

# Employment Information Package



## Team Leader Park Services

**Position number: POS1277**

**Enquiries:**

**Name:** Dean Edsall

**Position:** Team Leader City Amenities

**Phone:** 03 6323 3511

**Email:** [Dean.Edsall@launceston.tas.gov.au](mailto:Dean.Edsall@launceston.tas.gov.au)

**Application closing date: 3.00PM, THURSDAY, 3 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](mailto:contactus@launceston.tas.gov)  
🌐 [launceston.tas.gov.au](http://launceston.tas.gov.au)

 City of  
**LAUNCESTON**

# Contents

About the City of Launceston	3
City of Launceston Organisation Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

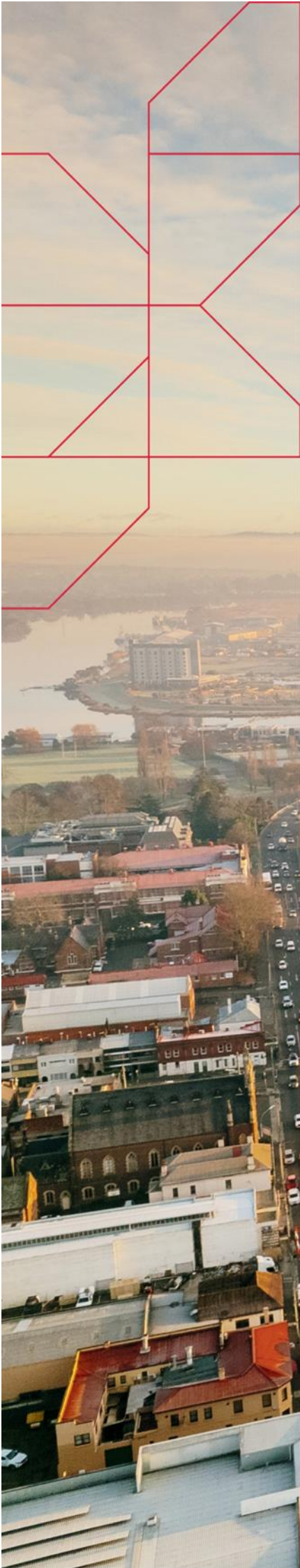
**Address applications to:**

Senior Leader 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.





