



# Applicant Information Pack

Position: Director Planning & Development  
Date: November 2020

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# Application Form – Director Planning & Development



<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

Director Planning & Development



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

Director Planning & Development

Level 11

Local Government Modern Award  
Development & Regulatory Services

Triabunna

November 2020



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### PRIMARY OBJECTIVE

Lead the staff of the planning and development areas to provide a customer centred service to the municipality whilst ensuring Council are operating in accordance with the various legislative requirements. The role will be part of a leadership team that is dedicated to a workplace culture that is based on engagement, productivity and growing individuals and teams to perform at their best.

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
- Biodiversity Officer
- Development & Compliance Administrators
- Medical Practice Manager

### KEY ACCOUNTABILITIES/CHALLENGES

- > Balancing the desire of Council to support and assist the municipality grow and develop in a sustainable way, 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 Council's operations of medical centres as a pivotal municipal requirement and that underpins interest to develop and grow the municipality.

### PRIMARY RESPONSIBILITIES

Leadership

- Identify team values with the staff in support of building a culture consistent with organisational expectations.
- Work with individuals and teams to identify ways to continuously improve the work environment that has shared benefits to staff, Council and the municipality served.

- Ensure that staff practices are in pace to promote open communication, constructive and respectful debate and are centred on the basis of enhancing the workplace and service.

#### Management

- Remain abreast of work loads and actively contribute to individuals work load prioritisation, expectation management and redirecting/resolving obstacles present in achieving output.
- Ensure that work flow and load provides for variety of work, development of skills, opportunity to work at strengths and building of capacity to allow for fluid movement across peak areas and provide leave cover.
- Determine as and when required work requirements necessitate engagement of specialist external services and in doing so ensure outsourcing is closely managed to scope, time and cost.
- Oversee all complaints and complex compliance matters which are or likely to become particularly sensitive or escalated to elected members or media.

#### Development

- Support planners in their completion of assessments.
- Review assessments conducted by staff/consultants, particularly those of a sensitive nature to assist with briefings to elected members and in managing constituents.
- Meet with developers and government agencies as it relates to potential development or development on foot to identify and/or work through any concerns and opportunities.
- Support staff in improving policy, processes and procedures that improves the customer experience and brings efficiency and effectiveness.

#### 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.

#### Medical Services

- Support the Medical Centre in ensuring operations are compliant with the various legislative requirements and is providing value beyond investment to the municipality.

#### Executive

- Work with the General Manager to deliver the strategic plan and accountabilities delegated in the annual plan to the department.
- Manage Departmental budget and in doing so contribute to Council's broader financial performance together with peer review of expenditure and potential savings/revenue opportunities.
- Contribute to future Council planning processes and Council wide improvement initiatives.
- Participate in Council meetings and workshops as relevant to the Department together with meeting with elected members to resolve enquiries.

#### 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 economic development or a similar related field.
2. Significant experience in leadership including roles of developing culture whilst growing individuals and teams together with managing work load, flow and continuous improvement processes to enhance outputs.
3. Experience in economic development, development and or compliance field with past senior roles that have included working through matters of complexity and controversy whilst drawing upon resilience.
4. Ideally experience, or extensive knowledge of, the role of local government and its obligations under various legislation to the municipality it governs.
5. A customer centric mindset and an ability to instil this in others.
6. An understanding of broader business risks and processes with an appetite to make decisions and find solutions to enable progress.
7. Experience contributing to and leading the achievement of strategic and operational plans together with skills in community consultation to derive and report on plan progress.
8. Evidence of developing budgets and monitoring performance against these.
9. Sound understanding and application of human resource and safety policy and practice.
10. High level communication skills including the capacity to carry out presentations, deliver difficult or unwelcome information, negotiate and resolve conflict.
11. Excellent computer skills including the capacity to self utilise Microsoft products such as Word, Excel and Outlook.
12. A current vehicle driver's licence and a commitment to maintaining this.

# Recruitment and Selection Information

November 2020



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The role is offered on a full-time ongoing basis and it is anticipated the appointee would start as soon as possible in the new year. Remuneration and its components will be via negotiation with the successful applicant.

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](mailto:kristy@hrisesp.com.au) with the subject header of Application: Director Planning & Development.

Applications will be reviewed on a weekly basis in support of an appointment commencing in the new year. The advertisement will remain live until such time an appointment has been made.