

# Employment Information Package



## Team Leader Project Delivery

Position number: POS1579

### Enquiries:

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Application closing date: 3:00PM, THURSDAY 1 AUGUST 2024



City of  
**LAUNCESTON**

Town Hall, 18-28 St John Street Launceston

T 03 6323 3000

E [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

[www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

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Address all correspondence to:  
Manager People and Culture  
City of Launceston  
PO Box 396  
LAUNCESTON TAS 7250  
Email address: [contactus@launceston.tas.gov.au](mailto: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. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 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 organisational chart

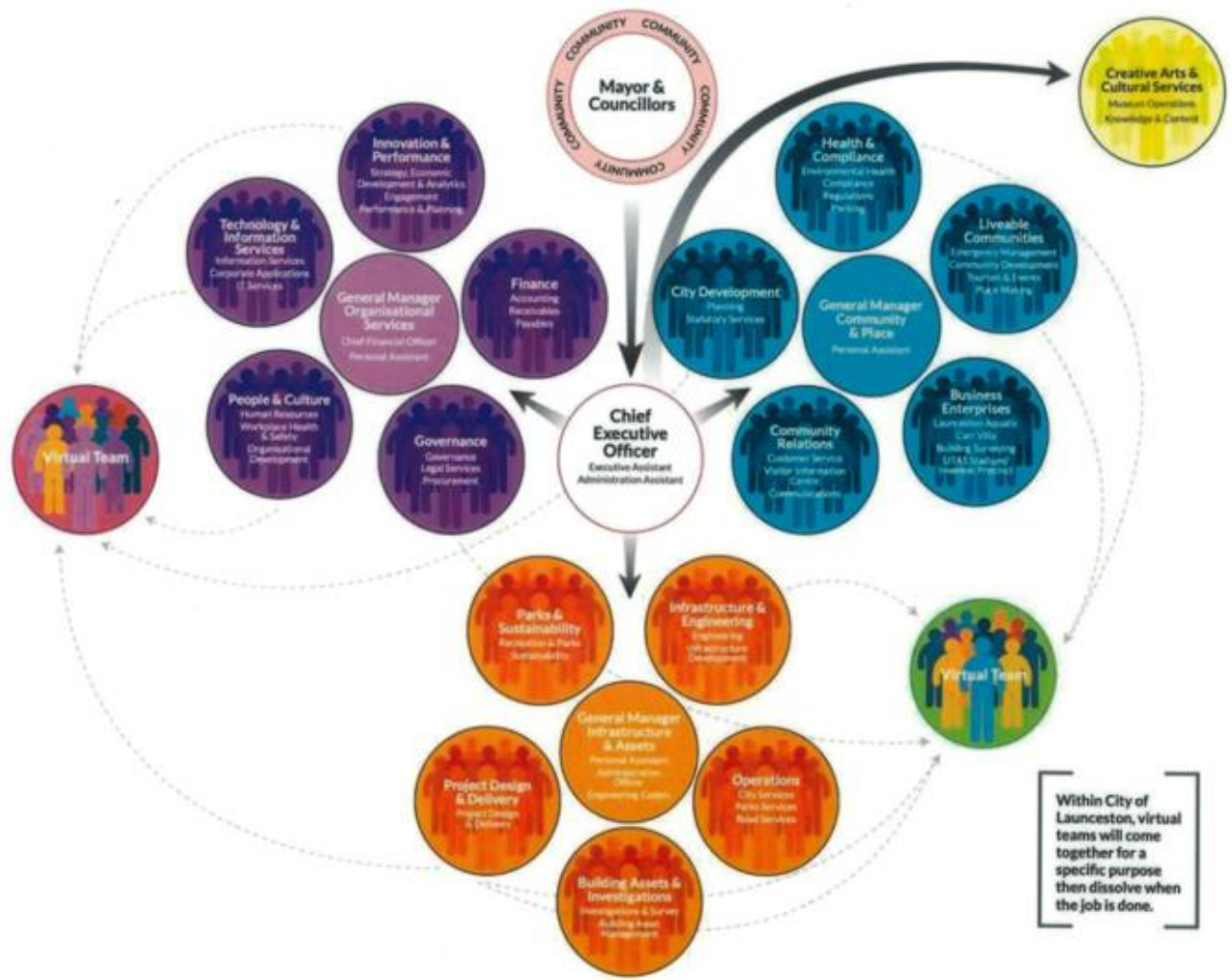
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

