

# Employment Information Package



## Enterprise Agreement Negotiations Advisor

Position number: POS1813

### Enquiries:

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**Position:** Manager People and Culture

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**Application closing date:** 3PM, FRIDAY 19 JULY, 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)

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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

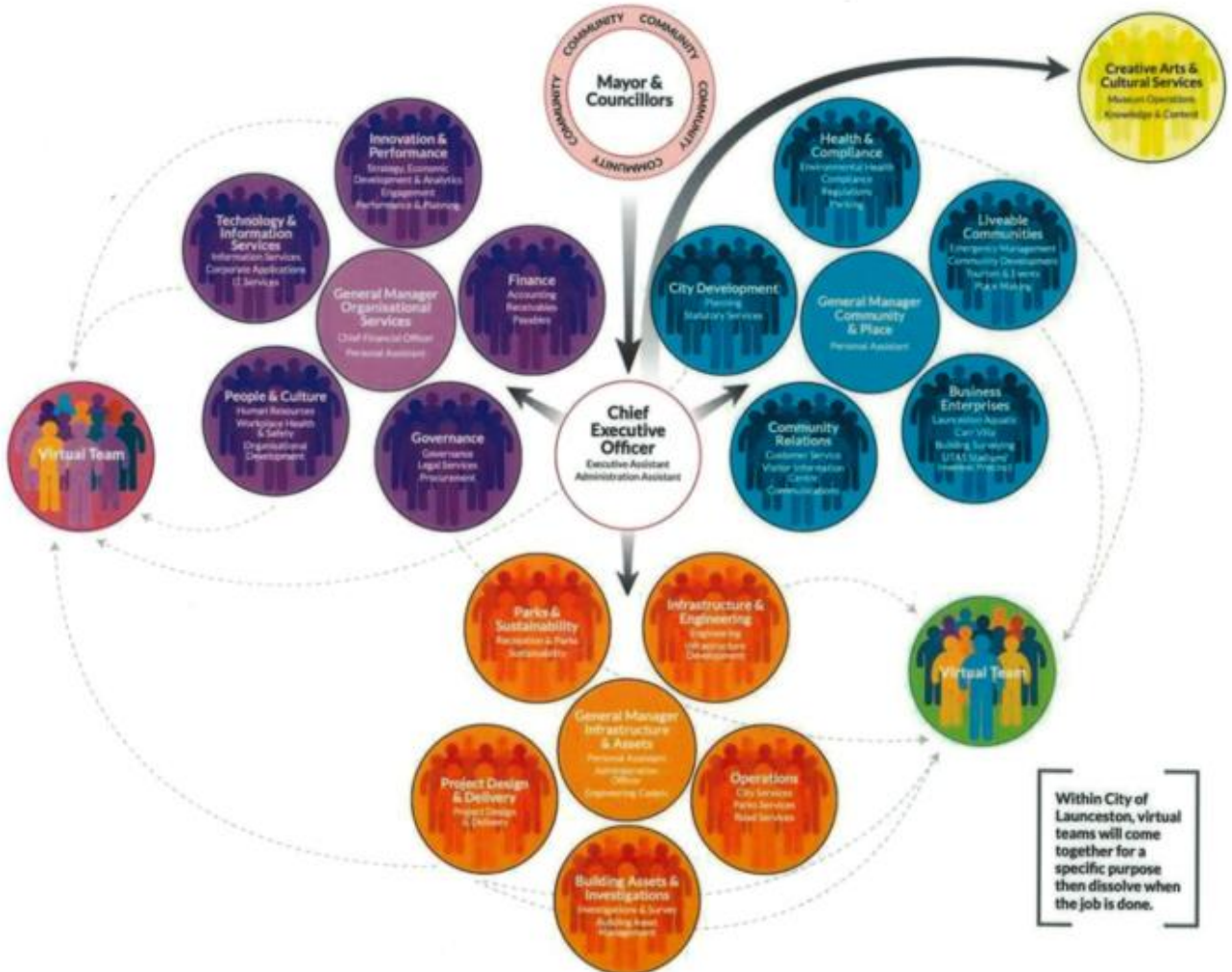
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

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



Within City of Launceston, virtual teams will come together for a specific purpose then dissolve when the job is done.

# 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>	Enterprise Agreement Negotiations Advisor
<b>Employment terms</b>	Contract until January 30, 2026
<b>Working pattern</b>	30.4 hours per week (4 working days)
<b>Total remuneration</b>	\$84,886 - \$96,614* <i>*Total remuneration includes superannuation, as detailed below</i> <b>Base salary</b> \$75,622 - \$86,071 <b>Rates are based on a 30.4 hour working week</b>
<b>Superannuation</b>	Employer contribution of 12.25%

- **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 2022 is available [here](#)



# Position Description

## Position Description Form - Officer

PF NUMBER:	PFO	POS NUMBER:	POS1813
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POSITION TITLE:	Enterprise Agreement (EA) Negotiations Advisor
AWARD CLASSIFICATION:	Grade 6 - 18 month contract
EMPLOYEE:	Vacant
TEAM:	People and Culture
NETWORK:	Organisational Services
REPORTS TO:	Manager People and Culture
PREPARED BY:	Roxanne Chugg
DATE:	May 2024

APPROVED BY:	
NAME:	Roxanne Chugg
POSITION:	Manager People and Culture
SIGNATURE:	