# 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.

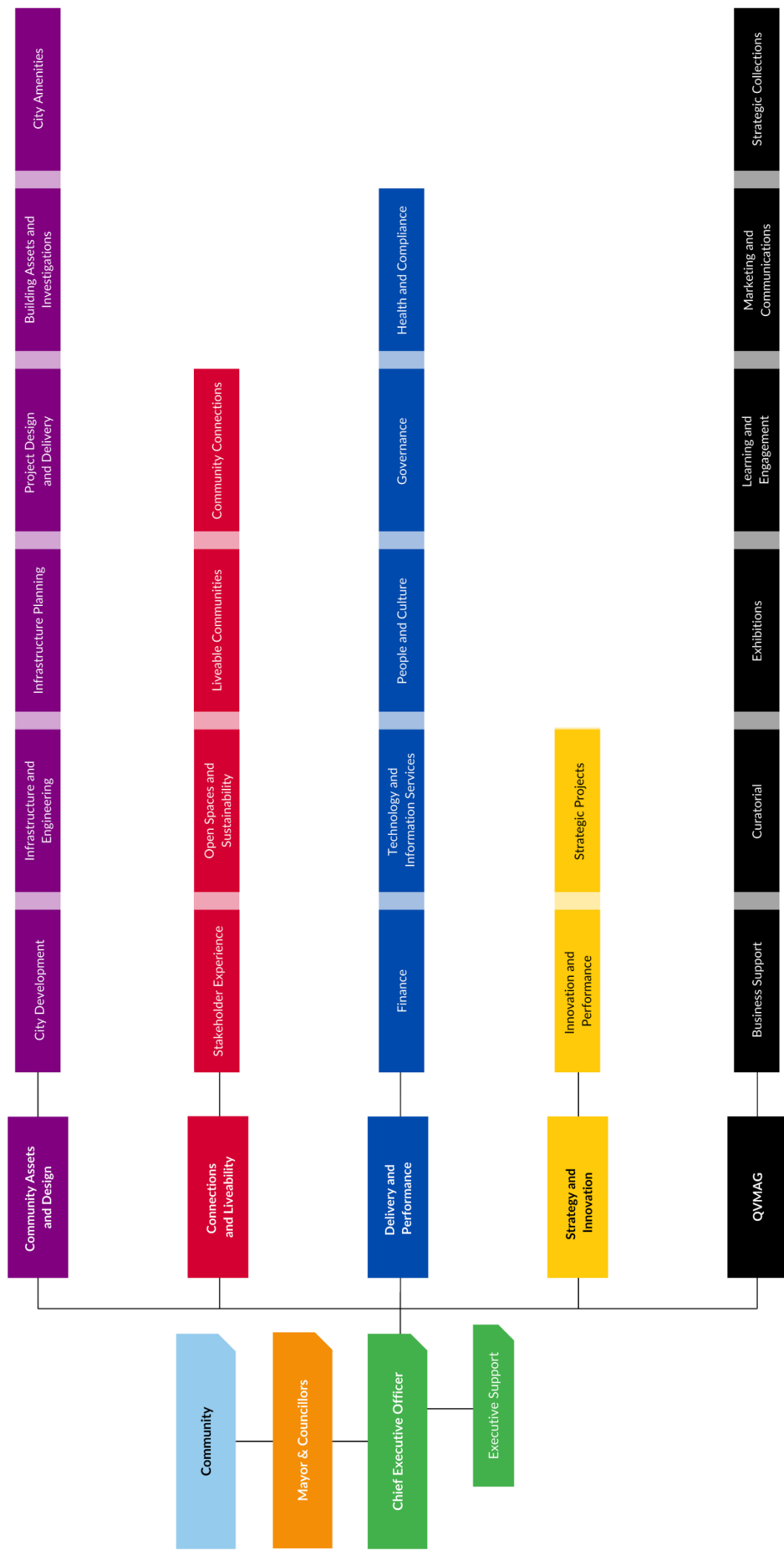


## OUR VISION

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](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.**

**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

<b>Position title</b>	Team Leader Park Services
<b>Employment terms</b>	Permanent, Full Time
<b>Working pattern</b>	9-day fortnight
<b>Total remuneration</b>	\$108,944 - \$123,996* <i>*Total remuneration includes superannuation, as detailed below</i> <b>Base salary</b> \$94,528 - \$107,589
<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 2022 is available [here](#)



# Position Description

## Position Description Form - Team Leader

PF NUMBER:	PF0	POS NUMBER:	POS1277
------------	-----	-------------	---------

POSITION TITLE:	Team Leader
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	Vacant
TEAM:	Park Services
REPORTS TO:	Senior Leader City Amenities
PREPARED BY:	Dean Edsall
DATE:	19 March 2025

APPROVED BY:	
NAME:	Chelsea van Reit
POSITION:	Executive Leader Community Assets & Design
SIGNATURE:	

<b>POSITION PURPOSE (Why does this position exist)</b>
<p>The purpose of the Team Leader in Parks Services is to ensure that public green spaces are safe, clean, and accessible to the community. They play a key role in enhancing the recreational experience for visitors, promoting environmental responsibility, and ensuring that the parks contribute positively to the local community's quality of life. This role is critical in maintaining the park's aesthetic appeal, ensuring public safety, and fostering a welcoming environment for outdoor activities.</p> <p>The role will lead a team who has specific focus on the maintenance and upkeep of all recreation and open spaces, this includes strategic planning in conjunction with other council teams.</p>

