



Position Description

Business Services Team Leader

Applications Close:
5:00pm on Tuesday 2nd June

Position title

Business Services Team Leader

Position number

WSC0095

Department

Infrastructure Services

Classification

Level 6, Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2023 as varied

Terms of employment

Full Time

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Director of Infrastructure Services

Supervision of:

Administrative and business support staff

Internal Liaisons

Infrastructure Services Team and other Council Departments

External liaisons

Consultants, contractors, State Government Departments, relevant authorities and stakeholders.

Position Purpose

The Team Leader – Business Services (Infrastructure) is responsible for leading and coordinating the administrative, financial and governance support functions of the Infrastructure Services Directorate.

The position plays a critical role in strengthening financial oversight, funding compliance, reporting systems and contractor administration while supporting operational managers in achieving strategic and operational outcomes.

The role ensures accurate financial processing, effective business systems, strong governance practices and timely reporting to support Council's infrastructure operations and capital delivery programs.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Team Leaders Responsibilities include:

- Promote and support compliance with Council's Workplace Health and Safety policies, procedures and safe work practices within the Business Services team and broader Infrastructure Services Directorate.
- Maintain a strong awareness of Workplace Health and Safety obligations relevant to administrative, financial and governance functions and ensure duties are undertaken in a safe and responsible manner.
- Support operational managers and supervisors through effective coordination of administrative requirements associated with contractor compliance, procurement documentation and operational record keeping.
- Ensure contractor and supplier documentation, including insurances, licences and safe systems of work, is collected and maintained in accordance with Council requirements prior to engagement.
- Participate in workplace safety discussions, team meetings and continuous improvement initiatives that contribute to a positive safety culture across the Directorate.
- Assist with maintaining accurate records and documentation required to support operational compliance, governance obligations and audit requirements.
- Promote safe office and administrative work practices and identify potential workplace hazards or risks within areas under the position's control.
- Support managers and staff in maintaining a workplace culture where safety concerns, hazards and incidents are reported promptly and managed through Council's established WHS processes.
- Ensure procurement and purchasing activities undertaken within the role consider relevant safety requirements, Australian Standards and Council procedures where applicable.
- Cooperate with Council's WHS personnel and management in supporting safety initiatives and maintaining compliance with legislative obligations.

Core Requirements

Mandatory Requirements

- Current Queensland “C” Class Driver Licence.
- Demonstrated experience in business administration, financial coordination or governance support roles.
- Demonstrated experience in financial reporting, budget monitoring and administrative systems management.
- Demonstrated experience in procurement administration, contractor claims processing and compliance documentation.
- High level computer literacy including experience with financial management systems, Microsoft Office Suite and corporate software platforms.
- Demonstrated understanding of Workplace Health and Safety obligations and safe work practices.
- National Police Check or ability to obtain one.
- Ability to maintain confidentiality and exercise sound professional judgement.

Desirable Requirements

- Certificate IV or Diploma in Business Administration, Finance, Governance, Local Government or a related discipline.
- Experience working within Local Government, infrastructure delivery or a similarly regulated environment.
- Knowledge of grant funding administration, acquittal processes and audit requirements.
- Experience in contract administration and procurement processes within a public sector environment.
- Experience supervising or coordinating administrative support staff.
- Knowledge of local government legislation, governance frameworks and financial compliance requirements.

Key Accountabilities

The following key responsibilities may be modified from time to time to ensure alignment with Council’s operational and corporate objectives.

Financial Management and Reporting

- Coordinate financial administration across the Infrastructure Services Directorate.
- Monitor operational and capital expenditure against approved budgets.
- Assist managers with budget forecasting, reconciliations and financial reporting.
- Prepare monthly financial reports and performance summaries.
- Support annual budget development processes.
- Assist with asset and project cost tracking.

