

Employment Information Package



Manager Parks and Sustainability

Position number: POS1574

Enquiries:

8-16 July

Name: Michael Newby

Position: Acting General Manager Infrastructure and Assets

Phone: 03 6323 3701

17-26 July

Name: Shane Eberhardt

Position: General Manager Infrastructure and Assets

Phone: 03 6323 3102

Application closing date: **3:00PM, FRIDAY 26 JULY 2024**



City of
LAUNCESTON

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T 03 6323 3000

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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

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

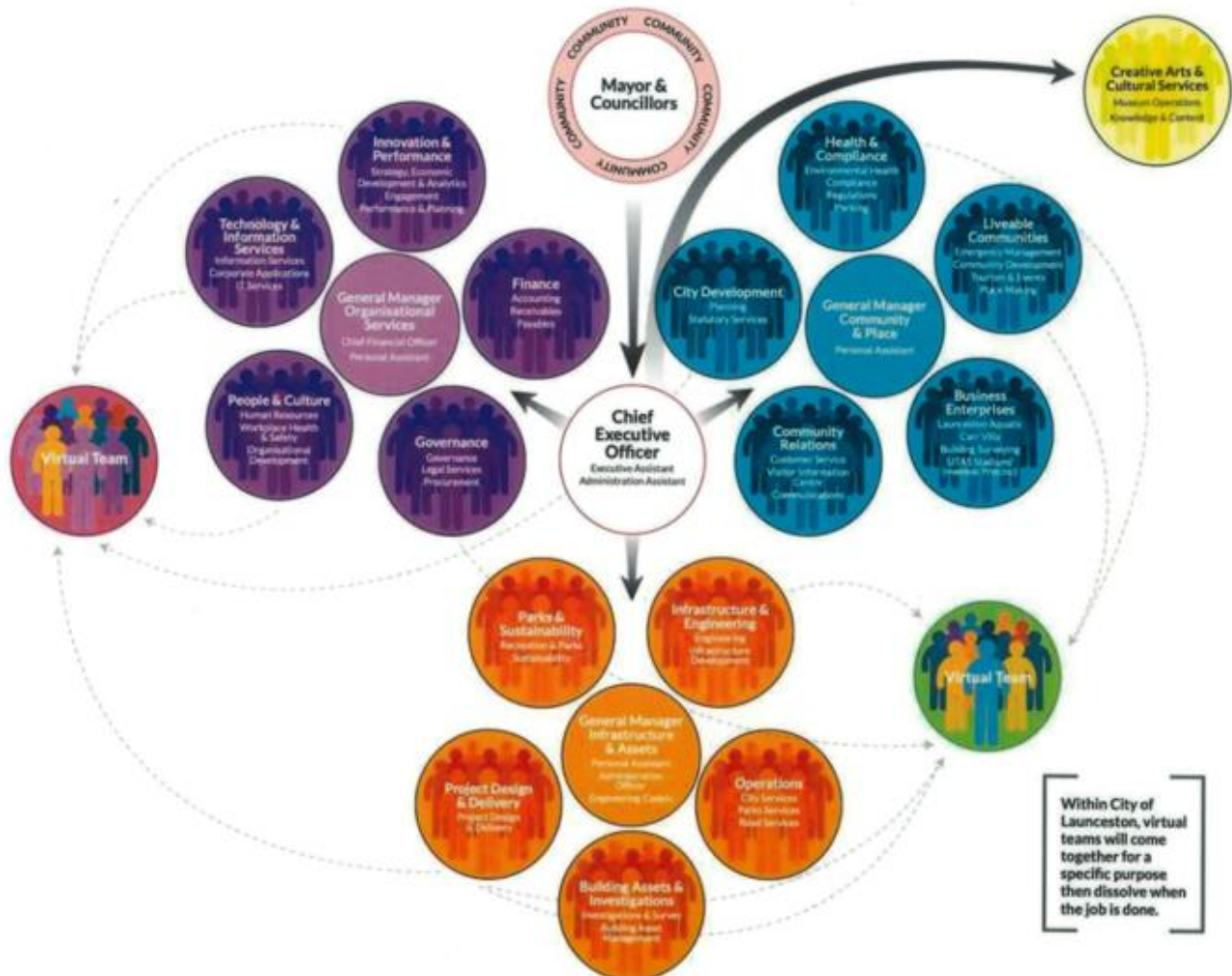
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