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

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 employees, develop capability and potential in others and role model a safe and constructive culture, in line with Our 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.	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 work activities. Ensure the Safety Circle learnings are practiced and encouraged.	Safety and risk considerations are reflected in work activities.
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.	Team meetings that encourage input from team members. Collaborative opportunities are sought across other 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.
<b>Technical</b>		
Horticulture	Maintain the existing parks horticultural infrastructure to preserve their asset life to the extent possible, by undertaking preventative and corrective maintenance as required.	Ability to apply knowledge and skills in horticulture and deploy resource effectively and efficiently.
Turf Management	Ensure green open spaces and sports fields are maintained. Develop turf management and maintenance programs. Develop irrigation systems and diagnose system faults.	Well maintained green open spaces and sports fields
Arboriculture	Trees within the municipality are preserved. Develop arboriculture maintenance programs. Develop a tree replacement program.	Well maintained arboriculture assets
Computer Literacy	Utilise computer systems and software to capture and or assign tasks.	Corporate systems are being fully utilised
Recruitment	Recruit, develop and manage staff to ensure the Team has sufficient staff, with the right skills and motivations to achieve objectives.	Team members are a good cultural fit and have the skills appropriate to complete their tasks.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures  While at work, a worker must –  (a) take reasonable care for his or her own health and safety; and	

Accountabilities	Activities/Tasks include:	Success looks like ...
	(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and  (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  (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.  (Section 28 Work Health & Safety Act 2012)	

**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?	Yes
<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> </ul>
<ul style="list-style-type: none"> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> </ul>
<ul style="list-style-type: none"> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> </ul>
<ul style="list-style-type: none"> <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 enhance their skills and work efficiency while proactively managing staff issues to maintain a positive, safe and productive work environment.</li> </ul>
<ul style="list-style-type: none"> <li>Financial Management: manages financial resources responsibly including monthly reporting.</li> </ul>
<ul style="list-style-type: none"> <li>Inspire Direction &amp; Purpose: generates support and commitment to team and organisational goals</li> </ul>
<ul style="list-style-type: none"> <li>Work Collaboratively: works collaboratively within own team and across the organisation</li> </ul>
<ul style="list-style-type: none"> <li>Assess and analyse data, and prepare reports.</li> </ul>
<ul style="list-style-type: none"> <li>Level of Service: Ensure the Parks Services' service levels are upheld by effectively managing resources, particularly during peak seasonal periods, to maintain asset conditions.</li> </ul>
<ul style="list-style-type: none"> <li>On Call: Participate in on call arrangements to ensure hours emergency coverage</li> </ul>
<ul style="list-style-type: none"> <li>Customer Service Requests: Oversee, respond to, and delegate public inquiries in accordance with the City of Launceston Customer Service Charter, including drafting and issuing written responses to the community.</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Relevant qualification from a tertiary institution, or substantial relevant work experience with the desire to undertake formal qualifications.</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>

<b>REPORTING STRUCTURE</b>	
<b>Leader</b>	<b>Senior Leader City Amenities</b>
<b>Direct Reports</b>	<b>Coordinator Parks Services / Coordinator Arboriculture / Coordinator Construction / Technical Officer / Primate Keeper</b>

<b>KEY RELATIONSHIPS</b> (External and Internal Customers, Supplier, Colleagues, etc)	
<b>Internal</b>	<b>Nature of Relationships</b>
Parks Services Employees	Develop & manage people
Network groups	Work collaboratively
<b>External</b>	<b>Nature of Relationships</b>
General Public	Community Focused
Contractors / suppliers	Procurement and management

<b>DELEGATIONS &amp; AUTHORISATIONS</b> (Local Government Act, By-Laws etc)	
Purchasing Approvals	Has the delegated authority to approve payments for goods and services (in line with approved budgets), up to the limits set in the most current Infrastructure Services Authorised Signatories list.

## Confidentiality

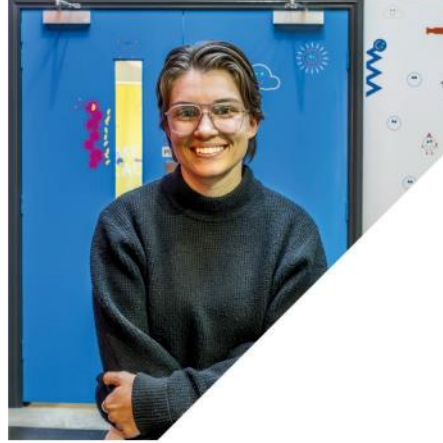
Employees are

- 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:

- 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 current 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>



📍 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

