

Employment Information Package



Team Leader Recreation and Parks

Position number: POS1575

Enquiries:

Name: Debbie Pickett

Position: Personal Assistant- Infrastructure & Assets

Phone: 03 6323 3238

Email: Debbie.Pickett@launceston.tas.gov.au

Application closing date: 3.00PM, WEDNESDAY, 2 OCTOBER 2024



City of
LAUNCESTON

Town Hall, 18-28 St John Street Launceston

T 03 6323 3000

E contactus@launceston.tas.gov.au

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

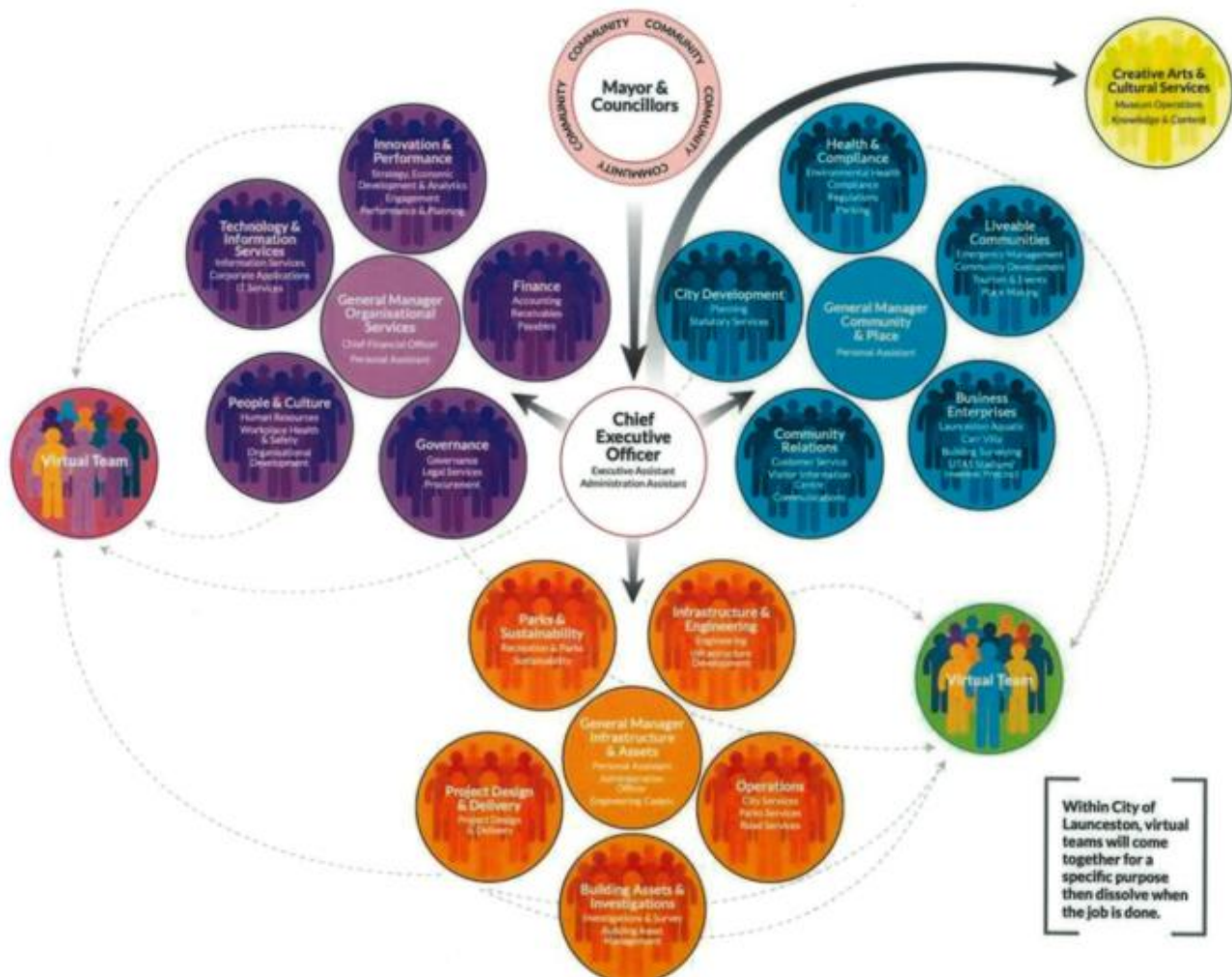
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

