

Role Description

Associate | Discipline Team Leader

Reports to	Managing Director, Board of Directors, Executive Director or Director
Liaison	Directors, Associate Directors, Associates, Project Leaders, Discipline Leaders, Client and Design Team, Contractors and others as necessary to ensure coordination of resources and design
Function	Support growth and strategic development of region. Lead delivery, technical quality and certification or engineering discipline.

Core Responsibilities

- Leadership, Management & Accountability (LMA) for the operational functions of the engineering discipline
- LMA for the resource allocation and production of billable work commiserate to the invoicing production targets for the discipline.
 - Support Directors for recruitment activities including hiring of production roles for the discipline
- LMA for the technical management and growth of discipline team members
- LMA for the technical quality of all documentation from the engineer discipline, including certification of documents to the requirements of regularity bodies for your area of practice.
- Work sharing across offices.
- Assist in on boarding new staff, planning and acquiring appropriate tools to facilitate smooth integration to business
- Day to day Project Leadership of key or assigned projects
- Design and documentation activities for project works
- Development of engineering templates and processes to improve efficiencies and quality of the discipline.
- Contribute to fee winnings of the business

General Responsibilities

- Represent the company to a high professional standard at all times
- Contribute to the development of the business against strategic goals
- Contribute to growth and performance appraisal of direct reports
- Be cognisant of PI and insurance claims arising
- Cash collections and maintaining working capital days below agreed target
- High level, innovative and strategic contribution to projects
- Represent and promote the business with the local and regional markets
- Be active in representing the company through target industry organisations
- Ensure compliance with company procedures and policies for those areas of the business which you are responsible
- Participate in office management/executive meetings and annual national strategic workshops as requested.
- Assist in developing annual remuneration and bonus recommendations

Authorities

- As delegated by the Executive Director, Director or their delegate

Person Specification

- Associate Diploma, Diploma, Degree or work based experience
- Understanding of building services beyond own discipline
- Ability to communicate, manage and supervise effectively
- Ability to manage finances and resources of the office
- Technically competent and understanding of legal and moral duties of the role in relation to regulatory and industry bodies

Expected Behaviors

- Demonstrate innovative work attributes, skills and enthusiasm across all disciplines.
- Demonstrate ability to work with a range of internal and external stake holders at state and national level
- Understand and promote the operational working of erbas™ at national level
- Ability to manage project teams, resources, and undertake mentoring activity for key staff members
- Demonstrate enthusiasm for continued professional development in the Company
- Participate in industry networking including company representation at seminars, conferences, networking events or forums.