and procedures, and delivering expert reports that establish and monitor performance benchmarking activities.
  - f. Proven ability to work under limited direction and exercise managerial responsibilities for a very large field or trade based work program or operation, including identifying and delivering operational performance outcomes and setting priorities to achieve objectives.
  - g. Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner, including negotiating and formulating appropriate solutions to complex operational problems.

Delegate Approval

.....

Name

.....

Signature

Date:     /     /