

*If you want a quality, act as if you
already had it.*

William James

*We are committed to Employment
Equity and encourage applications from
qualified persons of Aboriginal ancestry;
persons with disabilities; members of
visible minority groups and women
seeking management and non-traditional
roles.*

SASKATCHEWAN ENVIRONMENT

SERVICE BUREAU
CAREER FACT SHEET

FOR FURTHER INFORMATION, CONTACT:

The Service Bureau in your area:

La Ronge: (306) 425-4234

Regina: (306) 787-8444

Prince Albert: (306) 953-2871

WHAT ELSE SHOULD I KNOW?

For further information on this type of
occupation, visit the following websites:

www.sk.hrdc-drhc.gc.ca/jobfutures/

www.gov.sk.ca/psc/corecomp/default.htm



Saskatchewan Environment

1328 La Ronge Avenue
La Ronge, SK S0J 1L0
Phone (306) 425-4234
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**For more information on Saskatchewan
Environment, contact our website at:**

www.sermweb.serm.gov.sk.ca

TEAM LEADER



Saskatchewan
Environment

It's in your Nature.

WHAT IS A TEAM LEADER?

Team leaders work within Saskatchewan Environment's policy and procedures to meet the Department's mandate. Under the direction of the Service Bureau manager, the team leader leads a team of administrative staff to provide client service. Primary responsibilities include assisting with planning, directing, and managing the activities of the Service Bureau. This includes the delivery of Financial Management, Property Management, Human Resource Management, and Information Management. Team leaders assist with maintenance of the Corporate Services identity and strive to foster team unity.

PRIMARY FUNCTIONS

- Team leaders develop individual work and development plans outlining work objectives and training requirements
- They ensure that all field staff obtain appropriate training and/or education to keep up to date with technology and changes
- Team leaders provide coaching to staff and help to foster confidence and competence by training new employees, and providing guidance and support to existing staff when learning new duties

OTHER FUNCTIONS

- Team leaders act as positive role models and mentors for other staff
- They assist in the design and implementation of an integrated and functional field component of the Service Bureau
- Additionally, team leaders lead in the establishment and delivery of area/field office support and services
- Team leaders develop and promote an integrated team concept for all clerical positions to deliver the service required by internal clients
- Team leaders assist in the establishment of effective liaison and strong working relationships, ensuring that the field component and Service Bureau work effectively together to streamline and operate as one team
- Other responsibilities of team leaders are to assemble field data; analyze information; and prepare reports and/or memos as required

Faith that the thing can be done is essential to any great achievement

Thomas N. Carruther

HOW TO BECOME A TEAM LEADER

To become eligible for this type of position, high school students should take classes such as Mathematics, Accounting, English, Computers, and classes related to Business Administration.

Typically, post-secondary educational requirements for this occupation include completion of an Office Education program and/or a Business Admin. certificate. People in this occupation typically have a combination of experience and post-secondary training, or are working towards a Certified Management Accounting diploma or a Commerce degree.

For information on programs or classes contact the following:

- SIAST; SITT; University of Saskatchewan; University of Regina; Northlands College; Sask. Indian Federated College

OTHER REQUIREMENTS FOR EMPLOYMENT

Knowledge of Department's mandate, programs and policies; knowledge of business practices; good interpersonal skills; ability to work independently and collaboratively

TYPICAL EMPLOYERS INCLUDE

- Provincial and federal agencies and government departments