<b>POSITION PURPOSE (Why does this position exist)</b>
<p>Role modelling a values-driven and people-centric approach with our leaders and our people, the Enterprise Agreement Negotiations Advisor will provide services relating to the negotiation of our new City of Launceston Enterprise Agreement.</p> <p>Working in partnership with members of the EA Negotiations Team, the Manager People and Culture and the Human Resources Team, the EA Negotiations Advisor will provide guidance and expertise throughout the negotiation process to ensure our EA provides employee benefits that support a contemporary, positive and constructive workplace and which meets legislative and regulatory requirements.</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>General</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
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	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.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across Networks
Innovation	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.
<b>Technical</b>		
Support the planning and preparation for EA negotiations	<ul style="list-style-type: none"> <li>• Support the engagement of support roles:               <ul style="list-style-type: none"> <li>▪ independent Chair</li> <li>▪ administrative support</li> <li>▪ legal support</li> </ul> </li> <li>• Develop a plan and timeframes for each stage of the negotiations process</li> <li>• Develop a documented Engagement Plan</li> <li>• Communicate the plan and timeframes with our leaders and our people</li> <li>• Finalise survey questions to understand key points of interest from our leaders and our people               <ul style="list-style-type: none"> <li>▪ Key issues in the current EA</li> <li>▪ Schedule and participate in site visits across the organisation</li> <li>▪ Clearly capture key points from survey and site visits</li> </ul> </li> <li>• Research any new rules for EA's</li> <li>• Prepare a risk management plan</li> <li>• Appoint bargaining representatives               <ul style="list-style-type: none"> <li>▪ Negotiation roles</li> <li>▪ Support roles</li> <li>▪ SME's</li> </ul> </li> </ul>	Support roles appointed with clear role scope and within budget  A clear plan and timeframes are in place  A clear understanding of points of interest from our leaders and our people  A clear Engagement Plan that is adhered to  New EA rules understood to inform negotiations  EA Negotiations Team finalised  ELT kept up to date

Accountabilities	Activities/Tasks include:	Success looks like ...
Support commencement of the bargaining process	<ul style="list-style-type: none"> <li>• Support the scheduling of meetings, book venues, refreshments etc as required</li> <li>• Work with the admin support role and ELT representative to prepare the meeting agendas</li> <li>• Engage with the Negotiation Team to establish rules of engagement in bargaining</li> <li>• Share timeframes for input by the Negotiation Team</li> </ul>	<p>Negotiation rules aligned with Our Values</p> <p>Clear and agreed timeframes that are agreed to by all parties</p> <p>Agendas prepared in a timely manner</p> <p>Meeting minutes prepared and communicated in a timely manner</p>
Participate in development of the Agreement	<ul style="list-style-type: none"> <li>• Participate in negotiation meetings</li> <li>• Support drafting of the terms and conditions</li> <li>• Ensure BOOT test</li> <li>• Provide regular updates to ELT</li> <li>• Provide regular updates to our leaders and our people</li> <li>• Explain key terms and conditions</li> <li>• Facilitate reaching an agreement</li> </ul>	<p>Participation is positive and constructive and aligned with Our Values</p> <p>Ensure BOOT test is met</p> <p>Leaders and our people are kept up to date as negotiations progress</p> <p>An agreement is agreed to within agreed timeframes</p>
Support the Executive Leadership Team to prepare employees to vote	<ul style="list-style-type: none"> <li>• Explain the Agreement</li> <li>• Provide appropriate information during the access period</li> <li>• Provide information to our employees <ul style="list-style-type: none"> <li>▪ How to vote</li> <li>▪ When to vote</li> </ul> </li> </ul>	<p>New Agreement communicated and changes clearly articulated</p> <p>Employees have what they need to be able to vote</p>
Apply for approval of the Agreement to Fair Work	<ul style="list-style-type: none"> <li>• Prepare City of Launceston application</li> <li>• Check against Fair Work standards</li> <li>• Lodge our application</li> <li>• Provide updates to our employees</li> </ul>	<p>Our leaders and our employees kept up to date</p>
Commission decision	<ul style="list-style-type: none"> <li>• Prepare undertaking(s) as required</li> </ul>	<p>Agreement approved by Fair Work</p> <p>Our leaders and our employees receive timely communication</p>
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>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	<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>	

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee 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

##### Organisational

- Work collaboratively - works collaboratively with the leadership team, our union and employee representatives to negotiate a new EA in an effective and efficient manner
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

##### Position Specific

- Ability to interpret Legislation, Agreements, Awards and employment legislation and considers its application in practice
- Excellent verbal, written and interpersonal skills to enable effective communication with all levels of leadership, our union and employee representatives
- Maintain positive relationships and liaise in a positive and constructive manner with leadership, union and employee representatives
- Ability to coordinate and progress a number of priorities within agreed timeframes

##### QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience the management and conduct of industrial and employee relations issues
- Tertiary qualification in human resources.
- Extensive experience in EA negotiations

#### REPORTING STRUCTURE

Manager	Manager People and Culture
Direct Reports	Nil

<b>KEY RELATIONSHIPS</b> (External and Internal Customers, Supplier, Colleagues, etc.)	
<b>Internal</b>	<b>Nature of Relationships</b>
General Manager Organisational Services (as the EA ELT representative)	Provide and receive advice, recommendations and guidance
Manager People and Culture	Provide and receive advice, recommendations and guidance
Human Resources Team	Provide and receive advice, recommendations and guidance
Negotiation Team	As a member of the Negotiation Team
Administration Support	To ensure effective and efficient negotiations
<b>External</b>	<b>Nature of Relationships</b>
Fair Work Commission	Agreement application
Legal practitioners	Provide and receive advice, recommendations and guidance

<b>DELEGATIONS &amp; AUTHORISATIONS</b> (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$2, 000.00

### 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 City of Launceston employee:</p> <ul style="list-style-type: none"> <li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li> <li>• Seeks feedback broadly and asks others for help with own development areas; and</li> <li>• Translates feedback into an opportunity to develop.</li> </ul>



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