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, 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

Position title	Manager Parks and Sustainability
Employment terms	Contract - Permanent
Working pattern	5 day week
Total remuneration	Remuneration will be negotiated with the successful candidate, commensurate with qualifications and experience
Superannuation	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 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS1574
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POSITION TITLE:	Manager Parks and Sustainability
AWARD CLASSIFICATION:	Contract
EMPLOYEE:	Vacant
TEAM:	Parks and Sustainability
NETWORK:	Infrastructure and Assets
REPORTS TO:	General Manager Infrastructure and Assets
PREPARED BY:	Shane Eberhardt
DATE:	1 July 2024

APPROVED BY:	
NAME:	Shane Eberhardt
POSITION:	General Manager Infrastructure and Assets
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

The primary function of this role is to lead the Parks and Sustainability team in the development of strategic plans and management of parks and sustainability related infrastructure for the City of Launceston, in particular, parks, sports and recreational facilities, open space and reserves management, waste management and sustainability.

The role oversees 2 key areas:

Recreation and Parks - responsible for parks, reserves, sports and recreational facilities, green assets and our city's civic spaces

Sustainability - responsible for strategic oversight of waste management and sustainability activities and responsibilities

As a manager in the Infrastructure and Assets Network it is expected that you will lead a collaborative approach along with other Infrastructure and Assets Managers in the management of financials across the Network, strategic asset planning improvements, refining and delivering level of service standards and continuous improvement of asset management practices.

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	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 and encourage an environment where our workforce adapts and responds to changing needs. Achieve results through efficient use of resources and a commitment to quality outcomes.	Team Leaders are managing their teams well. Team Leaders are being developed to reach their potential. Leadership capabilities are assessed and monitored. Regular, clear and constructive two-way feedback is provided and received. Learning and developing opportunities are made available for team members. A supportive and well-performing team environment is maintained.
Resource Management - financial, equipment, technology	Develop and oversee budgets and manage procurement processes within authorisations and policy requirements. Ensure financial responsibility within the team. Investigate, source and recommend technology and information to maximise efficiency and effectiveness.	Budgets are set, interpreted and monitored in line with strategic goals. New and existing technologies are sought and utilised effectively.
Service Planning & Delivery	Support delivery of the Network's strategic and annual plan actions. Assist team Leaders to 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 commitment to continuous improvement.	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.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Commit to delivering community focused services in line with strategic goals.</p>	<p>Customers are responded to and feedback is sought.</p>
<p>Safety & Risk Management</p>	<p>Ensure safety and risk management practices form part of all planning.</p> <p>Ensure the Safety Circle learnings are practiced and encouraged.</p>	<p>Safety and risk management practices are considered in all planning and work activities within the team.</p>
<p>Collaborate</p>	<p>Work collaboratively within your team and across networks.</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>
<p>Innovation</p>	<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>	<p>Improved work practices and projects.</p>
<p>Technical</p>		
<p>Financial Management</p>	<p>Responsible for the preparation of capital, operational budgets and major works program relating to the services provided by the assets that are the responsibility of Council's Infrastructure and Engineering assets.</p> <p>Manage the monitoring and review of monthly operating and capital financial reports by the team leaders with information provided by Corporate Services.</p>	<p>Participation in LTFP, SAMP, Annual Budgets and 4 Year capital plan.</p>