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 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 | Team leader Recreation and Parks |
| Employment terms | Permeant, Full-Time |
| Working pattern | 19-day month |
| Total remuneration | \$126,705 - \$138,451* <i>*Total remuneration includes superannuation, as detailed below</i> |
| | Base salary \$109,939 - \$120,131 |
| 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 - Team Leader

| | | | |
|------------|--|-------------|---------|
| PF NUMBER: | | POS NUMBER: | POS1575 |
|------------|--|-------------|---------|

| | |
|-----------------------|----------------------------------|
| POSITION TITLE: | Team Leader Recreation and Parks |
| AWARD CLASSIFICATION: | Grade 7 |
| EMPLOYEE: | Vacant |
| TEAM: | Parks and Sustainability |
| NETWORK: | Infrastructure and Assets |
| REPORTS TO: | Manager Parks and Sustainability |
| PREPARED BY: | Leanne Purchase |
| DATE: | September 2023 |

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

POSITION PURPOSE (Why does this position exist)

The Team Leader Recreation and Parks ensures the day to day operations and strategic planning for the team's activities and responsibilities are carried out to:

- meet all statutory requirements
- operate in line with relevant Council policy and procedures
- ensure work practices are efficient and deliver the outcomes required by the team
- manage budgets, and
- provide reports and communicate on issues regarding the department's operations as required.

Specific responsibilities of the Recreation and Parks team include:

- Open space planning
- Project management
- Asset management
- Park and reserve management
- Recreation and sporting facility management (including playgrounds, visitor facilities and walking tracks)
- Arboriculture planning and management
- Weed and vegetation management
- Cultural and built heritage management
- Natural area management and biodiversity management
- Bushfire management, and
- Urban design within Launceston's commercial precincts.

As a Team Leader in the Infrastructure and Assets Network, you are expected to work collaboratively with all Infrastructure and Assets Team Leaders to deliver consistent and efficient services to our community.

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 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 and 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 Commit to delivering community focused services in line with strategic goals | 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 |
| Safety and 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 networks Support delivery of the Network's strategic and annual plan actions Work with horizontal teams as relevant to technical role accountabilities | Team meetings that encourage input from team members Collaborative opportunities are sought across Networks |

| Accountabilities | Activities/tasks include | Success looks like ... |
|-------------------------|---|---|
| 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 | | |
| Environment | <p>Ensure compliance with relevant environmental legislative requirements</p> <p>Ensure incidents are contained to minimise harm and report incidents to relevant Tasmanian Government department and the General Manager Infrastructure and Assets</p> <p>Preserve and develop our urban biodiversity values</p> | Best practice management of reserves and urban biodiversity |
| Healthy community | Implement programs to increase participation in active and passive recreation | Active and passive recreation facilities delivered and maintained |
| Financial management | <p>Prepare annual operational budgets that maximise the utilisation of available resources and achieve agreed levels of service</p> <p>Manage annual expenditure within budgets</p> <p>Advise the Manager Parks and Sustainability when variations are predicted</p> | Delivery of services within budget |
| Asset management | <p>Maintain existing parks assets to preserve their asset life to the extent possible, by coordinating preventative and corrective maintenance as required</p> <p>Monitor and control the team's performance against annual programs, the Council's annual plan, the Council's strategic plan, financial plans, policies and procedures, and internal and external benchmarks</p> <p>Lead the ongoing improvement and review of a maintenance management strategy/plan to ensure the effective implementation of maintenance practices to ensure all activities within the scope of the area achieve levels of service set by the Council</p> <p>To ensure Council implements its site specific management plans and meets its statutory obligations in relation to managing its open space system including bushfire management, threatened species management, weed management and heritage</p> <p>Maintains an asset risk register and inputs high-level risks into the Council wide risk register</p> | <p>Annual, 4-year and long-term maintenance and capital programs are maintained</p> <p>Delivery of services in line with the Parks and Recreation Asset Management Plan</p> <p>Works meet the needs of Council's customers with minimum inconvenience or disruption to people and traffic</p> <p>Activities comply with legislative requirements, Council policies and procedures</p> |
| Communication | <p>Keep the Manager Parks and Sustainability briefed on issues that impact the area, other Teams within Council and the community</p> <p>Work with the General Manager Infrastructure and Assets to achieve outcomes allocated to the team</p> <p>Keep staff informed of any issues that impact on their performance or impact on their work place</p> | Working with other Teams proactively and constructively |