Funding Administration and Compliance

- Coordinate funding claims, acquittals and supporting documentation.
- Ensure compliance with funding agreements, legislative obligations and audit requirements.
- Maintain accurate records for grant-funded projects and programs.
- Support preparation of funding submissions and reporting requirements.
- Assist in responding to funding agency enquiries and audits.

Contractor and Procurement Administration

- Coordinate contractor claims verification and payment processing.
- Assist with procurement administration and contract documentation.
- Maintain procurement records and registers.
- Support tender and quotation processes as required.
- Monitor compliance with Council procurement policies and procedures.

Governance and Business Systems

- Develop and maintain effective internal reporting systems and administrative processes.
- Contribute to governance improvements and audit readiness initiatives.
- Maintain accurate directorate records, registers and documentation.
- Coordinate reporting requirements for Council and executive management.
- Support continuous improvement initiatives across the Directorate.

Leadership and Team Management

- Provide leadership, supervision and support to business services staff.
- Promote a positive workplace culture focused on accountability and customer service.
- Assist with staff training, development and performance management.
- Foster collaborative working relationships across departments.

What Success Looks Like in 12 Months

Within 12 months, the Team Leader – Business Services (Infrastructure) will have established strong administrative, financial and governance systems that effectively support the Infrastructure Services Directorate and improve operational accountability across the organisation.

Success in the role will be demonstrated through:

- Accurate and timely financial reporting processes supporting operational and capital programs.
- Improved visibility and tracking of project expenditure, contractor claims and funding allocations.
- Funding claims and acquittals consistently submitted on time with strong audit compliance outcomes.

- Efficient and well-documented administrative and procurement systems aligned with Council policies and legislative requirements.
- Strengthened governance practices and improved audit readiness across the Directorate.
- Positive working relationships established with operational managers, finance staff, contractors and external funding bodies.
- A well-coordinated and high-performing business support function delivering responsive internal customer service.
- Development of streamlined reporting systems that improve operational decision-making and executive oversight.
- Demonstrated leadership of staff through clear direction, accountability and support.
- Contribution to a culture focused on professionalism, continuous improvement, compliance and service delivery excellence.

Key Selection Criteria

The applicants suitability for this role will be assessed against the following capabilities

Selection Criteria 1 – Business Administration and Financial Management

Demonstrated experience in the delivery of business administration, financial coordination and operational support services within a complex organisation. This includes experience in budget monitoring, financial reporting, accounts processing, contractor claim verification and maintaining accurate financial and administrative records.

Selection Criteria 2 – Governance, Compliance and Procurement

Demonstrated knowledge and experience in governance, procurement and compliance processes, including the ability to coordinate funding claims and acquittals, maintain audit-ready documentation, administer contracts and procurement records, and ensure compliance with relevant legislation, policies and funding requirements.

Selection Criteria 3 – Leadership and Team Coordination

Demonstrated ability to lead, supervise and support administrative or business support staff within a multidisciplinary environment. This includes the ability to foster a positive workplace culture, manage workloads and priorities, support staff development and maintain productive working relationships across all levels of the organisation.

Selection Criteria 4 – Communication, Reporting and Organisational Skills

Highly developed written and verbal communication skills with the ability to prepare professional reports, correspondence and operational documentation. Demonstrated ability to effectively manage competing priorities, coordinate multiple tasks simultaneously and maintain a high level of accuracy and attention to detail under pressure.

Selection Criteria 5 – Systems, Continuous Improvement and Workplace Safety

Demonstrated experience in developing and improving administrative systems, reporting processes and business practices to support operational efficiency and governance outcomes. Demonstrated commitment to Workplace Health and Safety principles, risk management practices and continuous improvement within the workplace.

Other relevant information

- The selected applicant may be required to undertake a pre-employment medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position.
- The selected applicant will be subject to a criminal background check by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period, and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- Whilst employment is in the position described in this document it is understood that employment is with Winton Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Business Services Team Leader** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents, and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in "How to Apply for the Position" below.

How to apply for the position

We invite you to lodge a formal application which **MUST** include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.