

Employment Information Package for

Team Leader Project Delivery

Position Number POS1579

Enquiries:

Please contact David Murray, Manager Project Design and Delivery Ph 03 6323 3228

Application Closing Date: Friday 27 March 2020 at 12:00noon

Address all correspondence to:

Manager People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

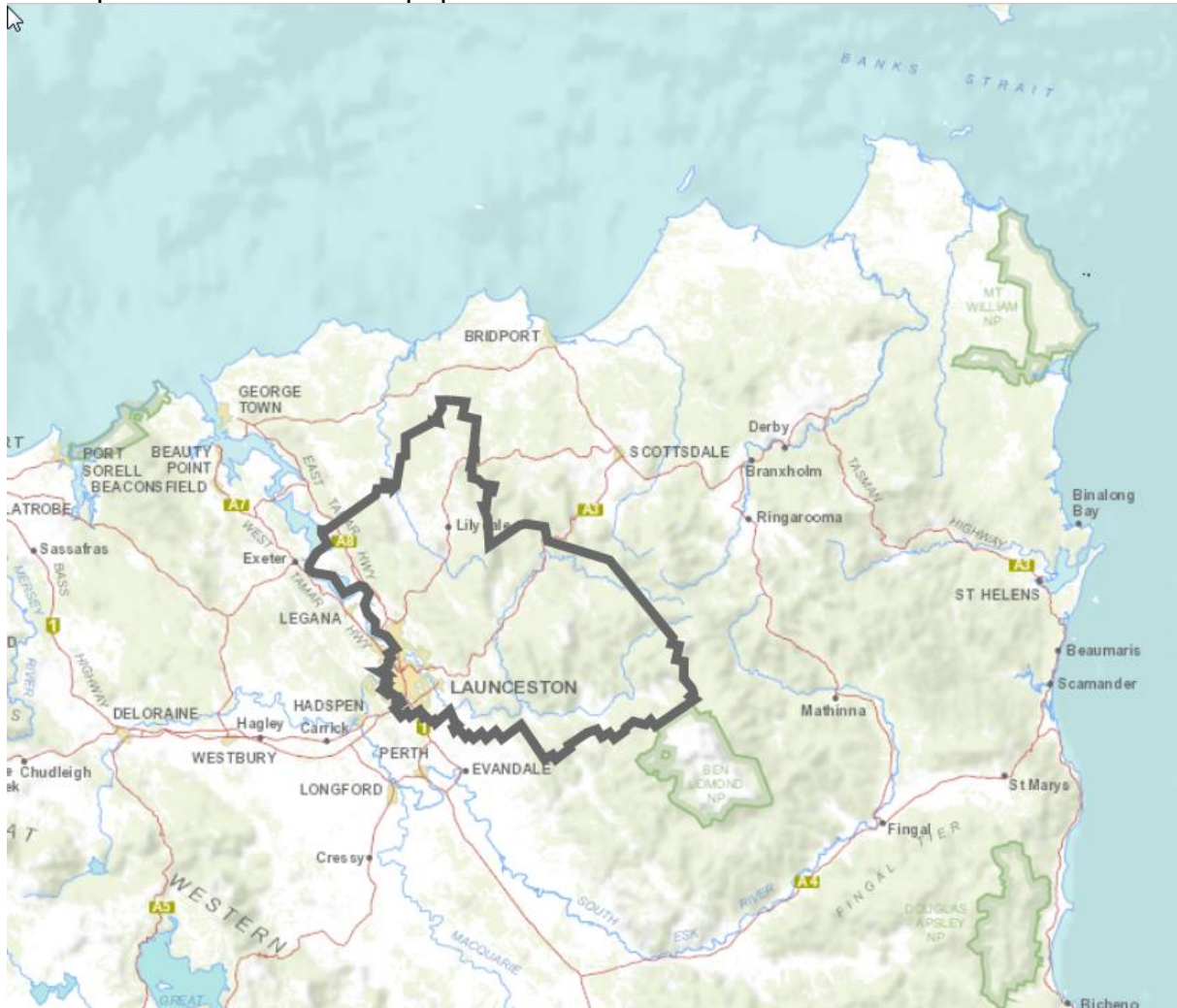
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.

Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 67,000 residents. The City of Launceston is Tasmania's largest municipal council in terms of population and revenue.



Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

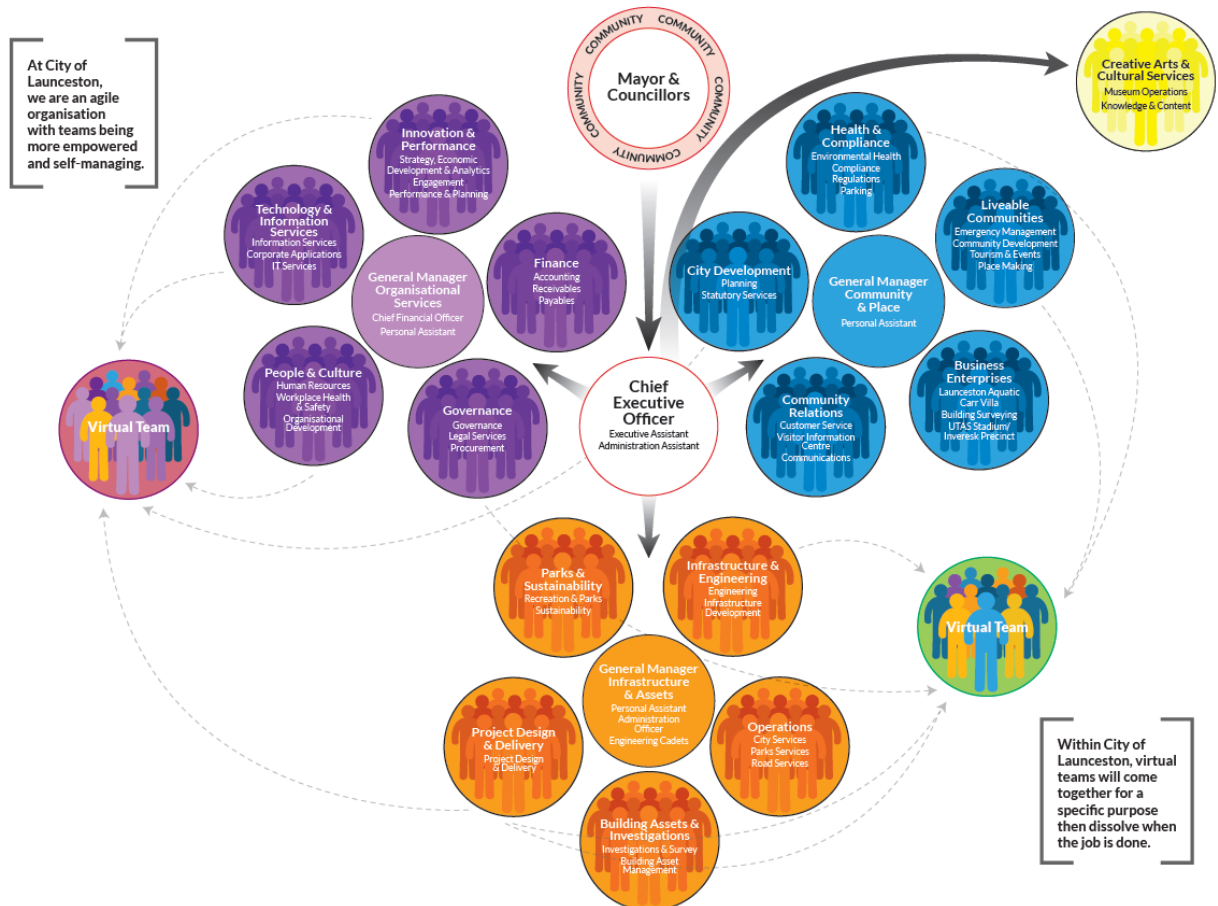
[Click here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston

The City of Launceston is one of 117 Tasmanian workplaces recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace which demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.

