

Position Description

Position	Team and Work Supervisor (Trades)
Group / Section	Barwon Asset Solutions, Operations
Reporting line	Trades Lead
Classification	Band 6

Organisational Context

Barwon Asset Solutions is a wholly owned subsidiary company of Barwon Water.

With a strategic vision of fulfilling Barwon Water's Strategy 2030 of enabling regional prosperity, with a strong focus on entrepreneurialism and affordability.

With its own vision of "Unlocking Potential Together", Barwon Asset Solutions provides smart maintenance and project services in a manner that builds regional capabilities, enhances productivity and creates jobs and opportunity.

Purpose

This position under the guidance of the Trades Lead will direct, lead and co-ordinate trade qualified teams to deliver all required activities.

Overarching Responsibility

As the Team and Work Supervisor (Trades), you will have overarching responsibility to:

- Lead and drive SQE on site (including audits and incident investigation)
- Job planning, including booking contractors, meeting other authorities, discussing jobs with crew, buying fittings for jobs, arranging plant, and meeting with customers
- Ensure all invoicing completed according to company policy,
- Complete team timesheets and leave approvals
- Complete PPPs, toolboxes and all HR matters required to effectively manage and communicate with your team

- Close out Target Activity Costs and be accountable to relevant budgets
- Responsible for quoting external works
- Translate strategic vision into action at front line
- Implement and drive strategy and culture within your team
- Effectively manage BW as parent company
- Work with team to find, define and realise efficiencies across BW group
- Ensure that all works are undertaken in accordance with Company Policy, systems and procedures.
- Assign appropriately skilled operatives (staff and contractors) to works that can be undertaken in accordance with contractual timeframes and obligations.
- Assist crews on technical and complex matters in accordance with quality procedures and new technologies, including field data capture and works scheduling systems.
- Nurture positive relationships with clients, resolving relevant customer complaints and directing support personnel in providing front-line customer service.
- Guide staff by leading, mentoring and resourcing, striving for continuous improvement and continuity of works.
- Monitor field performance measures, including OH&S, environmental, quality and KPI performance.
- Lead a strong safety culture within the department, wider business and external service providers based on the principle of 'no harm.'

Key Barwon Asset Solutions Competencies for this Role

Competency	Definition
Action & Accountability	Drives outcomes with purpose, accountability and action.
Collaboration	Collaborates effectively across the business and organisational boundaries.
Communication	Communicates with clarity, vision and purpose
Customer, Community & Partnership	Creates customer, partner and community value.
Growth & Resilience	Brings a growth mindset and personal resilience.
Inclusion	Is inclusive.
Innovation & Continuous Improvement	Actively drives continuous improvement and innovation.

Reporting lines

The Team and Work Supervisor (Trades) reports to the Trades Lead. The Team and Works Supervisor has a number of field staff that directly report to this position.

Key internal relationships

- Operations Manager
- Trades Lead
- Direct Reports
- Barwon Water's Infrastructure Operation's department

Intellectual Property

- Intellectual Property created by you (the employee) during the course of your employment with Barwon Asset Solutions will have all right, title and interest in assigned to Barwon Asset Solutions. This includes intellectual property created in connection with or related to the performance of the duties as detailed in this position description, whether or not created during normal business hours or using Barwon Asset Solutions premises or equipment.

Compliance Responsibilities

- Relevant laws and regulations
- Industry codes
- Barwon Asset Solutions policies and procedures

Comply with all Barwon Asset Solutions policies, procedures and guidelines including those relating to health, safety, environmental and quality performance, equal opportunity (including harassment and bullying), privacy and code of conduct.

Barwon Asset Solutions supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff live by our Values and never commit, excuse or remain silent about any form of disrespect or violence against women and their children.

Qualifications, skills, knowledge and experience

Qualifications and experience

- Experience at a supervisory or managerial level in an operational environment.
- Performance management expertise, a commitment to change management and the ability to train and develop field staff.
- Computer literate and a demonstrated knowledge and experience of current and emerging technologies related to field maintenance services.
- Relevant trade understanding and tertiary qualifications desirable.
- Experience with Trade Licences (e.g. REC) desirable.

Knowledge and Skills

- An understanding of industrial relations issues and a commitment to EEO and OH&S practices.
- Good verbal, written, reasoning and conflict resolution skills.
- Established interpersonal skills and the ability to build quality management, change management and leadership.
- Demonstrated ability in developing and fostering high performing teams
- A commitment to continuous improvement, quality management, change management and leadership.
- An understanding of environmental issues facing the company and the community.
- High standards of personal hygiene presentation at all times.

Signatures

Manager Name (print)

Manager signature

Date

Employee Name (print)

Employee signature

Date