

Employment Information Package

IT Applications Senior Support Analyst

Position number: POS1079

Enquiries:

Name: RAY BRICKHILL

Position: TEAM LEADER CORPORATE APPLICATIONS

Phone: 03 6323 3008

Email: Ray.Brickhill@launceston.tas.gov.au

Application closing date: 3.00PM, THURSDAY 03 APRIL 2025

📍 Town Hall
18–28 St John Street
Launceston TAS 7250

✉️ PO Box 396
Launceston
TAS 7250

☎️ 03 6323 3000
@ contactus@launceston.tas.gov
🌐 launceston.tas.gov.au

 City of
LAUNCESTON

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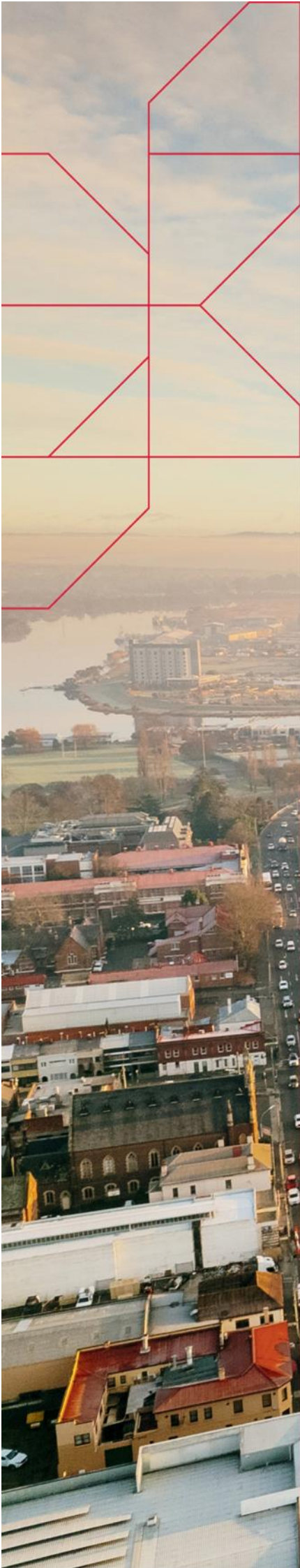
Address applications to:

Senior Leader 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.





About the City of Launceston

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.

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.

Employee benefits offered by the City of Launceston include:

- 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 Leisure & Aquatic Centre.
- Discounts at the QVMAG 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.



