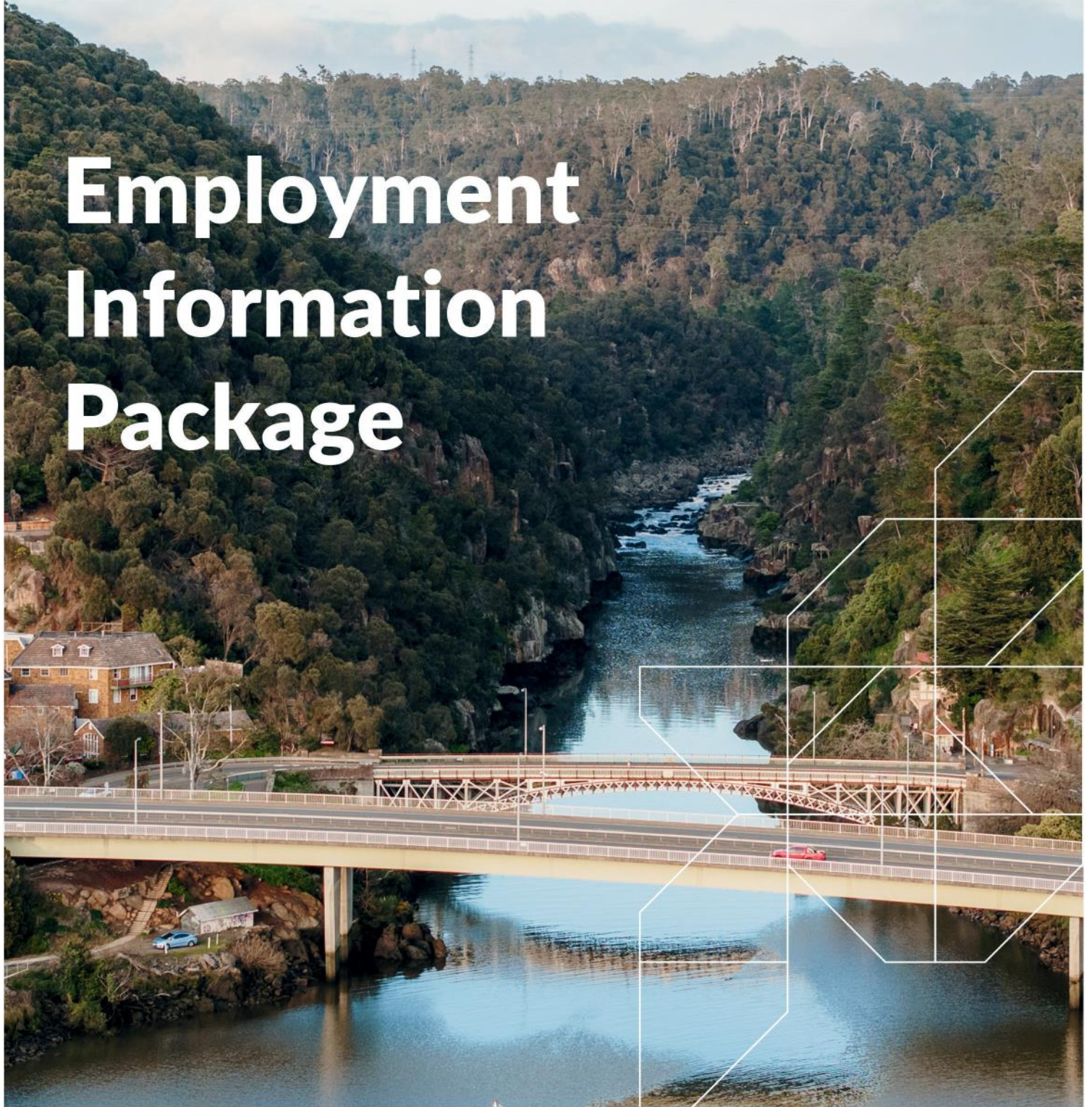


Employment Information Package



Road Permits and Investigations Officer

Position number: POS1857

Enquiries:

Name: Steven Tanchik

Position: Team Leader Transport

Phone: 03 6323 3059

Email: Steven.Tanchik@launceston.tas.gov.au

Application closing date: 3.00PM, FRIDAY, 28 MARCH 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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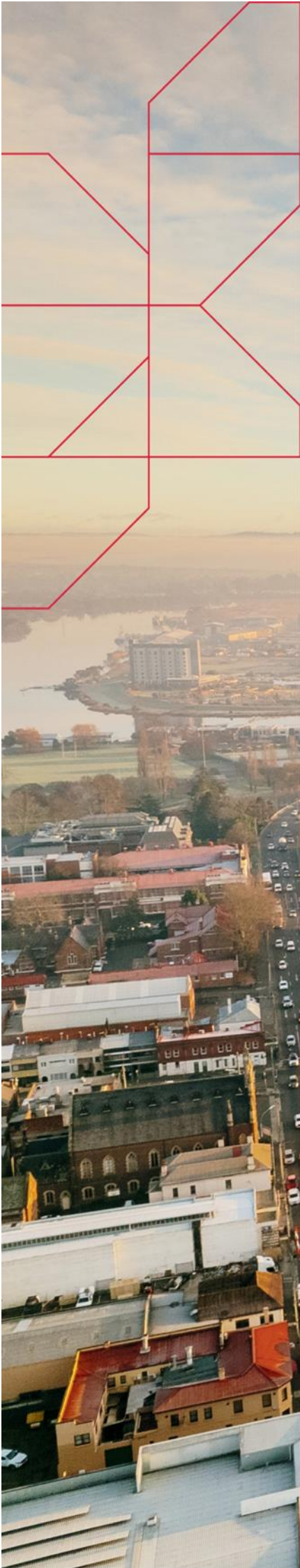
Address applications to:

