



# Applicant Information Pack

Position: Works Manager

Date: February 2020

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# Application Form – Works Manager

<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

Works Manager

General Manager's Office

February 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.

- 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

<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



## Works Manager

Level 11

Local Government Modern Award

Works

Triabunna

February 2020

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### PRIMARY OBJECTIVE

Lead and manage the Works Department which is based across four depots in the municipality (Triabunna, Swansea, Bicheno, Coles Bay) to ensure Council constructs and maintains the municipality's infrastructure (roads, bridges, drainage, parks/reserves, cemeteries, waste stations and similar) in a safe and commercially viable manner.

### ORGANISATIONAL RELATIONSHIPS

Reports to the General Manager.

The position has the following direct report:

- Works Supervisor who is accountable for 30 staff.

### KEY ACCOUNTABILITIES/CHALLENGES

- > Balancing reactive maintenance requests with planned maintenance in accordance with the asset management strategy and system.
- > Ensuring safety requirements are met whilst balancing best practice safety aspirations with practical and commercial application.
- > Remaining abreast of engineering practices, changes and trends to deliver sound technical guidance and instruction.

### PRIMARY RESPONSIBILITIES

- Manage the Works Department to deliver efficient and effective services and in accordance with best practice and statutory requirements.
- Develop, maintain and implement appropriate strategies and plans (asset management, maintenance and capital) together with budget across the Works area in consultation with relevant stakeholders.
- Manage the contracted service providers that assist Council in carrying out Works activities i.e. construction, engineering assessments, maintenance support, to ensure appropriate performance in accordance with contracts for service.
- Participate in networks and forums which support the Works area in achieving its strategies and plans i.e. forums by Engineering Australia, Workplace Standards.

- Instil and maintain a safety culture across the Works area as one of Council's highest risk work environment to minimise exposure to near misses, accidents and workers compensation claims.
- Lead Council committees at the request of the General Manager i.e. Enterprise Bargaining, Emergency Management, Health and Safety and similar.
- Build and maintain partnerships with the relevant State government bodies that set legislation, direction and provide guidance on Works activity carried out at the local government level.
- Provide technical advice and instruction to staff in the carrying out of works to ensure outcomes are consistent with standards, legislation and safety requirements.
- Receive and resolve any customer complaints with consideration of the General Manager that relate to the Works function.
- Develop, review and update policy for approval that relates to Works.
- Provide reports as requested on Department activity including presentation to Council and attendance at Council meetings.
- Provide leadership to the Works staff including clarity of vision, motivation to achieve and recognition of success.
- Carry out all required human resources processes (recruitment, performance review and improvement, terminations and so forth) for direct reports.
- Ensure all staff are appropriately informed and aware of their responsibilities in their roles and able to fulfil these.

## **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 construction, civil engineering, project management or similar.
2. Significant experience in the civil construction and maintenance field with past senior roles that have included managing both large and small scale construction and maintenance projects of infrastructure 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. Experience contributing to and leading the achievement of strategic and operational plans.
6. Evidence of developing budgets and monitoring performance against these.
7. Sound understanding and application of human resource and safety policy and practice.

8. High level communication skills including the capacity to carry out presentations, negotiations and resolve conflict.
9. Excellent computer skills including the capacity to self utilise Microsoft products such as Word, Excel and Outlook together with expertise in GIS (MapInfo) and MyData (Asset Management) or similar software.
10. A current vehicle driver's licence and a commitment to maintaining this.

# Recruitment and Selection Information

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This position is offered on an ongoing contract.

The remuneration package for this role is between \$103,000 to \$120,000 (base and superannuation). There is provision of a motor vehicle with nominated private use component, laptop and phone. In some instances relocation assistance may be offered to a successful applicant.

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

This role will remain openly advertised until such time it has been filled. Applicants received will be considered on a weekly basis until such time an appointment is made.

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.