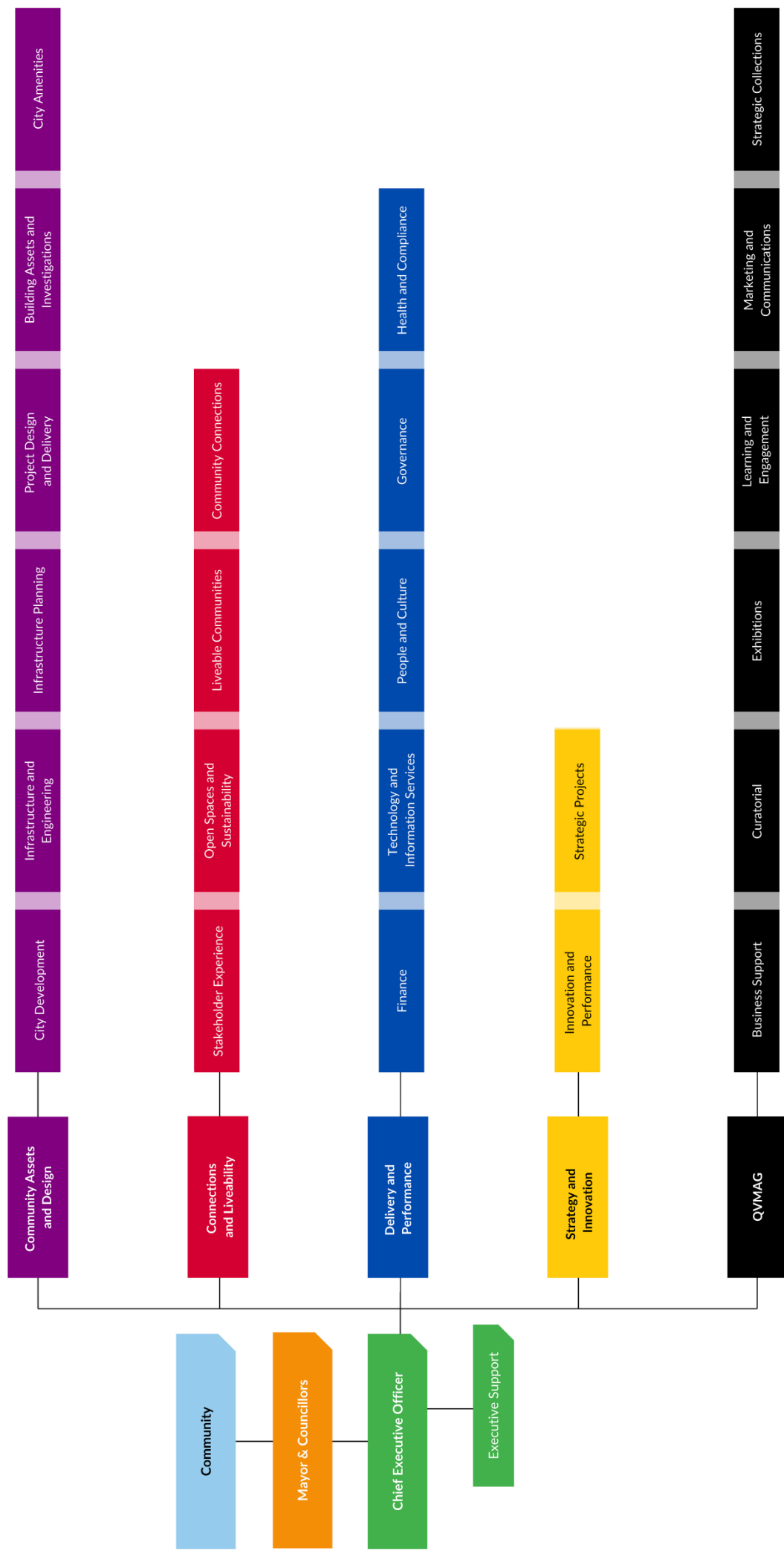
City of
LAUNCESTON

OUR VISION

Inspired people, working together to create the best outcomes for our community.

OUR PURPOSE

We are a progressive organisation, working with our community to create a positive future for Launceston.



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

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.

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.

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



General conditions of employment

Position title	IT Applications Senior Support Analyst
Employment terms	Permanent, Full Time
Working pattern	19-Day Month
Total remuneration	\$93,282 - \$106,239** <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$80,939 - \$92,182
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 - Officer

PF NUMBER:	PF0	POS NUMBER:	POS1079
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POSITION TITLE:	IT Applications Senior Support Analyst
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	Vacant
TEAM:	Technology and Information Services
REPORTS TO:	Team Leader Corporate Applications
PREPARED BY:	Matt Gray
DATE:	February 20205

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery and Performance
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>This position is responsible for delivering a well-judged level of support to users of the business applications across the organisation, as well as providing high quality guidance to other support officers within Technology and Information Services in relation to Corporate Applications.</p> <p>The role also assists in providing:</p> <ul style="list-style-type: none"> - an internal consultancy service to all areas of the organisation in respect of the organisation's corporate business systems software, which is primarily a single enterprise system; including analysis of requirements, and the provision of advice and recommendations as to how the software and related business processes can be leveraged to benefit the business units; - completion of projects to implement, upgrade or improve specific application software and business processes; including implementing and administering configurations and integration within the software to achieve the process and system outcomes required.