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.



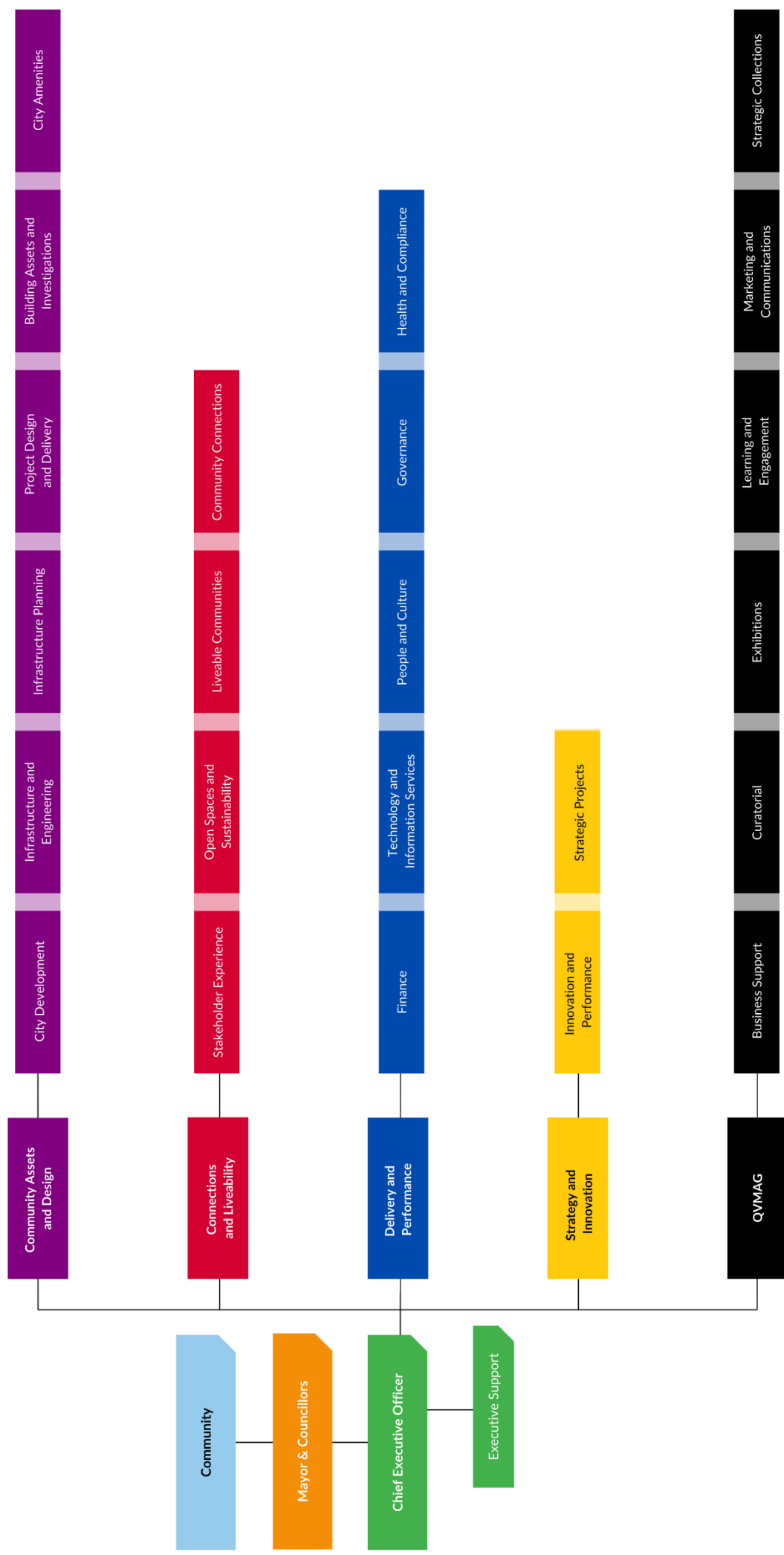
City of
LAUNCESTON

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	Road Permits and Investigations Officer
Employment terms	Full Time
Working pattern	19-day month
Total remuneration	\$83,497 - \$92,007* <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$72,448 - \$79,833
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](#)

