



# Applicant Information Pack

Position: Corporate Services Coordinator

Date: April 2018

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# Application Form – Corporate Services Coordinator

<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident Y or N	VISA Expiry Date:  VISA Number:
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

# Pre-Employment Health Disclosure Form

Corporate Services Coordinator

Corporate Services

April 2018



## Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

## Position Risks

The below risks have been identified for the above mentioned role.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard          |
| <input checked="" type="checkbox"/> Working under pressure                       | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours)              | <input checked="" type="checkbox"/> Driving                                   |
| <input checked="" type="checkbox"/> Lifting less than 20kg                       | <input type="checkbox"/> Lifting 20-35kg                                      |
| <input type="checkbox"/> Lifting more than 35kg                                  | <input type="checkbox"/> Climbing ladders                                     |
| <input type="checkbox"/> Working at heights (greater than 2 metres)              | <input type="checkbox"/> Sun exposure   |
| <input type="checkbox"/> Dust exposure   | <input type="checkbox"/> Noise exposure                                       |
| <input type="checkbox"/> Walking uneven surfaces                                 |   |

## Disclosure

<b>Print Name</b>	
<b>Date Completed</b>	

<b>Item</b>	<b>Date</b>	<b>Details</b> <i>(Name injury/illness/medication, impact, treatment)</i>
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p><b>Injuries</b>  <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p><b>Current Medications</b>  <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p><b>Past Workers Compensation</b>  <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

**Declaration and Authorisation**

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p><b>Print Name</b></p>	
<p><b>Signature</b></p>	

**Position Description**  
**Corporate Services Coordinator**  
Enterprise Bargaining Agreement  
Professional Level 2  
Corporate Services  
Triabunna  
April 2018



## **PRIMARY OBJECTIVE**

Coordinate and administer the provision of corporate services for Council. Corporate Services include:

- Accounts Payable and Receivable
- Human Resources and Payroll
- Financial Support
- Records Management
- IT Services
- General Administration including Reception/Works Support

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: General Manager

Direct Reports: Corporate Services Officer, Corporate Services Support Officer, Trainee.

## **KEY ACCOUNTABILITIES/CHALLENGES**

- Developing and maintaining a lean multi-skilled team.
- Balancing competing priorities and managing expectations of others.
- Investing time in continuous improvement activities whilst still meeting operational requirements.

## **PRIMARY RESPONSIBILITIES**

### **Administrative Coordination**

- Ensure reception services are appropriately staffed.
- Allocate administrative resources in accordance with work load requirements and leave coverage.
- Ensure Council records are held appropriate in records management system(s).
- Carry out staff meetings and or training sessions as required.
- Coordinate the training requirements for all staff and for the Trainee in accordance with the registered training plan.
- Manage the IT support contractor for Council in terms of arranging onsite requirements and meeting the requirements of the contract for services.
- Manage the HR contractor for Council in terms of arranging onsite requirements and meeting the requirements of the contract for services.

## **Finance General**

- Carry out monthly financial reports as required for Council meetings for review and approval by the General Manager.
- Carry out adhoc financial reports as requested by the General Manager.
- Reconcile Council's bank accounts to clearing accounts and
- Reconcile all Council credit cards on a monthly basis and ensure all processes are approved and finalised.
- Carry out standing journals for budget and costing purposes on the regularity determined by the General Manager.
- Draft Council's monthly BAS for General Manager approval prior to lodgement.
- Manage the Financial Support contractor for Council in terms of arranging onsite requirements and meeting the requirements of the contract for services.

To support the Corporate Services Officer, in addition to supervising, this position must also have the ability to carry out the below functions in Payroll and Accounts Receivable/Payable during absence, peak workloads or to meet changing deadlines.