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



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



## 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

# Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

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

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

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. 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. 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 that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

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

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

1. **Application received**
2. **Shortlisting**
  - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
  - Unsuccessful candidates will be advised by email.
3. **Interview**
4. **Pre-Employment Checks:**
  - Reference Check
  - Police Check
  - Medical Assessment
  - Drug and Alcohol screening

*All costs covered by City of Launceston*
5. Suitability determination and preferred candidate identified
6. Letter of Offer

## Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

# General conditions of employment

<b>Position title</b>	Team Leader Project Delivery
<b>Employment terms</b>	Permanent, full time
<b>Working pattern</b>	19-day month
<b>Total remuneration</b>	\$126,705 - 138,451* effective from 01/07/2024 <i>*Total remuneration includes superannuation, as detailed below</i>
	<b>Base salary</b> \$109,939 - \$120,131
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2018 is available [here](#)



# Position Description

## Position Description Form - Team Leader

<b>PF NUMBER:</b>		<b>POS NUMBER:</b>	<b>POS1579</b>
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<b>POSITION TITLE:</b>	<b>Team Leader Project Delivery</b>
<b>AWARD CLASSIFICATION:</b>	<b>Grade 7</b>
<b>EMPLOYEE:</b>	<b>Vacant</b>
<b>TEAM:</b>	<b>Project Design and Delivery</b>
<b>NETWORK:</b>	<b>Infrastructure and Assets</b>
<b>REPORTS TO:</b>	<b>Manager Project Design and Delivery</b>
<b>PREPARED BY:</b>	<b>Derek Lynch</b>
<b>DATE:</b>	<b>29-05-2024</b>

<b>APPROVED BY:</b>	
<b>NAME:</b>	<b>Michael Newby</b>
<b>POSITION:</b>	<b>A/General Manager Infrastructure &amp; Assets</b>
<b>SIGNATURE:</b>	

<b>POSITION PURPOSE (Why does this position exist)</b>
<p>Council's Project Delivery Team takes carriage of construction projects across all of Council asset portfolios including buildings, parks, waste, roads, drainage and flood assets.</p> <p>The team works closely with internal project clients that undertake project initiation and the Design Development Team that oversee project design, survey and communications.</p> <p>The key functions of the team include:</p> <ul style="list-style-type: none"><li>• Take a lead role in the delivery of construction projects of Council</li><li>• Procurement activities including preparation and execution of tender and contract documents</li><li>• Contract administration through all phases of project delivery</li><li>• Development of project control documentation including risk identification and mitigation measures</li></ul> <p>The Team Leader will provide leadership and co-ordination to the team in undertaking these tasks. The role will also play a key part in the organisations forward works planning, including consideration of the team's resources and capacity. Collaboration with internal and external stakeholders is critical to the success of this role, and it is expected that the Team Leader will build working relationships to enable them to be successful.</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 ...
<b>Leadership</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of our values
People Leadership	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	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	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.  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.	The team is clear on their priorities.  Work practices are continually reviewed and improved.  Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity.  Customers are responded to and feedback is sought.

