



**LAND MANAGEMENT CORPORATION**

**ENERGY ASSETS MANAGER**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2010**



Government of  
South Australia



## Job Profile

### Manager, Environmental Services (PROJECT DIRECTORS / CORPORATE DIRECTORS)

<b>Position Title:</b>	Manager, Environmental Services	<b>Classification:</b>	
<b>Department:</b>	Projects Rix	<b>Location:</b>	Riverside
<b>Responsible to:</b>	General Manager, Projects	<b>Direct Reports:</b>	Senior Project Manager Project Manager, Project Officer

<b>Incumbent:</b>	TBC	<b>Signature:</b>		<b>Date:</b>	__ / __ / __
<b>General Manager:</b>	Sandy Rix	<b>Signature:</b>		<b>Date:</b>	__ / __ / __

### Organisational Background

<b>Description</b>	The Land Management Corporation is a key economic agency of the Government of South Australia. LMC demonstrates its leadership and innovation in delivering sustainable outcomes by creating and facilitating sustainable residential and industrial development projects. By working in successful partnerships with the private sector and other government stakeholders, LMC's highly skilled staff deliver land and project management expertise for the State's future growth and prosperity, creating liveable communities that provide highly valued economic, social and environmental benefits for South Australians.
<b>Vision Statement</b>	In line with its vision of <i>Delivering places for people</i> , LMC will be a leading contributor to South Australia's urban development and land for growth, creating places in which our communities can expand and prosper in a sustainable way.
<b>Role Purpose</b>	Plan, develop and manage complex LMC environmental projects through the direction of project activities having responsibility for strategy and accountability for the overall management of the environmental project(s).  Deliver LMC environmental projects in accordance with approved delivery plan, within LMC and Government guidelines with an approved business framework according to stakeholder requirements and legislation.

## KEY RESULT AREAS, WEIGHTING and RESPONSIBILITY



KEY RESULT AREA	Key Objectives	Key Performance Indicators (Primary applicable Competency areas in BOLD type)
<p style="text-align: center;"><b>1</b> <b>Business Planning &amp; Budgeting</b></p>	<ol style="list-style-type: none"> <li>1. Formulate Paramount Project Objectives</li> <li>2. Establish and monitor the project according to budget parameters.</li> <li>3. Provide appropriate and high quality reporting as required.</li> <li>4. Prepare business strategies, operating and capital expenditures for inclusion in the LMC business plan.</li> <li>5. Report progress of projects against the business plan budget and program to all key stakeholders.</li> </ol>	<p><b>Developing Vision - Business Understanding - Organising</b></p> <ol style="list-style-type: none"> <li>1. Paramount Project Objectives formulated.</li> <li>2. Project stays within budget</li> <li>3. Reports submitted accurately and on time.</li> <li>4. Plans are prepared and approved.</li> <li>5. Stakeholders are informed accurately regarding progress.</li> </ol>
<p style="text-align: center;"><b>2</b> <b>Project Delivery</b></p>	<ol style="list-style-type: none"> <li>1. Understand and operate within the business management system (BMS) and LMC Project Phases guidelines.</li> <li>2. Ensure project delivery plans are prepared and implemented, monitoring progress.</li> <li>3. Operate according to Paramount Project Objectives.</li> <li>4. Maintain project control and track key milestones and responsibilities.</li> </ol>	<p><b>Managing - Achieving Objectives</b></p> <ol style="list-style-type: none"> <li>1. BMS is adhered to.</li> <li>2. Objectives are delivered on.</li> <li>3. Performance against plan meets requirements.</li> <li>4. Documentation reflects project progress.</li> </ol>
<p style="text-align: center;"><b>3</b> <b>Team Management</b></p>	<ol style="list-style-type: none"> <li>1. Assist with internal/external recruitment of appropriate skilled project staff.</li> <li>2. Lead project team to ensure project deliverables.</li> <li>3. Develop appropriate Job Profiles in collaboration with HR and ensure that team members understand their role.</li> <li>4. Provide performance development and training opportunities where appropriate with direct reports.</li> <li>5. Provide positive leadership and develop a dynamic culture in the team.</li> </ol>	<p><b>Managing – Motivating - Building Teams - Influencing</b></p> <ol style="list-style-type: none"> <li>1. Project is effectively staffed.</li> <li>2. Project outcomes achieved.</li> <li>3. Job Profiles in place.</li> <li>4. Individual performance objectives set and staff are supported in their development.</li> <li>5. Strong role modelling / mentoring occurs.</li> </ol>
<p style="text-align: center;"><b>4</b> <b>Procurement, Compliance &amp; Risk</b></p>	<ol style="list-style-type: none"> <li>1. Ensure documented structure is in place to determine individual responsibilities and accountabilities.</li> <li>2. Ensure that processes and procedure are complied with by all stakeholders.</li> <li>3. Ensure robust risk assessment undertaken and management plan implemented to identify key areas requiring management.</li> <li>4. Adopt and operate within all LMC's policies and procedures.</li> </ol>	<p><b>Organising - Managing</b></p> <ol style="list-style-type: none"> <li>1. Required documentation is in place.</li> <li>2. Review for compliance occurs.</li> <li>3. Risk is continually monitored.</li> <li>4. Timeframes are in line with project deliverables.</li> </ol>
<p style="text-align: center;"><b>5</b> <b>Governance &amp; Stakeholders</b></p>	<ol style="list-style-type: none"> <li>1. Utilise the Project Control Group to ensure that high level issues are addressed.</li> <li>2. Negotiate favourable outcomes with key stakeholders.</li> <li>3. Conduct high level communication with all stakeholders to facilitate the achievement of project outcomes.</li> <li>4. Identify evaluate and manage risk to LMC.</li> <li>5. Facilitate the resolution of project issues through positive and proactive negotiation with key stakeholders.</li> </ol>	<p><b>Customer Orientation - Influencing</b></p> <ol style="list-style-type: none"> <li>1. Meetings are scheduled and attended.</li> <li>2. Issues effectively resolved, arrangements beneficial to LMC.</li> <li>3. Risk management plan developed.</li> <li>4. Plan reviewed regularly.</li> <li>5. Corrective actions taken.</li> </ol>



