



INFORMATION FOR APPLICANTS

Works Manager

Title	Works Manager
Employment Status	Full Time
Department	DEPOT
Application Close	5:00pm - Monday 29 th April 2019

WORK HEALTH & SAFETY

The health and safety of its employees, contractors, volunteers and visitors is a priority for Sorell Council. The Council is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure that all employees and contractors of the Council are safe from injuries and risks to health whilst they are at work. The Council is also committed to ensuring that volunteers and visitors are safe from harm when in Council workplaces.

The Council makes available the appropriate resources to ensure that it complies with relevant work health and safety legislation and that the workplace is a safe and healthy one.

EMPLOYMENT & GENDER EQUITY

Council provides contemporary conditions of employment and maintains a committed and a proactive approach to the following key areas:

Equity and Discrimination

Sorell Council is committed to the principles of equity and equal employment opportunity, to the elimination of inappropriate and unlawful discrimination, all forms of harassment (including sexual harassment) and bullying in the workplace. The Council aims to create and sustain a work environment which supports mutual trust and respect and will take all reasonable steps to ensure that:

- All employees are able to enjoy a workplace that is free from inappropriate and unlawful discrimination, harassment and bullying;
- principles of equity and equal employment opportunity are reflected in the Council's policies and procedures in respect of employees and employment; and
- There are effective procedures in place for the resolution of the genuine concerns and grievances of employees.

Family-friendly Policies

Sorell Council has in place flexible working arrangements which will assist both male and female employees in meeting their family obligations.

Opportunities for Women

Sorell Council is committed to gender equity and is an equal opportunity employer. Female candidates are encouraged to apply for vacancies with the Council and selection of the successful candidate in any recruitment is based on merit and suitability for the role without regard for gender.

In employment, the Council's policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT AGREEMENT

Employment in this position will be covered by an individual Employment Agreement. Except for any matters specifically covered in the Agreement, the provisions of Sorell Council Enterprise Agreement 2015 apply to the position.

SALARY:

The salary range for this position is **\$96,824.00 to \$102,538.16** plus superannuation, the commencing salary to commensurate with the level of experience of the successful applicant.

LEAVE ENTITLEMENTS:

Annual Leave:

For each full year of service, an employee accrues an entitlement of four (4) weeks annual leave for each year of service (pro rata for part time employees).

Long Service Leave:

An Employee will accrue long service leave based on 65 working days of leave for every 10 years of service in accordance with the Long Service Leave Act 1976.

Personal / Carer's Leave:

An employee is entitled to ten (10) days of Personal/Carer's leave for each year of service. An Employee's entitlement to paid personal / carer's leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year. Personal leave may be used when the employee is:

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

Annual Leave Loading:

Annual leave loading will be paid on annual leave loading of 17.5% calculated on the Employee's Ordinary Rate. Annual leave loading will be paid on the same date each year as determined by the Council.

HOURS OF WORK:

The spread of ordinary hours under the Enterprise Agreement is from 7.00am to 7:00pm Monday to Friday. The Works Manager position is 80 hours per fortnight with a monthly RDO.

SUPERANNUATION:

Sorell Council will make employer superannuation contributions on the employee's behalf at a level of 9.5% during the six (6) month probationary period and, once employment is confirmed, 14.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to any other complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to Tasplan Superannuation, as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post tax income.

REMOVAL AND RELOCATION EXPENSES:

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the Council, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions as outlined below.

Payment of relocation expenses will be negotiated on a case by case basis, taking into account the level of the position. This will be at the discretion of the General Manager.

Payment of relocation expenses will be on the condition that, should the employee tender their resignation from, or otherwise cease duty at, (with the exception of retrenchment, death or medical reasons) Council within 3 years of commencing employment, the employee is to refund to Council the relocation costs as follows:

Under 1 year of service	Total relocation costs
1 year to 2 years	Two thirds of relocation costs
2 years to 3 years	One third of relocation costs

The General Manager has the discretion to waive this requirement in exceptional circumstances.

TRAINING AND DEVELOPMENT:

It is the Council's desire that every employee be given the opportunity to develop. The Council's commitment to this aim is seen through:

- a) Provision of training for in-house and external training courses.
- b) Study assistance, for employees undertaking relevant qualifications.

