

Employment Information Package



QVMAG Strategic Projects Advisor

Position number: POS1837

Enquiries:

Name: Shane Fitzgerald

Position: General Manager Creative Arts & Cultural Services

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Application closing date: 3PM, THURSDAY 28 NOVEMBER, 2024



City of
LAUNCESTON

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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

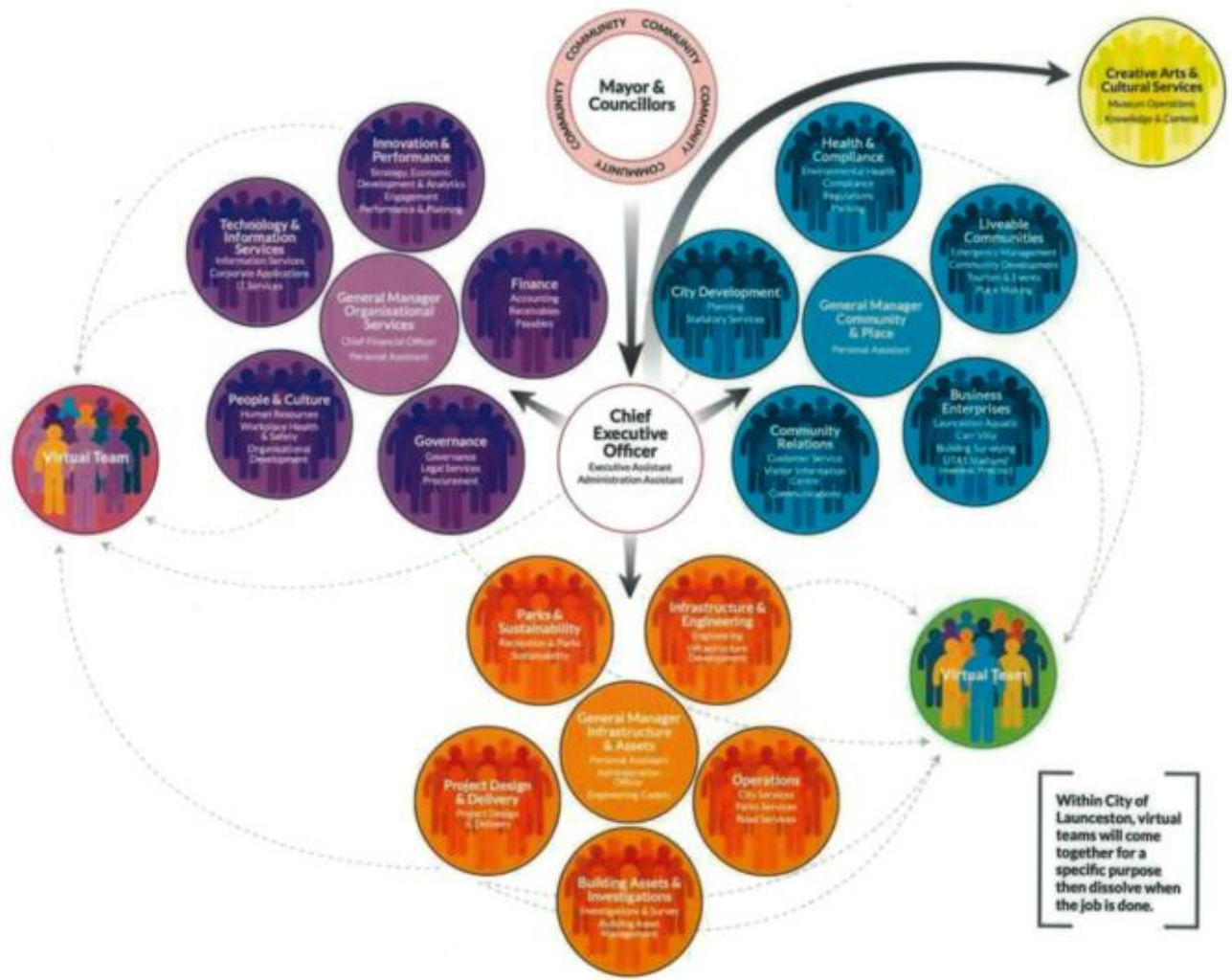
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

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	QVMAG Strategic Projects Advisor
Employment terms	Full Time
Working pattern	5 Day Week
Total remuneration	\$167,112 - \$190,162* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$145,000 - \$165,000
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

Position Description Form – QVMAG Strategic Projects Advisor

PF NUMBER:		POS NUMBER:	POS1837
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POSITION TITLE:	QVMAG Strategic Projects Advisor
AWARD CLASSIFICATION:	Salary
EMPLOYEE:	Vacant
TEAM:	CCN Management
NETWORK:	Creative Arts and Cultural Services
REPORTS TO:	General Manager Creative Arts and Cultural Services
PREPARED BY:	General Manager Creative Arts and Cultural Services
DATE:	November 2024

APPROVED BY:	
NAME:	Shane Fitzgerald
POSITION:	General Manager Creative Arts and Cultural Services
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

The Queen Victoria Museum and Art Gallery (QVMAG) is one of Australia's oldest cultural institutions and the largest cultural network within regional Australia. Established in 1891, the QVMAG includes the Museum at Inveresk and The Art Gallery at Royal Park and is custodian to over one and a half million objects of national and international significance and is considered one of the finest and most diverse collections in Australia, spanning Natural Sciences, Visual Arts and Design, and Public History.