Network Chart



Information for Applicants

Please read this information carefully, as it will help you with the preparation of your employment application

City of Launceston is an equal opportunity employer and complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and the Anti Discrimination Act 1998 (Tas) during the recruitment and selection process.

When applying for this position, you must provide the following documentation:

1. City of Launceston Application for Employment Form
2. Covering letter
3. Statement addressing the selection criteria (highlighted criterion only)
4. Resume

1. The Application for Employment Form is available [here](#).
2. Your covering letter should introduce you and explain why you are applying for the role.
3. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description (highlighted criterion only). The [position description](#) is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement which addresses each selection criterion for the role. Your statement should include examples which demonstrate how you meet each criterion.

4. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information which may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

Post Application Process

Short listed applicants will be contacted by telephone or email to arrange an interview. Unsuccessful candidates will be advised by email or post.

Pre-employment checks

The successful applicant will be required to undertake a pre-employment medical examination and consent to a national police check, at Council's expense, prior to a formal employment offer being made. Further information will be provided to the successful candidate.

General Conditions of Employment

| | |
|----------------------------|--|
| Position Title: | Team Leader Project Delivery |
| Employment Terms: | Permanent Full time |
| Working Pattern: | 19 day month |
| Total Remuneration: | \$107,466 - \$117,428 <i>*Total remuneration includes superannuation, as detailed below</i> |
| | Base Salary \$93,246 - \$101,890 |
| Superannuation: | Employer contribution of 15.25% |
| Annual Leave: | 4 weeks annual leave, with leave loading |
| Long Service Leave: | Long service leave applies after 10 years continuous service |

The City of Launceston Enterprise Agreement 2016 is available [here](#)

Position Description

| | |
|------------------------------|--|
| POSITION TITLE: | Team Leader Project Delivery |
| AWARD CLASSIFICATION: | Grade 7 |
| EMPLOYEE: | |
| TEAM: | Project Design and Delivery |
| NETWORK: | Infrastructure and Assets |
| REPORTS TO: | Manager Project Design and Delivery |
| PREPARED BY: | David Murray |
| DATE: | 11 March 2020 |

| | |
|---------------------|---|
| APPROVED BY: | |
| NAME: | Shane Eberhardt |
| POSITION: | Director Infrastructure Services |
| SIGNATURE: | |

| POSITION PURPOSE (Why does this position exist) |
|--|
| <ul style="list-style-type: none"> ● To manage the delivery of infrastructure assets projects, taking project scope and briefing documents through preliminary design, community consultation, detailed design, contract documentation, tender process, project supervision and asset handover. ● To project manage contracts for the delivery of work and/or services, in addition to infrastructure assets, that fall under the responsibility of the Infrastructure & Assets Network. ● The role will be responsible for the successful provision of project design and contract administration services within the Project Delivery Team, providing guidance through leadership, mentoring and support to team members. ● This role will be guided by relevant Australian Standards, Engineering Standards, Acts, Policy and Procedures. <p>As a team leader in the Infrastructure and Assets Network it is expected that you will work collaboratively with all Infrastructure and Assets Team Leaders to deliver consistent and efficient services to our community.</p> |

