



Applicant Information Pack

Position: Director Corporate & Community
Date: December 2020

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Application Form – Director Corporate & Community



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

Director Corporate & Community



December 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

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

Director Corporate & Community

Local Government Modern Award

Level 11

Corporate & Community Services

Triabunna

November 2020



PRIMARY OBJECTIVE

Lead the corporate and community services for Council in accordance with the relevant legislation and to achieve Council's strategic priorities.

Corporate and community services includes

- Finance (payroll, accounts payable and receivable, reporting, audit).
- Human Resources
- Health & Safety
- Risk & Emergency Management
- Community Development
- Museum
- Customer Services
- Records Management
- IT Services
- Cleaning

ORGANISATIONAL RELATIONSHIPS

Reports to: General Manager

Direct Reports: Senior Finance Officer, Customer Service Coordinator, Risk & Emergency Project Officer, Health & Safety Officer, Community & Economic Development Officer, Museum Coordinator/Curator.

KEY ACCOUNTABILITIES/CHALLENGES

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

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 based on enhancing the workplace and service.

Customer Service

- Ensure reception services are delivered consistent with contemporary practice.
- Allocate administrative resources in accordance with workload requirements and leave coverage.

Information Technology

- Manage the IT support contractor for Council in terms of arranging onsite requirements and meeting the requirements of the contract for services.
- Work with relevant managers and with information provided by IT parties to ensure Council's IT systems safeguard Council appropriately from loss or corruption of data and support efficient and effective operation.

Human Resources

- Provide HR advice to staff with personnel responsibilities in terms of industrial instrument cover, learning and development, performance management and recruitment ensuring the HR function is consistent with legislative requirements.
- As directed by the General Manager liaise with the HR contractor for Council in terms of arranging onsite requirements and meeting the requirements of the contract for services.

Finance

- Prepare Council's budget, monthly reporting, and quarterly adjustments and/or forecasts for staff with budget responsibilities and for Council.
- Carry out adhoc financial reports as requested by the General Manager.
- Ensure all Council bank and clearing accounts are reconciled regularly to enable accurate reporting internally and for BAS purposes.
- Support staff with grant seeking and acquittal responsibilities by providing relevant financial data.
- Oversee Council's debt and investment activities
- Review and update Council financial policies, procedures, and delegations to reflect best practice, legislative requirements, audit reports.
- Maintain financial processing skills to enable processing of accounts, payroll, journals to support workload and leave cover as required.
- Ensure the accounting system is maintained with system updates, effectively and efficiently used, and supports Council reporting and related decision making.
- As directed by the General Manager liaise with the Financial contractor for Council in terms of arranging onsite requirements and meeting the requirements of the contract for services.

Community & Economic Development

- Develop and oversee an annual plan for community and economic development to deliver on Council's strategic plan, reporting to Council as requested on progress.
- Oversee networks and partnerships new and potential to maximise the value Council provides to the municipality across all sectors.
- Assist in preparation of grant proposals and acquittals that are completed by Council or in partnership with organisations.
- Work with the relevant staff to assess value for spend of activities in the community and economic development area.
- Provide leadership to the Museum and ensure their activities and services form part of the annual community and economic development plan.

Health & Safety

- Regularly review and update as appropriate Council's safety management system (policy, procedure, tools, registers) to ensure compliant with relevant legislation.
- Work with the Officer and staff responsible for others to identify trends, emerging practices to ensure Council's safety is compliant and where valuable, best practice.
- Assist in management of workers compensation matters, disputations, renewals.
- Ensure Council office facilities are maintained in a clean manner for use by staff/contractors and presentation to the public.

Risk & Emergency Management

- Ensure Councils emergency management plan and related business continuity plan are in place, relevant and able to be enacted by the relevant parties when required.
- Ensure Council's risk register is maintained, reviewed and updated to support Council decision making and inform insurance matters.

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 level qualification in accounting or an equivalent combination of training and experience specifically in local government.
2. At least five years' experience in a senior financial role ideally with Xero or similar software.
3. Experience leading staff to deliver operational services including setting priorities for the team, directing resources to needs, ensuring service delivery across all areas.
4. Knowledge of industrial relations and frameworks ideally as it relates to local government.
5. Understanding of safety leadership and underpinning practices to delivery safety in a practical way.
6. Exposure to community and economic development in so far as how a Council can value add to other service providers and invest to drive specific outcomes.
7. Excellent communication skills in both a written and verbal form, with an ability to vary for differing audiences and messages.
8. Demonstrated time management skills and a capacity to create calm whilst working under pressure and maintaining high levels of attention to detail.
9. A record of professional customer service delivery from leading customer service staff to meeting the needs of elected members around a board table.
10. An inquiring mind and experience in delivering continuous improvement including the ability to manage change.
11. A current driver's licence and a commitment to maintaining this.

Recruitment and Selection Information

November 2020



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 with the subject header of Application: Director Corporate & Community.

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.