



# Applicant Information Pack

Position: Team Leader - Works

Date: June 2021

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## Application Form – Team Leader Works

<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

## Team Leader Works



June 2021

### 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 type="checkbox"/> Use of visual display unit (IPad and Laptop)          | <input 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 checked="" type="checkbox"/> Lifting 20-35kg                           |
| <input checked="" type="checkbox"/> Lifting more than 35kg                     | <input checked="" type="checkbox"/> Climbing ladders                          |
| <input checked="" 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

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

Item	Date	Details (Name injury/illness/medication, impact, treatment)
<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



## Team Leader

Band 4

Enterprise Bargaining Agreement

Works dept.

Swansea/Triabunna/Bicheno/Coles Bay

September 2020

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### PRIMARY OBJECTIVE

Provide safe and efficient leadership to the works staff on a job-by-job basis. Work as part of a Works leadership team involving the Works Manager, Works Supervisor and Team Leaders across disciplines and geographic area to determine routine maintenance, capital works and emergency response as it relates to council's infrastructure and services (roads, bridges, drainage, parks/reserves, cemeteries, waste management, boat ramps and similar).

The Team leader assists the Works Supervisor in the safe performance and execution of all outside staff work scopes in the geographical area of responsibility.

### ORGANISATIONAL RELATIONSHIPS

Reports to the Works Supervisor.

The position has 2 to 8 direct reports plus contractor personnel depending on the geographical area covered.

### KEY ACCOUNTABILITIES/CHALLENGES

- Balancing reactive and planned works and communicating capacity to achieve requirements for both areas.
- Ensuring a continued and consistent focus on WHS and continuous improvement within the workplace. Continually monitoring work site WHS to ensure a safe and compliant workplace for employees and public.
- Provide on the job mentoring/coaching based on the Team Leaders skill set or experience to employees of the same or lower levels.
- Monitor scope costs onsite and communicate with Lead/Supervisor scope cost estimates for approval.
- Ensure priorities to provide safe work practices are delivered whilst also providing outputs which meet time and budget expectations.
- Remaining abreast of technical practices, changes and trends to deliver sound technical guidance and instruction.
- Good communication skills to participate in discussions to resolve issues with employees, contractors or the public.
- Participate in performance management of personnel if required.

## PRIMARY RESPONSIBILITIES

The Team Leader, as per each work location requirements will; work across construction and maintenance in rural and urban settings which includes but is not limited to road networks, bridges and drainage, or will work in the maintenance of public spaces and facilities which includes but is not limited to parks, reserves, sports grounds/facilities, cemeteries, toilets, shelters, waste transfer stations, boat ramps and public furniture, and non-household waste.

- Develop and review work plans to determine resourcing requirements, optimal timing and identify potential risks and or problems for troubleshooting.
- Manage resources to achieve work schedules.
- Provide on the job technical leadership, instruction and lead problem solving to ensure outcomes are achieved within approved or revised budgets and timeframes.
- Ensure work sites have correct traffic/pedestrian management plans in place before starting task.
- Assist Council staff in scoping tender requirements for resourcing of jobs and assist in selection of suppliers and service providers to deliver on Council requirements.
- As part of the Works leadership team build and promote a safety culture in the workplace particularly as it relates to operational safety work practices and methods.
- Record accurate job data on Council asset systems (work requests), timesheets, financial data to support Council decision making, reporting for grants/funding bodies, support investigations as it may relate to continuous improvement or investigation.
- Ensure Council assets (plant and equipment) is operated in accordance with manufacturer requirements and best practice and is maintained to minimise risk and ensure warranty/insurance coverage. Liaise with council plant maintenance team to efficiently manage maintenance of plant.
- Assist Council in crisis and emergency management as determined by the Emergency Management Coordinator.
- Assist the Works Supervisor with information for performance management and as requested in participating on panels in relation to staff recruitment.
- Assist the Works Supervisor with information pertaining to customer complaints or in resolving customer works requests.
- Participate in site safety inspections when required.
- Act as the Works Supervisor during periods of leave or extended absences if required (As per EA higher duties guidelines).
- Ensure that Council safe systems of work (policy, processes, work instructions, reporting processes) are adhered to and actively utilised on jobs. Ensure SWMS are onsite, reviewed and signed onto by all team members. If during task execution new hazards arise, ensure onsite SWMS are updated with new hazard/s, controls to manage and communicated to work force.
- Oversee visitors to worksites to ensure they are appropriately inducted, correct PPE and do not endanger themselves or others.
- Lead by example at all times. How the Team Leader conducts him/herself will be deemed acceptable by the team for their own behaviours.
- Participate and have constructive input into pre-starts, toolboxes and associated meetings as required.
- Assist management and team members meet Chain of Responsibility requirements under the Heavy Vehicle National Law.

## **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. Participate in SWMS, Risk assessment and procedural reviews if required to have subject matter input.
- 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.
- Maintain a positive team environment, having constructive input and listening to other opinions/feedback to achieve best outcomes.
- Act in a professional and courteous manner within the community
- Follow directions/instructions from Works Supervisor. If a WHS issue is identified in executing the direction/instruction given, the Team Leader is to clearly communicate to Works Supervisor the issue and have input to a solution.
- Reporting immediately to Works Supervisor incidents (injuries, asset damage, and environmental damage) that have occurred. Reporting of near misses Works Supervisor before close of business the day of the near miss.
- Maintain good housekeeping of plant and GSBC assets including buildings.

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

1. A Certificate III in Civil Construction qualification or an equivalent combination of training and experience in construction, civil engineering, project management or similar.
2. Significant experience in the civil construction and maintenance field with past experience as a leading hand or leading projects such as roads, drainage, bridge and public spaces with facilities.
3. Evidence of practical technical skills and abilities in the engineering and construction field to problem solve at both a basic and complex level.
4. Past leadership positions including accountability for staff and external contractors in engineering and the construction fields.
5. Ability to make onsite decisions to solve problems as it relates to routine maintenance and capital projects.
6. An ability to contribute to grant applications, budget preparation and reporting against project milestones and general work outputs.
7. Significant experience in reading plans and specifications.
8. Well-developed communication skills including the capacity to communicate in person, in written form and a willingness to participate in negotiations and lead resolution of conflict.
9. Certificates and competencies in operating various plant i.e. towing trailers, dozer/excavator, grader, roller, and equipment i.e. chainsaw, brush cutter, mowers, sprayers.
10. A construction card (White card) and first aid certificate.
11. A current medium rigid driver's licence and a commitment to maintaining this.

## Recruitment and Selection Information

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This position based at Triabunna is full-time and offered on an ongoing contract. The position is covered by the enterprise agreement and is a Band 4. The remuneration for the role starts from \$57,504. There are attractive benefits of 16% superannuation and a 9-day fortnight.

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.

All applications should be sent to [kristy@hrisesp.com.au](mailto:kristy@hrisesp.com.au) with the subject header of Application: Team Leader North.

Applications close on Friday 9 July 2021.