EMPLOYEE ASSISTANCE PROGRAM

Independent counselling services are provided if needed by a Council sponsored "Employee Assistance Program", which is also available to immediate family. This confidential service is available 365 days a year.

PRE- EMPLOYMENT MEDICAL ASSESSMENT:

A comprehensive pre-employment medical examination for candidates are required and are an integral step in the recruitment and selection process for positions with Sorell Council.

ADVICE TO APPLICANTS

Thank you for giving consideration to applying for a position with Sorell Council. Please read the following information before applying.

THE SELECTION PROCESS

Sorell Council positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

YOUR APPLICATION

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications will be considered based on the essential and desirable requirements of the positions (the selection criteria is sometimes referred to as required attributes). The selection panel reviews all written applications and short-listing for the interview is based upon statements addressing the selection criteria. Many applicants do not proceed past this first stage of assessment due to failing to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- **Your knowledge and skills against each of the selection criteria citing relevant examples.**
- **Your experience and qualifications and/or ability to develop the skills required.**
- **Presentation.**

Please do not use a presentation folder when submitting your application. Simply secure your application with a paper-clip in the left-hand corner. As your application will not be returned to you, it is important that you keep a copy for your reference, making sure that you do not include original documents.

THE FORMAT FOR YOUR APPLICATION:

Cover letter

It is recommended that you include a short covering letter that introduces yourself and details the reason that you are applying for the position.

Current resume/curriculum vitae

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in reverse chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g.; full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached.
- Information regarding training courses or developmental programs that you have attended should also be included.

Selection Criteria

A statement addressing the selection criteria must be included with your application. **Please note, applications that do not address the selection criteria will not be considered for interview.**

The selection criteria represent the minimum level of knowledge and skills that individuals will need in order to satisfactorily perform the duties of the position. You must address each criterion in your application citing relevant examples on how you believe you meet or have the potential to meet the requirements. The criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria in order to short-list candidates for interview and then to select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- Read the selection criteria carefully and identify the major factors in each selection criterion.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support your achievements, explain how you were successful.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.
- The suggested length of response should be approximately half-one page per criteria.
- As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.
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Key Selection Criteria as stated in the Position Description

- Proven ability in leading and managing a multi-disciplinary team, across a multi-site work environment.
- A relevant qualification in Project Management, Commerce, Engineering or related discipline that will allow you to excel in the role.
- Demonstrated commitment to ensuring a strong WHS culture and the ability to audit work crews.
- Highly developed interpersonal skills, with the ability to influence, persuade, motivate and resolve conflict at the appropriate level.
- Ability to exercise discretion and apply analytic reasoning in the resolution of issues, involving a diverse range of stakeholders.
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services, liaising with government departments, other stakeholders and presenting to Council.

Please forward your application by email to recruitment@sorell.tas.gov.au

Applications close: 5pm, Monday 29 April 2019, please note late applications will not be accepted.

For further information regarding this position, please contact Russell Fox, Manager Engineering & Regulatory Services on (03) 6269 0066 or russell.fox@sorell.tas.gov.au

Sorell Council



Position description

Position Title	Works Manager
Work Section	Depot
Department	Engineering & Regulatory Services
Reports to	Manager Engineering & Regulatory Services
Classification	Level 10
Employee Status	Full-Time
Location	Depot

Primary Position Purpose

The Works Manager is responsible for leading the Council's Works Department and managing the programming and delivery of Council's Capital Works and Maintenance programs, to ensure both programs are completed in a timely manner and provide best value.

The primary focus of the role is to:

- Lead, coach and empower the Works supervisors to co-ordinate and manage the works teams within Roads, Stormwater, Parks & Reserves.
- Ensure staff operate in a safe working environment, and that plant and equipment is maintained in sound operational condition.
- Manage departmental business/operational planning processes (including capital works) through the effective planning, resourcing, monitoring, evaluating and progress reporting on strategic and day-to-day works operations.
- Contribute to training and development strategies to improve the efficiency and effectiveness of staff.

Skill Based Classification Descriptors

The position is classified as a Level 10, the following skill descriptors apply to this level.

