

Employment Information Package



Project Manager (Graduate)

Position number: POS1804

Enquiries:

Name: Karen Heathcote

Position: Project Manager Design and Construction

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Application closing date: 3.00PM, TUESDAY, 5 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.

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	Project Manager (Graduate)
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:	POS1804
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POSITION TITLE:	Project Manager (Graduate)
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	
TEAM:	Project Design and Delivery
NETWORK:	Infrastructure and Assets
REPORTS TO:	Team Leader Project Delivery
PREPARED BY:	Michael Newby
DATE:	16 September 2024

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

POSITION PURPOSE (Why does this position exist)

The primary purpose of this position is to provide project management services and contract administration for Council's civil and building projects.

Principally, the role involves:

- Input into design and undertake design review.
- Engagement and management of consultants.
- Planning, procurement and management of works and contractors through the tender, construction and asset handover stages.
- Ensuring that the work practices of contractors, and CoL construction crews where appropriate, are in accordance with council safety standards and in compliance with the requirements of Workplace Health and Safety Act 2012 and Regulations 2022.

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 ...
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 networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal 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 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		
Project Investigation, Design and Specifications and requirements analysis	<ul style="list-style-type: none"> • Be aware of how project outcomes and process improvements can be achieved, or research/obtain the same from other sources. • Document the scope and outcomes of projects and obtain signed agreement from the business process owner. • Have input from the conceptual phase through to the implementation phase of the projects. 	<ul style="list-style-type: none"> • Project and system requirements reflect the outcomes required. • Advice provided is relevant and accurate.
Project management and co-ordination	<ul style="list-style-type: none"> • Effectively manage projects using structured project management techniques. • Manage project expenditures to ensure budget constraints are maintained. Advise the relevant Manager where significant variations are predicted. • Assist and at times develop project tasks, milestones and outcome schedules, including timeframes for completion, responsibilities and related resource requirements. • Conduct project meetings on a regular basis with internal and external providers. • Liaise with internal resources, department management/project business owners, and external resources. • Assist in maintaining project budgets and schedules. 	<ul style="list-style-type: none"> • Project plans and documents are prepared and are maintained. • Liaison occurs in timely way Reporting is done at least monthly.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> Report on achievements and raise issues of concern 	
Design, Risk Assessment and Estimates	<ul style="list-style-type: none"> Assist with formal design reviews with particular focus on final detailed designs and prior to tender, documentation preparation. Assist with, and provision of a final review of, project estimates at the completion of detailed design to ensure completeness and accuracy of budget estimates, including appropriate contingency provisions and their justification. Review and update of Project Risk Registers at the completion of detailed design to ensure completeness and accuracy of risk identification and assessment that reflect specific project risk and constructability issues. 	<ul style="list-style-type: none"> Risk Registers reflect construction and implementation issues and are accurate with regard to stages of the projects. Project estimates are accurate and reflect risk and contingency issues.
Project Development and Documentation	<ul style="list-style-type: none"> Consult CoL Assets team/s and the Design Development team, as necessary, when changes are required to the functional brief to achieve the desired outcome and obtain agreement. Ensure that all relevant permits and approvals are obtained prior to construction works commencing on site. Ensure that sufficient lead-time is identified and established between design and construction programmes. In liaison and coordination with the Team Leader Project Delivery, ensure that project documentation and administration is established, with respect to construction and implementation. Assist in the management of Consultants with support, design and/or delivery. 	<ul style="list-style-type: none"> All relevant permits and approvals are obtained prior to construction works commencing on site. Comprehensive and appropriate documentation is in place for all projects during construction and implementation.
Contract Administration and Construction Supervision	<ul style="list-style-type: none"> Administer contracts and ensure the works are completed in accordance with the specifications and drawings. Carry out the duties of the Superintendent's Representative in accordance with the General Conditions of Contract. Assess Contractors' progress payment claims and make appropriate recommendations for payments. Carry out necessary monitoring and testing of contract works at practical completion and takeover of the works. Minimise any variations within the control of the role holder. Liaise with Asset Owners and Project Manager - Investigation and Design, regarding any necessary design changes. Ensure traffic and pedestrian management plans are installed as planned and conduct regular audits for correctness. 	<ul style="list-style-type: none"> Maintain records of all variations and minimise them Payment Claims assessed and recommended for payment in line with contract conditions. Ensure all as-constructed drawings are delivered within one month of practical completion QA documents assessed and in compliance with CoL and/or best practice standards or policies. Keep record of traffic management plans and audit reports
Tender Process	<ul style="list-style-type: none"> Prepare tender documents and specifications for projects in compliance with Council standards. 	<ul style="list-style-type: none"> Complete capital works projects as per agreed programme.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> Conduct tender process in accordance with Council's Code for Tenders and Contracts 11-HLPr-005 and Purchasing Non-Tendered Procedure 11-HLPr-001. Assist with the evaluation of tenders and the preparation of tender reports and present to Tender Review Committee for acceptance. 	
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>	
<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"> Demonstrate an ability to work autonomously or on team focused work and effectively facilitate information transfer in a clear and concise manner.

<ul style="list-style-type: none"> • Good analytical skills and an ability to make reasoned judgements and decisions
<ul style="list-style-type: none"> • Sound judgement, decision making and risk analysis skills
<ul style="list-style-type: none"> • High level of oral and written communication skills, including preparing reports for technical and non-technical audiences.
<ul style="list-style-type: none"> • Commitment to high quality customer service, with demonstrated communication/negotiation skills to explain and discuss issues with internal and external customers
<ul style="list-style-type: none"> • Implement technical learnings and commit to targeted professional education development.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> • Tertiary degree in Civil Engineering (preferred) or relevant tertiary qualifications

REPORTING STRUCTURE	
Manager	Team Leader Project Delivery
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Teams within Infrastructure and Assets Network	Support development of works programs Input on design and construction Mentoring engineering students Safety
External	Nature of Relationships
Contractors and consultants	Service Authorities
Service Authorities	Negotiation and obtain approval

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

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 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.