Safety & Risk Management	<p>Ensure safety and risk management practices form part of all work activities.</p> <p>Ensure the Safety Circle learnings are practiced and encouraged.</p>	Safety and risk considerations are reflected in work activities
Collaborate	<p>Work collaboratively within your team and across networks.</p> <p>Support delivery of the Network's strategic and annual plan actions.</p> <p>Work with horizontal teams as relevant to technical role accountabilities.</p>	<p>Team meetings that encourage input from team members</p> <p>Collaborative opportunities are sought across Networks</p>
Innovation	<p>Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.</p>	Improved work practices and projects.
<b>Technical</b>		
Design	<p>Collaborate with the Design Development Team to assist through the design process</p> <p>Engage and manage consultants as required.</p> <p>Review designs against applicable design standards and the project brief.</p>	Design work is complete with consideration of delivery requirements
Procurement	<ul style="list-style-type: none"> <li>● Plan and schedule the construction tasks in accordance with the Infrastructure and Asset Networks requirements.</li> <li>● Prepare tender documents and specifications for projects in compliance with the Council standards.</li> <li>● Conduct tender process in accordance with Council's Code for Tenders and Contracts 11-HLPr-005 and Purchasing Non-Tendered Procedure 11-HLPr-001.</li> <li>● Evaluate tenders and prepare tender reports to enable Council consideration</li> </ul>	Procurement activities are executed in accordance with Council policy
Contract Administration	<ul style="list-style-type: none"> <li>● Support the team to administer capital works contracts and ensure the works are completed in accordance with the specifications and drawings.</li> <li>● Carry out the duties of the Superintendent or Superintendent's Representative in accordance with the General Conditions of contract.</li> <li>● Assess Contractors' progress payment claims and make appropriate recommendations for payments.</li> <li>● Carry out necessary monitoring and testing of contract works at Practical Completion and take over the works.</li> </ul>	Continuous improvement of contract administration processes

	<ul style="list-style-type: none"> <li>● Ensure As–Constructed drawings are completed and delivered to Asset Owners promptly and within two months of Practical Completion.</li> <li>● Minimise any variations which are under your control.</li> <li>● Provide accurate progress and financial reporting on projects and assist with internal team cost recovery.</li> <li>● Conduct risk assessments of construction projects and fulfil incident notification obligations.</li> <li>● Liaise with Asset Owners and the Designers regarding design changes.</li> <li>● Co-ordinate "lessons learnt" meetings with designers and Asset Owners at project completion as required.</li> <li>● Investigate and report on any complaints or public requests regarding construction activities.</li> <li>● Review and check traffic management plans in compliance with AS 1742.3 and associated Field Guides.</li> <li>● Ensure traffic management plans are installed as planned and conduct regular audits for correctness.</li> </ul>	
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<p>Work Safely with a Duty of Care for fellow employees and ensure procedural compliance</p>	<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 &amp; Safety Act 2012)</p>	
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**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.

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	
<b>Organisational</b>	
<ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>	
<b>Position Specific</b>	
<ul style="list-style-type: none"> <li>Manage &amp; Develop People: Lead, mentor and develop team members to achieve required skills and to work efficiently</li> <li>Financial Management: manages financial resources responsibly</li> <li>Inspire Direction &amp; Purpose: generates support and commitment to team and organisational goals</li> <li>Work Collaboratively: works collaboratively within own team and across Networks</li> <li>Proven application of project management principles, a sound working knowledge of procurement practices, contracts and demonstrated ability to influence outcomes in the project environment.</li> <li>Assess and analyse data, and prepare reports.</li> </ul>	
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>Tertiary qualification in Civil Engineering, or a relevant field</li> <li>Experience using Australian Standard AS4000 series or AS2124</li> <li>Experience in the management of construction projects through the development stage</li> <li>Experience in the development of project control documentation</li> </ul>	

REPORTING STRUCTURE	
<b>Manager</b>	<b>Manager Project Design and Delivery</b>
<b>Direct Reports</b>	<b>Design Delivery team</b>

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

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$100,000

## 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.

<b>OTHER RELEVANT INFORMATION</b>
<p>Expectations of a Team Leader</p> <ul style="list-style-type: none"><li>• Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism;</li><li>• Seeks and accepts challenging assignments and other development opportunities;</li><li>• Seeks feedback broadly and asks others for help with own development areas;</li><li>• Translates feedback into an opportunity to develop;</li><li>• Demonstrates relevant leadership capabilities; and</li><li>• Actively participates in development opportunities.</li></ul>



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