



Applicant Information Pack

Position: Project Manager - Grants
Date: November 2020

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Application Form – Project Manager Grants



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

Project Manager Grants



November 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 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 type="checkbox"/> Dust exposure | <input 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

Project Manager – Grants

Band 4
Enterprise Bargaining Agreement
Works
Triabunna
October 2020



PRIMARY OBJECTIVE

Council has been awarded the following projects from the federal government. This role will have responsibility for all projects meeting the objectives of the grant and Council. This will include being the point of contact for the consultants carrying out the design and contract management, coordinating the signing of contracts, processing payments, reporting to the Grant authority and to Council.

The role will need to have oversight of the projects from design to grant acquittal and overall quality and timeliness of the outcomes with all projects concluding by November 2021.

1. Bicheno Triangle upgrade CDG-1131 - \$600,000
2. Bicheno Footpath Drought Funding - \$400,000
3. Bicheno Gulch CDG-1130 - \$1,500,000
4. Coles Bay Foreshore path CDG-1129 - \$1,000,000
5. Swansea Main Street CDG-1143 - \$1,000,000

ORGANISATIONAL RELATIONSHIPS

Reports to the Works Manager.

The position has nil direct reports.

KEY ACCOUNTABILITIES/CHALLENGES

- > Oversee consultants and contractors responsible for the Grant projects.
- > Ensure reporting deadlines and milestones required under each of the grants are met.
- > Problem solving with consultants and contractors to ensure quality outcomes are met within the timeframes.

PRIMARY RESPONSIBILITIES

- Oversee the consultant and contractors carrying out the projects as set out in the contracts in accordance with scope, on time and to budget.
- Assist consultants and contractors with resolving obstacles identified in meeting project outcomes to ensure quality output within budget and time frames.

- Complete financial and outcomes reports to satisfy grant acquittals from the Federal government.
- Ensure all relevant as constructed data is collected.
- Respond to community queries or concerns that relate to the delivery of the projects, briefing senior staff as necessary.
- Provide briefings to Council and/or take approved parties as requested by the General Manager to review progress and work completed.

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 in engineering or project management or a related field with work experience in managing projects in excess of \$500K.
2. At least 5 years experience working in project management, ideally in a civil, construction or industry that receives federal funding to deliver and report against.
3. Detailed understanding of drawings, standards and contracts for specific projects and experience resolving noncompliance matters.
4. Extensive experience in reporting against project milestones, including detailed financial reporting which can be used for multiple audiences.
5. Knowledge of, and preferably experience with grant deeds set by the Federal government and the related reporting and acquittal regime.
6. Experience working autonomously and leading project consultant/contract teams particularly as it relates to work health and safety.
7. Great interpersonal skills, written skills and presentation skills.
8. A high level of attention to detail, timeliness and accuracy in work.
9. High level computer skills.
10. A current driver's licence and a willingness to maintain this.

Recruitment and Selection Information

November 2020



The role is offered on a fixed-term period starting as soon as possible, ending November 2021. The role is for up to full-time hours, however applicants can set out their preferred hours and working arrangements in their cover letter. Remuneration will be in the order of \$100,000 combining a base salary and superannuation of up to 16%.

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 twelve 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.

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

Applications will be reviewed on a weekly basis and the advertisement will remain live until such time an appointment has been made.