## CORE COMPETENCIES

<b>Information Management</b>	<b>Developing Vision:</b> <ul style="list-style-type: none"> <li>• Developing company vision</li> <li>• Developing strategy</li> </ul>		<b>Customer Orientation:</b> <ul style="list-style-type: none"> <li>• Guiding clients</li> <li>• Maintaining client contacts</li> <li>• Service orientation</li> </ul>
<b>Task Management</b>	<b>Business Understanding:</b> <ul style="list-style-type: none"> <li>• Cross-functional thinking</li> <li>• Understanding business issues</li> <li>• Defining business parameters</li> </ul>	<b>Interpersonal Management</b>	<b>Influencing:</b> <ul style="list-style-type: none"> <li>• Having impact</li> <li>• Negotiating</li> <li>• Convincing an audience</li> <li>• Contribute and be interactive in the senior leadership group. Provide ideas and strategies that may improve the operation of the organisation</li> </ul>
	<b>Managing:</b> <ul style="list-style-type: none"> <li>• Managing time/costs</li> <li>• Monitoring progress</li> <li>• Managing resources</li> </ul> <b>Organising:</b> <ul style="list-style-type: none"> <li>• Setting objectives</li> <li>• Acting proactively</li> <li>• Planning</li> </ul>	<b>Personal Management</b>	<b>Achieving Objectives:</b> <ul style="list-style-type: none"> <li>• Showing ability to achieve results</li> <li>• Showing Drive for results</li> <li>• Showing technical accountability</li> </ul>
<b>People Management</b>	<b>Building Teams:</b> <ul style="list-style-type: none"> <li>• Encouraging co-operation</li> <li>• Managing conflicts</li> <li>• Involving team members</li> </ul>		
	<b>Motivating:</b> <ul style="list-style-type: none"> <li>• Recognising</li> <li>• Adapting leadership style</li> <li>• Delegating.</li> </ul>	<b>Technical Expertise</b>	Provide high level expertise and guidance to LMC and others in the area of contaminated land. Thorough knowledge of the relevant environmental legislation and its applicable to the operations of the organisations



## HOW TO APPLY

Applications should be forwarded to Andrew Reed by e-mail to [12415@hender.com.au](mailto:12415@hender.com.au)

Telephone enquiries are welcome and may be directed to Andrew on (08) 8100 8836 or to Gill Manser on (08) 8100 8825.

### **Please note**

Your application will be automatically acknowledged by a return e-mail.