

JOB TITLE: Team Leader Waste Water

DEPARTMENT: Sewerage, Capital Works, Electrical and Mechanical

REPORTS TO: Sewerage, Capital Works, Electrical and Mechanical Coordinator

Purpose and Scope of role

To optimize the efficiency and productivity of Waste Water Services Team through the effective leadership and management of the wastewater services department to ensure successful achievement of strategic, annual, monthly and project objectives of the department.

Key Responsibilities

Leadership

- On-going coaching and mentoring of the Waste Water team based on performance and role requirements to deliver optimum results from the Waste Water Services Team.
- Demonstrate and set high standards of discipline and professional standards within Waste Water Services Department and Solomon Water.
- Effective setting of direction, and clarity for the Waste Water Services Department through the timely development and implementation of individual performance objectives, monthly and annual work plans.
- Develop and grow a culture of high performance within the Waste Water Services Team through ongoing motivation and holding the Waste Water Team accountable for delivery of objectives and targeted outcomes.
- Develop, maintain and continuously improve a culture of teamwork through setting clear understanding of individual roles and objectives, how the individual roles and objectives are interrelated and interdependent and more importantly the importance of delivering team results.
- Develop, maintain and continuously improve a clear LINE OF SIGHT for all employees within the Waste Water team by creating alignment of individual role and objectives to department objectives, to Operations Divisional roles and objectives and finally to Solomon Water's Vision, Mission Statement and Strategic goals and objectives.

Management

- Management and supervision of the Waste Water Services Team including staff reporting, leave approval, job descriptions; learning and development and facilitating relevant processes.
- Ensure that the Waste Water Services Department is running at optimum efficiency and effectiveness through regular planning, review and improvement of department work plans and results.
- Ensure that the performance management process is effective through conducting regular periodic reviews and undertaking corrective actions in a proactive manner.
- Ensure that cost and expenses are; planned properly through driving the budget preparations for Waste Water Services operations, expensed and controlled to agreed budget tolerance through monthly budget reviews and annual budget planning process.
- Ensure delivery of targeted results through the effective planning, delegation, monitoring of daily, weekly and monthly work plans.
- Ensure correct and accurate reporting of the Waste Water Services KPI Dashboard through development and effective management of the Waste Water Services Database process.
- Ensure that project objectives and outcomes are delivered to specifications and on-time-in-full with speed, accuracy and integrity through employing a proper project management planning, implementation and reviewing process.
- Effectively manage the planning and reviewing process through the weekly and monthly meeting process for Waste Water Services Department and Operations Division.
 - Promote Occupational Health and Safety to ensure that staff understands safety requirements; use of safety equipment and clothing; safety assessments; incident management;

Technical & Operational

- Develop the weekly Waste Water Services update and monthly operations report for Operations Planning and Review Meeting through the KPI Dashboard reporting process.
- Conduct the daily and weekly work planning and performance reviews for the Waste Water team.
- Conduct daily, weekly and monthly performance review of Waste Water services analysis of the database results and waste water services infra-structure.
- Manage and implement time keeping policy for the Waste Water Services Team.
- Manage and implement the work safety policy.
- Actively participate in the weekly and monthly operations planning and review meetings.
- Develop annual and monthly work plans for the Waste Water services team.

Relationship & Networking

- Act as a link between the various departments and teams within the SCWEM Department.
- Network and liaise across Operations, Finance, Human Resources Divisional areas including management and administration, Work Analysis and Reviews, Capacity Building, Special Projects and other mandated Solomon Water activities.
- Liaise with other departments and provide advice on Waste Water Services Infrastructure operations
- Proactively support teamwork across

Selection Criteria

- Demonstrated Leadership and Management competencies in leading and managing large and multifaceted departments.
- Demonstrated technical competencies in operating Waste Water Services Infrastructures
- Demonstrated ability in planning, monitoring and evaluation of work plans to achieve targeted objectives and results.
- Demonstrated competencies in large and small scale project management.
- A proven understanding of working in a policy environment to deliver against expected outcomes.
- Well-developed technical and networking skills;
- Proven experience in team work both as a leader and a team member and the ability to develop effective teamwork.
- Demonstrated competencies in coaching and mentoring of direct and in-direct reports to facilitate professional growth and improved individual performance against delegated task and role requirements.
- Ability to work in a high pressure environment with proven skills in withstanding political and other pressures.
- Commands excellent communications skills in both written and oral and a well-developed negotiations skills set.

Qualification

Degree in Mechanical or Civil Engineering or any related field

Experience

- Minimum of 5 years working experience working in a similar leadership, management and technical positions in the private sector or public service sector.