Working closely with the General Manager Creative Arts and Cultural Services, the **QVMAG Strategic Projects Advisor** will lead the development and delivery of identified QVMAG Organisational Strategic Projects (OSP) including commercial and operational planning and implementation, QVMAG transition of governance and strategic project/program delivery.

Responsibilities include ensuring design and delivery functions of the OSP are met including planning, stakeholder engagement, change management and implementation.

Key challenges

- Ensuring the delivery of interdependent OSP project outcomes are on time and within budget.
- Anticipating, responding to and mitigating risks to successful program/project delivery.
- Building and maintaining constructive relationships with diverse stakeholders.
- Operational planning and coordination.
- OSP commissioning planning, management and implementation.
- Cultural change.

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. Achieve results through efficient use of resources and a commitment to quality outcomes.	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.

Accountabilities	Activities/Tasks include:	Success looks like ...
	Commit to delivering community focused services in line with strategic goals.	
Safety & Risk Management	Ensure safety and risk management practices form part of all planning. Ensure the Safety Circle learnings are practiced and encouraged.	Safety and risk management practices are considered in all planning and work activities within the team.
Collaborate	Work collaboratively within your team and across networks. Work with horizontal teams as relevant to technical role accountabilities.	Team meetings that encourage input from team members. 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.
Technical		
Policy, Programs and Projects	Lead the development of the client-side OSP planning including the development and implementation of Strategic Projects, QVMAG Policies and Programs, QVMAG Transition of Governance and associated Framework milestones. Lead the coordination and delivery of multiple and interdependent project outcomes.	Identified strategies, plans and projects are developed and implemented in line with designated timeframes.
QVMAG Transition of Governance	Lead the development and delivery of the QVMAG Transition of Governance project including milestone development, constitutional charter, stakeholder relations, service level agreements, policy and procedural development.	Implemented Transition of Governance support and align with the institutional and organisational strategic objectives.
Stakeholder Relationships	Implement and maintain key stakeholder relationships ensuring whole-of-organisation interdependencies are identified and captured within the OSP outcomes. Provide accurate and timely advice to the General Manager Creative Arts and Cultural Services and other key stakeholders	The development of the OSP is client based, evidence supported and whole-of-organisation in its methodology and delivery.
Innovation and Sustainability	Develop robust operational models that ensure efficient use of resources and deliver high level service outcomes as part of the OSP.	Frameworks and operating models support achievable and sustainable outcomes in delivery.
Risk Management	Identify key project risks and lead their mitigation by ensuring excellence in governance, systems and process.	Barriers to success are identified, mitigated and overcome.
Work Safely with a Duty of Care for fellow	Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures	

Accountabilities	Activities/Tasks include:	Success looks like ...
employees and ensure procedural compliance	<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?	Yes
<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 	
<ul style="list-style-type: none"> • Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others 	
<ul style="list-style-type: none"> • Create and Innovate: displays initiative & considers different ideas and perspectives 	
<ul style="list-style-type: none"> • 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 	
<ul style="list-style-type: none"> • Financial Management: develops, monitors and manages budgets responsibly 	
<ul style="list-style-type: none"> • Lead and Manage Change: generates support and commitment to and leads change processes 	
<ul style="list-style-type: none"> • Work Collaboratively: fosters collaboration and innovation within own team and across networks 	
<ul style="list-style-type: none"> • Experience in strategic and corporate planning 	
<ul style="list-style-type: none"> • Experience in establishing robust organisational frameworks and operational models, applicable and relevant to the cultural institution business environment 	
<ul style="list-style-type: none"> • Strong understanding of cultural policy, strategic direction and objectives, particularly in relation to resource management, continuous improvement and service delivery functions 	
<ul style="list-style-type: none"> • Ability to work autonomously, and in consultation with various stakeholders, within a dynamic and tight timeframe-based business environment 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> • Tertiary qualifications and/or demonstrated substantial experience relevant to the Accountabilities of the Role 	

- Demonstrated achievement in successfully contributing to the delivery of major projects, strategic development and organisational programs, preferably in a cultural institution environment.

ROLE SPECIFIC KEY PERFORMANCE INDICATORS

KPIs apply for the relevant financial year. KPIs may, at the discretion of the Leader and with the agreement of the employee, be amended / updated for the following financial year if it is considered 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 compliance practices
- Leadership responsibilities are undertaken in a manner consistent to the leadership capability framework and executive expectations
- Projects assigned to the Team - delivered on time, on budget, with risks identified, documented and actively considered/managed and communication is considered, documented and facilitated
- Corporate reporting is delivered as required/specified by the executive team

REPORTING STRUCTURE

Manager	General Manager Creative Arts and Cultural Services
Direct Reports	NIL

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

Internal	Nature of Relationships
QVMAG Leadership Team	Colleague
QVMAG Team	Client / Stakeholder
ELT CoL	Client / Stakeholder
Managers across CoL	Colleague
External	Nature of Relationships
QVMAG Museum Governance Advisory Board	Stakeholder
QVMAG Friends	Stakeholder
QVMAG Aboriginal Reference Group	Stakeholder
QVMAG Arts Foundation	Stakeholder
UTAS	Network
Arts, Museums & Cultural Sector	Network

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
<p>Expectations of a Strategic Projects Advisor:</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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