| Accountabilities | Activities/tasks include | Success looks like ... |
|--|--|--|
| Customer service and community consultation | <p>Ensure that employees and contractors adopt and practice effective communication and consultation with the public, which reflects a positive and efficient image of Council</p> <p>Investigate public requests; discuss and negotiate proposed actions and solutions with customers; complete service request reports or correspondence</p> | Working with our stakeholders proactively and constructively |
| City of Launceston representation | <p>Prepare reports to Council, Workshop, committees and the Executive Leadership Team and attend relevant meetings as required</p> <p>Investigate and respond to enquiries from Councillors</p> <p>Attend community forums as necessary</p> <p>Attend as representative on Tasmanian Government and inter-Council committees and forums as required</p> | Participation as required |
| 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 Work 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 of the <i>Work Health and Safety Act 2012 (Tas)</i>)</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

| | |
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| Working with Vulnerable People Check required? | Yes |
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SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness and encourages open discussions and contributions from others
- Create and Innovate: displays initiative and considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific

- **Manage and Develop People: Lead, mentor and develop team members to achieve required skills and to work efficiently**

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|--|
| • Financial Management: manages financial resources responsibly |
| • Inspire Direction and Purpose: generates support and commitment to team and organisational goals |
| • Work Collaboratively: works collaboratively within own team and across Networks |
| • Assess and analyse data, and prepare reports. |
| • Working With Vulnerable People registration in Tasmania |
| QUALIFICATIONS AND EXPERIENCE |
| • Relevant qualification from a tertiary institution, or substantial relevant work experience with the desire to undertake formal qualifications |
| • Substantial experience in the management of parks, reserves or recreation |
| • Demonstrated ability to effectively manage stakeholders across a broad group of interests |
| • Demonstrated experience in project management |
| • Sound knowledge of asset management practices |

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|----------------------------|---|
| REPORTING STRUCTURE | |
| Manager | Manager Parks and Sustainability |
| Direct Reports | 7 Officers |

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|---|---|
| KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc.) | |
| Internal | Nature of Relationships |
| Teams within Network | Assist and advise, coordination |
| Other Council teams | Liaison and coordination |
| External | Nature of Relationships |
| Contractors and consultants | Management of maintenance Contractors and advice from consultants |
| Facility users | Efficient and consistent use of facilities and services |
| Neighbouring councils | Efficient and consistent use of facilities and services |
| Tasmanian Government | Efficient and consistent use of facilities and services |

| | |
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| DELEGATIONS AND AUTHORISATIONS (Local Government Act 1993 (Tas), By-Laws etc.) | |
| Purchasing Approvals | Limit \$30,000 |
| Facilities and Highways By-Law Number 1 of 2021 | As delegated by the Chief Executive Officer |

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 |
|---|
| Expectations of a Team Leader <ul style="list-style-type: none">• Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism• Seeks and accepts challenging assignments and other development opportunities• 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 |