<p>Project and Process Management</p>	<p>Responsible for managing the development of service levels, policy, procedures and systems relevant to the Team.</p> <p>Provide leadership to the team on Risk Management policy principles and practices relevant to the area.</p> <p>Undertake projects requested by the General Manager Infrastructure & Assets</p> <ul style="list-style-type: none"> • Complete projects or tasks • Project manage or facilitate larger more complex tasks • Responsible for annual directorate tasks such as budget coordination; employee reviews; salary reviews and Directorate Annual Plans. <p>Assist with the development of departmental plans and contribute to directorate and Council Annual Plans</p> <p>To review and instigate changes to procedures and policies in Council Management System to promote 'best practice' in the relevant assets</p>	<p>Completion of projects on time, scope and budget.</p> <p>Participation in process improvement.</p>
<p>Planning</p>	<p>Lead the development of site specific management plans, conservation management plan special purpose Strategic Plans and asset provision plans for Malls, Parks, reserves, sport facilities, waste management and sustainability.</p> <p>Develop Council wide strategies for playgrounds, tree planting, recreational trails and other programs as requested by the General Manager Infrastructure & Assets</p> <p>Lead the planning for the next stage of the Launceston City Heart project.</p>	<p>Integrated strategies and plans.</p>
<p>Communications</p>	<p>Ensure technical advice is provided as required across Council and to external stakeholders.</p> <p>Ensure effective liaison with key stakeholders and the public.</p> <p>Proactively monitor stakeholder engagement (including the community) to ensure robust integration with planning framework.</p>	<p>Proactive and constructive engagement.</p>
<p>Emergency Management</p>	<p>Undertake flood response responsibility in conjunction with the General Manager Infrastructure & Assets.</p>	<p>Support as required</p>

To investigate complaints considered to involve technical research and/or technical assessment	To investigate issues raised by the community or peers concerning technical aspects of the asset management of hard/soft infrastructure for the CoL, in particular in relation to CBD and malls; sports facilities and recreational planning; open space and reserves management, waste management and sustainability.	Investigations carried out in efficient and professional manner.
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>	
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

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 & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and others health, well-being and self-care
Position Specific
<ul style="list-style-type: none"> Manage & Develop People: lead, develop and empower people to succeed Financial Management: develops, monitors and manages budgets responsibly Lead and Manage Change: generates support and commitment to and leads change processes Work Collaboratively: fosters collaboration and innovation within own team and across networks

- Demonstrated ability to effectively manage stakeholders across a broad group of interests

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in a discipline relevant to this team including engineering, recreation, environmental or reserve management.
- Experience in managing budgets and service level accountabilities, as well as having a good understanding of commercial imperatives.

ROLE SPECIFIC KEY PERFORMANCE INDICATORS

These KPIs do not form part of the Contract, and can be amended or varied by the Council at its absolute discretion.

KPIs apply for the relevant financial year. KPIs may, at the discretion of the Council, be amended / updated for the following financial year if Council considers it appropriate to do so.

Ensure the Team understands the City of Launceston vision and purpose and fulfil their obligations in the Annual Plan.

Ensure effective personnel management within the Team, including efficient and effective annual performance development discussions (PDDs) are facilitated for every team member within the team.

Technical expertise is shared amongst teams, to promote consistency and continuous improvement in infrastructure management practices.

Leadership responsibilities are undertaken in a manner consistent with the leadership capability framework and executive expectations.

Ensure projects assigned to the team are delivered on time and within budget, actively identifying and managing risks, and facilitating clear, documented communication throughout.

Corporate reporting is delivered as required/specified by the Executive Leadership Team.

Customer service responsibilities are delivered adhering to the customer service charter.

REPORTING STRUCTURE

Manager	General Manager Infrastructure and Assets
Direct Reports	Team Leader Recreation and Parks Team Leader Sustainability

KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
Team staff and Parks Services staff	Quality working relationships
External	Nature of Relationships
Contractors & consultants	Technical advice and support
State Government	Support a consistent approach to sustainability and recreation initiatives.

DELEGATIONS & AUTHORISATIONS

(Local Government Act, By-Laws etc)

Purchasing Approvals	Limit \$250,000
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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
<p>Expectations of a Manager:</p> <ul style="list-style-type: none">• Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism, whilst ensuring the same of their team leaders;• Seeks and accepts challenging assignments and other development opportunities for self and others;• 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.



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