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

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

CITY OF LAUNCESTON - Position Description Form - Officer

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
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.
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 other teams. Support delivery of the Team's strategic and annual plan actions. Work with other 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 teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Corporate Applications Support.	Responsible for <ul style="list-style-type: none"> • High quality request and incident analysis and resolution within service level requirements. Managing issues referred to suppliers.	Service Desk and change management process compliance, and key measures maintained at a suitable level
Software & related Environment Management.	Responsible for <ul style="list-style-type: none"> • Refreshing non-production from production environments. Supporting role Software package installation	Software & related environment management.
Internal Consultancy Service	Responsible for <ul style="list-style-type: none"> • Providing advice and guidance as required to Corporate Applications Support staff. Supporting role <ul style="list-style-type: none"> • Assisting Business Analyst/s to analyse requirements. Provide advice as to how the application software and related business processes can be leveraged to benefit the business units.	The department's analysis and scoping processes are followed. Appropriate options identified and recommendations made.
Projects	Responsible for <ul style="list-style-type: none"> • The planning, management and/or support of discrete projects to implement, upgrade or 	The department's and industry recognised project management processes are complied with, at a level

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>improve specific application software and business processes.</p> <ul style="list-style-type: none"> • Delivery of outcomes and closure of projects. <p>Supporting role In the management and delivery of major, broad scale projects</p>	<p>commensurate with the size and scope of the project.</p> <p>On-schedule delivery of outcomes and project completion.</p>
Meetings	Contribute to Corporate Applications, Support and Project meetings.	<p>Regular meetings are attended.</p> <p>Actively participating in team meetings and offering ideas, suggestions and feedback.</p>
Change	<p>Supporting role</p> <p>Interact and communicate with internal and external stakeholders via digital project tools, meetings and email.</p>	<p>Engagement with key stakeholders in a way that acknowledges the positive aspects of change while acknowledging any negatives being discussed.</p>
Teamwork	<ul style="list-style-type: none"> • Team player who is able to work collaboratively with and through others. • Ability to adapt to fast-paced and changing circumstances, can tolerate ambiguity. <p>Ability to establish and maintain strong trusted relationships at all levels.</p>	<p>Demonstrated through strong team relationships and behaviour that aligns with our values for collaboration and being open-minded.</p> <p>Understanding that priorities may change and adjustments need to be made to meet project objectives.</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 WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, 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.</p>		

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

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & 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	
<ul style="list-style-type: none"> Demonstrated communication and relationship building skills to deliver technical projects with a people orientated approach. Sound knowledge of relational database principles, skills in SQL, reporting and data tools. Demonstrated ability to analyse, develop and implement technical solutions that improve business processes. Knowledge of APIs, external service interfaces and web frameworks. Ability to be flexible and work collaboratively with a team to deliver solutions, in a rapidly changing environment. 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Relevant tertiary qualifications and/or 5 years' experience working in complex information technology environments is highly desirable. 	

REPORTING STRUCTURE	
Leader	Team Leader Corporate Applications
Direct Reports	Nil

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

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$0

Confidentiality

Employees 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:

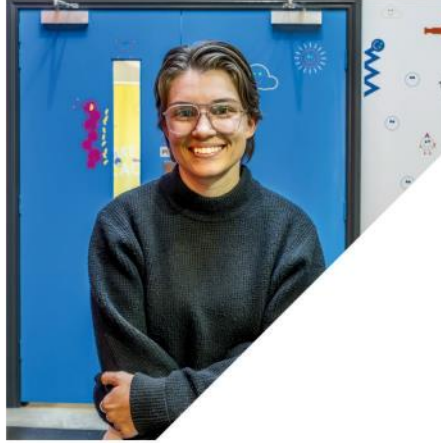
CITY OF LAUNCESTON - Position Description Form - Officer

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

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



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