



# Applicant Information Pack

Position: Facilities Coordinator

Date: August 2023

## Contents

Application Form – Facilities Coordinator.....	2
Pre-Employment Health Disclosure Form .....	3
Position Description .....	5
Recruitment and Selection Information.....	7

# Application Form – Facilities Coordinator



<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

## Facilities Coordinator



August 2023

### 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 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 <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

## Facilities Coordinator

Specified Term – 6 Months  
Enterprise Bargaining Agreement  
Band 4  
Works  
Triabunna  
May 2023



### PRIMARY OBJECTIVE

The Works and Infrastructure Department has primary responsibility for all aspects of asset management including buildings and marine infrastructure. This role assists the Department to deliver its objectives with respect to the functionality and condition of buildings and marine structures and their services.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Director Works & Infrastructure

Direct Reports: Nil staff however contractors across the harbour and marinas together with maintenance contractors.

### KEY ACCOUNTABILITIES/CHALLENGES

- Assessment and investigation of issues relating to facility infrastructure functionality and asset management including planned and reactive works.
- Programming of essential building and marine infrastructure maintenance services, management of costs and follow up and resolution of associated issues.
- Inspection of assets within the class with follow on scheduling of maintenance and capital requirements within budget, and to inform future budget.
- Contribute to the delivery of identified improvement activities within the relevant asset management plan.
- Liaison with facilities user groups as required per location to determine needs and communicate limitations.
- Contractor management including WHS and Environmental compliance; quality of work, hold points and deliverables.

### PRIMARY RESPONSIBILITIES

- Monitor the operational budget and prioritise maintenance activities within budget.
- Identify major maintenance and capital works required. Develop estimates for these works and feed them into the budget cycle.
- Identify grant opportunities and in liaison with Director, apply for grants to meet department objectives.

- Carry out regular inspections of all facility infrastructure and arrange contractors as necessary within budget for making good or making safe.
- Liaise with the Harbour Master and coordinate berth leases with customers, billing and associated records.
- Deliver capital and operating projects assigned, including development and implementation of programs for project delivery, contracts, procurement, grant acquittals and the like.
- Approval of expenditure within delegation including raising orders and final sign off for payment in Xero.
- Coordination of the building approval process for development applications as they pertain to new council projects.
- Contribute to the activities and responsibilities of the Infrastructure and Works Division as necessary.
- Provision of reports to inform management and council of pertinent issues as and when they arise.
- Reports as required including grant reports and monthly activities to Director.

### **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. This extends to the management of contractors performing activities under direction.
- 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. Aptitude for utilising computer-based systems is required. At a minimum, basic user skills in Word, Excel, Outlook and general web search engines.
2. Qualifications and experience in domestic, commercial and civil construction or a similar discipline are desirable.
3. Experience in carrying out inspections and developing scopes of work, estimates and converting this into requests for quotation and tenders.
4. Experience in management of contract conditions including progress claims, retentions and maintenance periods at practical completion.
5. Knowledge of council properties and buildings and marine infrastructure is desirable.
6. An understanding of Council processes and planning, including how asset information is factored into long term asset and financial plans.
7. A current driver's licence and a working with vulnerable people registration. a commitment to maintain these.

# Recruitment and Selection Information

August 2023



---

The role is being offered on a specified-term or casual basis. The applicant is requested to set out their available hours, preferred employment basis and expected remuneration in their cover letter.

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 [jazmine.kerr@freycinet.tas.gov.au](mailto:jazmine.kerr@freycinet.tas.gov.au) with the subject header of Application: Facilities Coordinator.

Applications close on 3<sup>rd</sup> September 2023.