Authority & Accountability	Makes determinative decisions and is accountable under delegated authority. Influences day-to-day and/or strategic direction of a department. May lead development and/or implementation of policy.
Judgment & Problem Solving	Resolution of problems which require analytic reasoning and integration of wide-ranging and complex information. High level of independence in determining direction and approach to issues.
Specialist Skills & Knowledge	Positions require the application of a range of specialist knowledge and skills, including relevant legislation, policies and other areas of precedent.
Management Skills	Application of developed management skills to establish and/or monitor goals and objectives. Manage employees, budgets, work programs or major projects of the employer or a department utilising leadership, evaluation and monitoring skills to facilitate achievement of objectives. Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services.
Interpersonal Skills	Employees at this level are required to use highly developed interpersonal skills to influence, persuade and/or motivate others to achieve objectives critical to the employer and to resolve conflict.
Qualifications & Experience	Employees require a relevant degree or equivalent and management experience.

Key Responsibilities

Leadership

- Provide strong leadership in the management of the Works Depot.
- Provide leadership, guidance and mentoring to supervisors and staff and delegate tasks to achieve Departmental objectives.

Programming, Resourcing & Delivery

- Develop, implement and monitor strategies, plans and budgets including capital works and maintenance programs.
- Coordinates the investigation, design, specifications, cost estimation and implementation of all works and technical projects in conjunction with Council and contract staff as required.
- Ensure that all appropriate levels of labour, plant and equipment are available for each maintenance and construction project.
- Understand and oversee systems, processes and techniques necessary to facilitate the quality and productivity of services.
- Manage projects and prioritise tasks to meet required timeframes.
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services, liaising with government departments, other stakeholders and presenting to Council.
- Provide and present reports and prepare correspondence as required.
- Represent Council and actively contribute at meetings where required.
- Liaise with rate payers, community and others and successfully resolve issues relating to works operations.
- National Heavy Vehicle Principal Assessor.
- Hold current white card, traffic management and manual licence.
- Ability to manage and analyse the performance and financial data in the maintenance management system and as appropriate present business cases to improve the efficiency and effectiveness of the depot service delivery.

WHS

- In conjunction with the HR Officer, be responsible for the delivery of the organisations WHS plan.
- Adhere to workplace health and safety, environment, risk management legislation and best practice standards and ensure safety within the team at all times.
- Approve and oversee any arrangements with external contractors and ensure adherence to workplace health and safety legislation.
- A commitment to ensuring a strong WHS culture, including active involvement in the WHS committee, reporting requirements and the auditing of work crews.

Operational Responsibilities & Participation

- A primary focus of the role is to actively participate as a member in the Middle Management Team, performing all responsibilities efficiently and effectively, and draw upon advice and guidance from other officers within the organisation where appropriate.
- Contribute to the development and monitoring of the operational plan, KPI's and annual plan.
- Commitment to continuous improvement, including the review of processes, systems and innovative practices, leading to efficiencies in administration.
- Management of relevant cost centres, including variance reporting and fees and charges.
- Monthly reporting.

- Participate as member of the Emergency Management Co-ordination Team.

This role is required to provide a point of contact as part of the on-call escalation process, and undertake after-hours activities and overtime when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions	
Key relationships and influences	
Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Engineering and Regulatory Services	Work collaboratively with Engineering and Regulatory Services for advice and assistance on planned and unplanned activities.
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council’s various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Contractors	This position is required to work in collaboration with Council approved contractors, undertaking their induction and monitoring the completion of planned and unplanned works.
Government Departments	Liaise with relevant government departments as required.

Resources and Budgets			
Direct Reports	3	Financial Delegation & Reporting	\$50, 000.
Indirect Reports	19	Statutory Appointments	Emergency Management Co-ordinator/Deputy Co-ordinator
Total	22	Delegations	As per Council’s Delegations Authority

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values.
- Workplace Health and Safety (WHS) Legislation.
- Anti-Discrimination Legislation.
- Sorell Council Enterprise Agreements.
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems.
- Comply with all Health and Safety legislation.

Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable.
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements.

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

- Proven ability in leading and managing a multi-disciplinary team, across a multi-site work environment.
- A relevant qualification in Project Management, Commerce, Engineering or related discipline that will allow you to excel in the role.
- Demonstrated commitment to ensuring a strong WHS culture and the ability to audit work crews.
- Highly developed interpersonal skills, with the ability to influence, persuade, motivate and resolve conflict at the appropriate level.
- Ability to exercise discretion and apply analytic reasoning in the resolution of issues, involving a diverse range of stakeholders.
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improves services, liaising with government departments, other stakeholders and presenting to Council.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	