

Applicant Information Pack

Works & Infrastructure Administration Officer: June 2024

###### Contents

[Application Form – Planning Development 2](#_TOC_250004)

[Pre-Employment Health Disclosure Form 3](#_TOC_250003)

[POSITION DESCRIPTION 5](#_TOC_250002)

[Planning & Development Administration Officer 5](#_TOC_250001)

[Recruitment and Selection Information 8](#_TOC_250000)

#### Application Form – Works & Infrastructure

**Administration Officer**

|  |  |
| --- | --- |
| **Surname** | **Given Names** |
| **Address** |
| **Email** | **Preferred Phone** |
| **Working Rights** |
| Australian Resident Y or N | VISA Expiry Date:VISA Number: |
| **Referees***I hereby give consent to the below referees being contacted.* |
| 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 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.* Signature Print NameDate |

## Pre-Employment Health Disclosure Form

##### Works & Infrastructure Administration Officer

June 2024

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.

 Use of visual display unit (IPad and Laptop)  Repetitive use of mouse/keyboard

 Working under pressure  Sitting for extended period (1.5 + hours)  Standing for extended period (1.5 + hours) Driving

 Lifting less than 20kg Lifting 20-35kg

Lifting more than 35kg Climbing ladders  Working at heights (greater than 2 metres) Sun exposure

Dust exposure Noise exposure

Walking uneven surfaces

Disclosure

|  |  |
| --- | --- |
| **Print Name** |  |
| **Date Completed** |  |

|  |  |  |
| --- | --- | --- |
| **Item** | **Date** | **Details***(Name injury/illness/medication, impact, treatment)* |
| **Illnesses***Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.* |  |  |

|  |  |  |
| --- | --- | --- |
| **Injuries***Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.* |  |  |
| **Current Medications** *Disclose any medications that may impact upon the performance of the role as per the risks identified.* |  |  |
| **Past Workers Compensation** *Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.* |  |  |

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.

|  |  |
| --- | --- |
| **Print Name** |  |
| **Signature** |  |

# POSITION DESCRIPTION

### Works & Infrastructure Administration Officer

Band 3

Enterprise Bargaining Agreement Works & Infrastructure

Triabunna

June 2024

**PRIMARY OBJECTIVE**

Assist the Works & Infrastructure Directorate to deliver its objectives with respect to service delivery, asset management data collection and analysis, administering and developing relevant databases, systems and processes, and general works administration.

**ORGANISATIONAL RELATIONSHIPS**

Reports to: Director Works & Infrastructure

Direct Reports: Nil

**KEY ACCOUNTABILITIES/CHALLENGES**

* Support the delivery of identified improvement activities.
* System management, including system and process enhancements and capability.
* Facilitate system data capture and manipulation for strategic and operational reporting.
* Research information for the Directorate to support accurate and strategic decision making.
* Assisting in the development of internal and external communications relevant to the Directorate.
* Working across multiple matters with various deadlines.

**PRIMARY RESPONSIBLITIES**

* Assist the Directorate in the implementation of communication channels between field and office through technological information exchange mechanisms.
* Contribute to the delivery of identified improvement activities within each asset management plan, including developing service level standards, various asset data capture and records management.
* Coordinate the standard documentation for the Directorate, including the development of new documents and templates, and review of existing.
* Interrogate systems and prepare data for reports.
* System and process maintenance and enhancements to support improvement activities and value for customers.
* Arrange (participants, agendas, briefings, venue, catering) meetings, community consultation sessions and like events to support the Directorate.
* Research and collate information, prepare draft correspondence.
* Assist in handling of Council works requests and review the system to ensure data is accurate.
* Assist in provision of information and reviewing of responses for Tender processes and contract administration.
* Ensure records are processed to appropriate record management systems.
* Any other task and duty relevant to the Directorate, within the skill and capability of the position incumbent.

**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. Certificate IV in Administration or equivalent training and experience.

2. At least three years’ experience in an administration support role.

3. Construction or related background desirable but not essential

4. Experience in all aspects of organising meetings and event management.

5. A developed knowledge of workflow processes, and use of templates, systems and process to support efficient administrative practices.

6. An understanding and experience in database administration and IT solutions.

7. Capacity to work with and get maximum value out of legacy and contemporary IT systems.

8. Ability to quickly develop a sound understanding of the Council processes and contribute to the continuous improvements of those processes.

9. Exceptional communication and interpersonal ability to build effective relationships to work with all stakeholders to achieve common goals.

## Recruitment and Selection Information

##### June 2024

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.

In some instances, relocation assistance may be offered to a successful applicant.

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 the Pam Sinclair, People Services Partner via pam.sinclair@freycinet.tas.gov.au with the subject header of Application: Planning & Development Administration Officer.

Application will be reviewed on a weekly basis until an appointment is made.