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|--|--|---|
| Leadership | | |
| City of Launceston's Values | Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well | Demonstrates, through behaviour, an alignment to and an understanding of our values |
| People Leadership | <ul style="list-style-type: none"> • Engage and motivate staff, develop capability and potential in others and role model a safe and constructive culture, in line with our agreed values. • Communicate organisational goals, priorities and vision and recognise achievements. • Communicate clearly and respectfully, listen and encourage input from others. • Create an environment where our workforce adapts and responds to changing needs. • Achieve results through efficient use of resources and a commitment to quality outcomes | Roles and responsibilities are clearly defined and understood. Clear performance standards and goals are set and monitored. Regular, clear and constructive two-way feedback is provided and received. Learning and developing opportunities are made available. A supportive and well-performing team environment is maintained. |
| Resource Management - financial, equipment, technology | <ul style="list-style-type: none"> • Manage budget and procurement processes within authorisations and policy requirements and demonstrate financial responsibility. • Use, allocate and maintain plant and equipment appropriately. • Use technology and information to maximise efficiency and effectiveness. | Budgets are monitored and accurately maintained. Plant and equipment is fit for purpose. New and existing technologies are utilised effectively. |
| Service Planning & Delivery | <ul style="list-style-type: none"> • Plan and prioritise work in line with organisational goals and adjust to changing priorities. • Think, analyse and consider the broader context to develop practical solutions to solve problems. | The team is clear on their priorities. Work practices are continually reviewed and improved. |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|--------------------------|---|---|
| | <ul style="list-style-type: none"> • Encourage and suggest new ideas and demonstrate a commitment to continuous improvement. • Achieve results through efficient use of resources and a commitment to quality outcomes. • Commit to delivering community focused services in line with strategic goals. | <p>Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity.</p> <p>Customers are responded to and feedback is sought.</p> |
| Safety & Risk Management | <ul style="list-style-type: none"> • Ensure safety and risk management practices form part of all work activities. • Ensure the Safety Circle learnings are practiced and encouraged. | Safety and risk considerations are reflected in work activities |
| Collaborate | <ul style="list-style-type: none"> • Work collaboratively within your team and across networks. • Support delivery of the Network's strategic and annual plan actions. • Work with horizontal teams as relevant to technical role accountabilities. | <p>Team meetings that encourage input from team members</p> <p>Collaborative opportunities are sought across Networks</p> |
| Innovation | <ul style="list-style-type: none"> • Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network. | Improved work practices and projects. |
| Technical | | |
| Management | <ul style="list-style-type: none"> • Assist the management team in programming and the delivery of capital works. • Develop and manage standard conditions of contracts using Australian Standards • Mentor and oversee engineering officers (design) and project engineers in carrying out their tasks. • Conduct regular meetings with Project Delivery Team members and update standards and performance. • Carry out audits on the management system and construction sites and apply improvements as necessary. | Delivery of projects on time, budget and within scope |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|-------------------------|--|---|
| | <ul style="list-style-type: none"> ● Provide accurate reporting on project status. | |
| Design & Development | <ul style="list-style-type: none"> ● Integrate separate functional project briefs into single project brief and develop concept plans. ● Consult asset owner as necessary when changes are required to the functional brief to achieve the desired outcome and obtain agreement. ● Engage internal Design Section or External Consultants to carry out concept and detailed designs. ● Review concept and detailed design and ensure the Policies and standards are maintained and that the maintenance cost of the final product is affordable. ● Obtain relevant permits and any land acquisition as required. ● Obtain approval for Road and Traffic Designs ● Ensure that sufficient lead-time is established between design and construction programmes. A minimum of 12 months lead-time is envisaged. | Efficient and compliant delivery of design work |
| Contract Administration | <ul style="list-style-type: none"> ● Arrange project meetings on a regular basis with internal and external providers. ● Administer capital works contracts and ensure the works are completed in accordance with the specifications and drawings. ● Carry out the duties of the Superintendent or Superintendent's Representative in accordance with the General Conditions of contract. ● Assess Contractors' progress payment claims and make appropriate recommendations for payments. ● Carry out necessary monitoring and testing of contract works at Practical Completion and take over the works. ● Ensure As-Constructed drawings are completed and delivered to Asset Owners promptly and within two months of Practical Completion. ● Minimise any variations which are under your control. ● Liaise with Asset Owners and the Designers regarding design changes. | Continuous improvement of contract administration processes |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|-------------------------|---|-------------------------------|
| | <ul style="list-style-type: none"> ● Review and check traffic management plans in compliance with AS 1742.3 and associated Field Guides. ● Ensure traffic management plans are installed as planned and conduct regular audits for correctness. | |
| Tender Process | <ul style="list-style-type: none"> ● Plan and schedule the construction tasks in accordance with the requirements of the Infrastructure and Asset Networks requirements. ● Prepare tender documents and specifications for projects in compliance with the Council standards. ● Conduct tender process in accordance with Council's Code for Tenders and Contracts 11-HLPr-005 and Purchasing Non-Tendered Procedure 11-HLPr-001. ● Evaluate tenders and prepare tender reports and present to the Tender Review Committee for acceptance | |
| Design Estimates | <ul style="list-style-type: none"> ● Carry out concept design in consultation with the asset owner and design staff for Roads and Drainage Capital works ● Carry out design reviews when required. ● Develop and prepare estimating rates for contract works. ● Review and formalise Standards for traffic facilities and traffic management. ● Review and formalise Standards for stormwater facilities. | Robust estimates |
| Safety | <ul style="list-style-type: none"> ● Ensure contractors and sub-contractors conduct their work practices in compliance with Council's Safety Policies and Procedures. ● Conduct periodic safety audits on construction sites and ensure safe work practices are followed. ● Carry out incident notification and investigation as required. ● Review and manage a workplace safety management plan for all contract works. ● Conduct and implement risk assessments of construction projects. | |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|--|--|--|
| Public Liaison] | <ul style="list-style-type: none"> ● Involve Community Engagement Officer and inform public regarding construction projects. ● Ensure community input is addressed in the finalisation of the design. ● Ensure community feedback is discussed with the asset owner and outcome communicated to the community. ● Respond to customer enquiries in an efficient and courteous manner. ● Investigate and report of any complaints or public requests regarding construction activities. | Proactive engagement with the community and key stakeholders |
| Work Safely with a Duty of Care for fellow employees and ensure procedural compliance | <p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) 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; and</p> <p>(d) 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.</p> <p>(Section 28 Work Health & Safety Act 2012)</p> | |
| <p>Note: Whilst the key functions and responsibilities for the role are set out above, an employee may be directed to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p> | | |

