

Position Description



Position title	Team Leader, Heritage (VIC)
Team	Victorian Heritage and Biosis Management teams
Location	Port Melbourne
Reports to	Manager, Heritage (VIC)
Employment type	Full time

Primary Purpose

The role is primarily focused on leading people in planning, decision-making and action, in a way that is consistent with the company's established policies, procedures, culture and ethos.

The role will lead by example with their consultants in client management and development, administration and people management, whilst supporting others to do their role.

Key Accountabilities: Team revenue goals, productivity and project profitability, team retention and development, completion of weekly timetabling forecasts and completion of monthly project reviews in a timely manner.

Key Responsibilities

1. Team Administration;
 - 1.1. Provide strategic input to planning and direction of the team;
 - 1.2. Active communication across the team and regular team meetings;
 - 1.3. Resource staff allocation, timetabling, forecasting and leave approval;
 - 1.4. Review and monitor staff performance; and
 - 1.5. Recruitment (assessment recommendation and induction);
 - 1.6. Engage and communicate with the national business to facilitate knowledge sharing;
2. Chargeable Project Work;
 - 2.1. Conduct and manage more complex projects as Project Manager;
 - 2.2. Lead quality assurance of technical deliverables including review of reports; and
 - 2.3. Deliver projects to achieve budgeted project profitability of team;
3. Professional Development;
 - 3.1. Leadership of project managers, guidance, coaching and mentoring;
 - 3.2. Team building, mentoring, professional development and motivation of the team; and
4. Sales and Client Relationship Management;

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- 4.1. Develop and implement team marketing plan including identifying new opportunities and clients;
- 4.2. Enhance and build new client relationships; and
- 4.3. Develop and review proposals;
5. Other Duties as Required.