



Applicant Information Pack

Position: Deputy General Manager

Date: March 2020

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Application Form – Deputy General Manager



Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
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
Declaration by Applicant <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

Deputy General Manager

General Manager's Office

March 2020



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 checked="" 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 checked="" type="checkbox"/> Sun exposure |
| <input checked="" type="checkbox"/> Dust exposure | <input checked="" type="checkbox"/> Noise exposure |
| <input checked="" type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

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

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

Position Description

Deputy General Manager

Level 11

Local Government Modern Award

Regulatory Services

Triabunna

October 2019



PRIMARY OBJECTIVE

Lead and manage the development and community support activities of the Council as it relates to Planning, Natural Resource Management, Compliance, Community Development, Medical Services and Visitor & Museum Centres.

Deputise for the General Manager as and when appointed under the *Local Government Act Tas 1993*.

ORGANISATIONAL RELATIONSHIPS

Reports to the General Manager.

The position has the following direct reports:

- Planners
- Compliance Coordinator
- Natural Resources Manager
- Community Development Manager
- Medical Coordinator
- Visitor and Museum Manager

KEY ACCOUNTABILITIES/CHALLENGES

- > Balancing the desire of Council to support and assist the municipality grow and develop against the requirement to meet regulations, codes and legislation.
- > Ensuring the various areas of compliance meet their regulatory requirements whilst also striving to achieve best practice.
- > Oversee the community and support services/enterprises that Council has to ensure they are relevant, sustainable and provide an acceptable return to the municipality.

PRIMARY RESPONSIBILITIES

Development

- Carry out or coordinate the completion of complex development application assessments, including consulting with stakeholders, government departments, applicants to ensure an assessment consistent with legislative requirements and where possible in line with Council's strategic plan.

- Review assessments conducted by staff/consultants to ensure consistent application of the planning scheme and legislative requirements.
- Support staff as required in completion of and our outsourcing of statutory assessments to ensure completion within timeframes.
- Propose development projects for inclusion in Council's strategic plan, including working with developers to identify opportunities and ways to deliver on developer and community requirements as part of the development and/or assessment process.
- In conjunction with other relevant managers project manage development projects of Council or which Council partner to, to ensure project outcomes are achieved consistent with contracts, on time and in budget.

Compliance

- Ensure Council's compliance functions (Building, Plumbing, Environmental Health, Animal Control, Fire Abatement and other special purpose licencing) are carried out in accordance with the relevant legislation and codes.
- Support Council Officers in determining strategies for dealing with complex, recurrent and/or controversial non-compliance matters.

Community Services/Enterprises

- Support the Medical Centre in ensuring operations are compliant with the various legislative requirements and is providing value beyond investment to the municipality.
- Ensure the Community Development plan and activities are relevant to community stakeholders, consistent with Council's strategic plan and is providing value beyond investment to the municipality.
- Oversee the operations in Councils visitor information centre and museum to ensure they are providing value beyond investment to the municipality.

All

- Support all leaders across the functions to review systems and processes to ensure efficient and effective operating practices, documenting policy and procedure for Council approval and for use in supporting Council internal and external operations
- Support all leaders in recruiting, supporting and managing performance of staff to ensure high functioning operators to deliver outcomes of best value to the municipality.

General Manager Deputising

- Remain across Council activities generally to enable smooth transition to deputise for the General Manager when appointed to do so as per the *Local Government Act Tas 1993*.

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 or higher level qualification or an equivalent combination of training and experience in government and public management or urban and regional planning or a similar related field.
2. Significant experience in the development and or compliance field with past senior roles that have included working through matters of complexity and controversy whilst drawing upon resilience.
3. Proven leadership skills to bring together leaders across complimentary functions to perform as a high functioning team.
4. A customer centric mindset and an ability to instil this in others.
5. An understanding of broader business risks, processes and decision making, ideally in the government sector.
6. A solution oriented focus in operating with a strong commitment to accountability for output.
7. An advocate for continuously improving processes and workflows utilising knowledge and experience in business improvement methodologies such as Lean, Six Sigma, RCA and similar.
8. Experience contributing to and leading the achievement of strategic and operational plans together with skills in project management and leadership.
9. Evidence of developing budgets and monitoring performance against these.
10. Sound understanding and application of human resource and safety policy and practice.
11. High level communication skills including the capacity to carry out presentations, deliver difficult or unwelcome information, negotiate and resolve conflict.
12. A sound knowledge of, or aptitude to quickly learn legislation that relates to local government.
13. Excellent computer skills including the capacity to self utilise Microsoft products such as Word, Excel and Outlook.
14. A current vehicle driver's licence and a commitment to maintaining this.

Recruitment and Selection Information

March 2020



This position is offered on an initial three year fixed term contract.

The remuneration package for this role is between \$105,000 to \$125,000 (base and superannuation). There is provision of a motor vehicle with nominated private use component, laptop and phone. In some instances relocation assistance may be offered to a successful applicant.

All applications should be sent to kristy@hrisesp.com.au with the subject header of Application: Deputy General Manager.

Applications for this role will close upon the position being filled. Applications received will be reviewed at the end of each week.

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.

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.