| WORKING WITH VULNERABLE PEOPLE CHECK | |
|--|---------------|
| | Yes/No |
| Working with Vulnerable People Check required? | No |
| <i>If yes, include in Selection Criteria table below</i> | |

| SELECTION CRITERIA |
|--|
| POSITION REQUIREMENTS/COMPETENCIES |
| Organisational |
| <ul style="list-style-type: none"> • Community Focussed: considers community/customers in decision making • Communicate and Engage: demonstrates self-awareness and encourages open discussions and contributions from others • Create and Innovate: displays initiative and considers different ideas and perspectives • Safety Focussed: takes responsibility for own and team's health, well-being and self-care |
| Position Specific |
| <ul style="list-style-type: none"> • Manage & Develop People: Lead, mentor and develop team members to achieve required skills and to work efficiently • Financial Management: manages financial resources responsibly • Inspire Direction & Purpose: generates support and commitment to team and organisational goals • Work Collaboratively: works collaboratively within own team and across Networks • Proven application of project and contract management principles, a sound working knowledge of Standard Conditions of Contract and demonstrated ability to influence outcomes in the project environment. |
| QUALIFICATIONS AND EXPERIENCE |
| <ul style="list-style-type: none"> • Relevant qualification in engineering or project management from a tertiary institution, or substantial relevant work experience with the desire to undertake formal qualifications. • Minimum of 7 years' experience in the design of urban and rural roads and drainage works, construction and project management. • High level of experience in the preparation of project specifications and tender documentation • High level of experience with project supervision and management of construction contracts |

| REPORTING STRUCTURE | |
|----------------------------|--|
| Manager | Manager Project Design and Delivery |
| Direct Reports | 7 x Officers |

| KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc) | |
|---|--|
| Internal | Nature of Relationships |
| Infrastructure and Assets Teams | Work with teams to deliver works program |
| | |
| External | Nature of Relationships |
| Contractors and consultants | Engagement and management |
| Service Authorities | Negotiation and obtain approval |

| DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc) | |
|---|----------|
| Purchasing Approvals | Limit \$ |
| | |
| | |
| | |

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a Team Leader

- Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks and accepts challenging assignments and other development opportunities;
- Seeks feedback broadly and asks others for help with own development areas;
- Translates feedback into an opportunity to develop;
- Demonstrates relevant leadership capabilities; and
- Actively participates in development opportunities.