## **Payroll**

- Receive, enter and code individual timesheets. Identify any errors and resolve with Manager and/or employee.
- Process leave requests and ensure system deductions, correct rates assigned, supporting evidence, resolve issues with negative leave requests.
- Enter new starters and ensure all entitlements are set correctly in Payroll as per the contract of employment and industrial instrument, together with relevant governmental requirements i.e. superannuation, taxation, child support or similar are appropriately actioned.
- Process terminations in accordance with termination reasons including determining required superannuation and taxation provisions together with any legal instruments relating to the termination.
- Adjust employee payroll data for changes in employment (fraction changes, conversions, role changes, bank and superannuation disbursements).
- Review superannuation reports and remit to superannuation providers as required by law.
- Upload annual salary and allowance adjustments in accordance with contract of employment and industrial instruments, including checking on Award compliance where necessary.
- Provide advice on industrial instruments and contracts of employment, referring complex matters to management.
- Audit payroll reports, reconcile transactions and electronically process pays.
- Compile and submit PAYG and superannuation instalments/reports.
- Complete payment summaries at end of year for approval.
- Complete adhoc reporting as requested.
- Maintain the human resource management system data and where appropriate system improvements.

## **Accounts Receivable/Payable**

- Provide advice to people enquiring about payment matters.
- Generate invoices for payment including but not limited to; annual, quarterly and supplementary rates notices, annual and supplementary waste bins, annual and supplementary caravan licences, dog registration, marina lease, facilities hire, kennel licences.
- Generate debtors for payment in the accounting system and link invoice to payment record.
- Determine and carry out debt management processes with Council support to ensure revenue is received i.e. instalment reminders, statements, direct contacts, overdue notifications, payment plans.
- Determine and carry out appropriate bad debt management protocols when debt management activities have failed. Liaise with debt management providers i.e. Tas Collection Service in pursuing debt or enacting monetary penalties for appropriate debts.
- Carry out appropriate checks and verification processes to ensure remissions/discounts are applicable to revenue sources as per LGA and Council policies and where so, apply them to the relevant invoices.
- Set up direct debits as requested by debtors and ensure payments are processed and reconciled to the relevant invoices.
- Prepare reports and complete related claims to obtain rebates/funding from other sources with respect of monies available to Council i.e. grant funding, state rebates for fire and pension discounts.
- Generate debtors for payment in the accounting system and link invoice to payment record.
- Load bank disbursements to pay invoices to maximise payment savings and minimise payment penalties.
- Code invoices to relevant project and general ledger account codes, approve for payment.
- Update systems and ensure all appropriate paperwork has been receipted for changes in rateable properties, addition of new properties and split of existing properties into rates system.
- Reconcile funds received and paid with recall files from Bpay, AusPost, Direct Debits in the holding/clearing account for payment of debts.
- Prepare leases for marina berths and ensure pricing and related payment arrangements are put in place.
- Issue bins to properties, liaise with waste provider and ensure appropriate charges are allocated to rates.

## **ALL STAFF RESPONSIBILITIES**

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

## **QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)**

1. A degree level qualification in accounting, business, human resources or an equivalent combination of training and experience.
2. At least five years' experience in a financial role (revenue and expenditure) ideally with Xero or similar software.
3. Experience leading staff including a trainee to deliver operational services including setting priorities for the team, directing resources to needs, ensuring service delivery across all areas.
4. Experience in carrying out recruitment processes, reviewing performance and handling grievances.
5. Excellent communication skills in both a written and verbal form, with an ability to vary for differing audiences and messages.
6. Understanding of industrial instruments and frameworks and an ability to interpret and apply employee entitlements.
7. Demonstrated time management skills and a capacity to create calm whilst working under pressure and maintaining high levels of attention to detail.
8. A record of professional customer service delivery to all stakeholders.
9. Ability to quickly develop a sound understanding of the Council processes and contribute to the continuous improvements of those processes.
10. Ability to work with minimal supervision.



# Recruitment and Selection Information

August 2016



Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

In some instances relocation assistance may be offered to a successful applicant.

Recruitment processes can take anywhere between two to 12 weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

Enquiries and applications should be sent to [kristy@hrisesp.com.au](mailto:kristy@hrisesp.com.au)