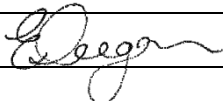
The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS1857
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POSITION TITLE:	Road Permits and Investigations Officer
AWARD CLASSIFICATION:	Grade 4
EMPLOYEE:	
TEAM:	Infrastructure and Engineering
REPORTS TO:	Team Leader Transport
PREPARED BY:	Erica Deegan
DATE:	07/02/2025

APPROVED BY:	
NAME:	Erica Deegan
POSITION:	Senior Leader Infrastructure & Engineering
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

This role sits within the Transport team and will focus primarily on managing the impacts of third parties on the City of Launceston's transport network. The role also involves working closely with colleagues to support the effective asset management of the road network, traffic flow, and parking. The role will support annual maintenance programs while providing the initial point of contact for customer service requests, assessment and effective referral to relevant technical specialists where required.

This role will:

- Manage the permitting and compliance process for Road Occupation Permits and Road Closure Permits. This includes review of traffic management plans, audit inspections and liaising with relevant stakeholders to ensure compliance with relevant acts, policies and guidelines.
- Work closely with compliance teams to support infringement actions when required.
- Liaise with utility service providers working in the road reserve to ensure coordination and compliance including undertaking pre and post site inspections and remediation sign off.
- Prepare Traffic Facilities Approval Reports (TFARs) and Parking Control Reports (PCRs) under the guidance of senior technical staff.
- Undertake and coordinate the inspection of transport assets to maintain safety and functionality.
- Investigate issues and respond to customer enquiries related to transport assets, involving technical research and assessments as required.
- Ensure adherence to statutory roles, regulations and the City of Launceston's policies and procedures.

This role will actively participate in a collaborative work environment and contribute to achieving the best outcomes for a liveable city.

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

OUR VALUES

The infographic is a vertical rectangle divided into four horizontal color bands. On the left side, a dark blue vertical bar contains the text 'OUR VALUES' in white, bold, uppercase letters. Each band contains a circular icon, a title, and a list of bullet points.

- Our people matter** (Purple band):
 - 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** (Orange band):
 - 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** (Blue band):
 - 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** (Green band):
 - 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 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		
Permit Facilitation and Service Provider Liaison	<ul style="list-style-type: none"> • Be Council's first point of contact for road occupation and road closure related matters. • Ensure applicants provided with accurate and timely information. • Liaise with applicants and service providers regarding submitted documentation with consideration of impacts on assets and the community. • Complete and document audits, including arranging for any repairs or rectification works required. • Ensure all works are completed in accordance with Council's policies and procedures. • Provide ongoing input into the development and continuous improvement of the road occupation permit process. • Effectively manage and resolve non-compliant works. 	Permits and licences processed in a timely manner. Permits have appropriate consideration of community safety and access. Active sites are regularly monitored with non-compliances resolved effectively or escalated to Compliance Team. Permit system is reflective of requirements.
Customer enquiries and complaints	<ul style="list-style-type: none"> • Address customer enquiries, providing considered responses or solutions, aligned with organisational expectations, and • Where appropriate, redirect/escalate matters which are highly technical or have/may have significant community impact. • Prepare reports and update asset records, as necessary, as a result of investigations. 	Customer requests and work orders are appropriately actioned and completed within agreed timeframes. Customers are proactively kept informed of the status of their request.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> • Work closely with technical staff to ensure considered and compliant outcomes are achieved in accordance with organisational values and expectations. 	<p>Decisions are clear and transparent and communicated effectively to the customer.</p>
Condition Assessment	<ul style="list-style-type: none"> • Procure and manage, under the direction of the Team Leader, transport asset condition inspections by external parties. • Assist in the management of transport asset condition data, including the monitoring and verification of data accuracy. • Undertake inspections of transport assets consistent with industry-based standards. 	<p>An asset inspection schedule is developed and adhered to.</p> <p>Asset condition data is captured, recorded appropriately and distributed to relevant internal stakeholders.</p> <p>Asset condition data accuracy is verified to the appropriate standard.</p>
Continuous improvement	<ul style="list-style-type: none"> • Demonstrate commitment to continuous personal and organisational improvement, through both developing own knowledge and practices, and modelling this mindset to colleagues. <p>Review and adapt work practices and adopt emerging technologies and methods to streamline and improve processes.</p>	<p>Employee feedback, and development of improvement and processes, and implemented training and development programs.</p> <p>Seek out new process and technology to improve internal processes.</p>
Manage consultants and contractors on behalf of Council to ensure efficient delivery of required services	<ul style="list-style-type: none"> • Liaise with consultants and contractors to ensure project scoping and delivery aligns with Council requirements. <p>Manage the delivery of operational and minor capital projects.</p>	<p>Services are delivered efficiently and in a timely manner</p> <p>Projects are delivered on time and within budget</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>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	(Section 28 Work Health & Safety Act 2012)	
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.		

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 Focused: 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 high level communication/negotiation skills to achieve positive outcomes. Demonstrated ability to interpret and apply legislation, standards and policies relevant to local government. Demonstrated ability to produce high quality written communications, including the preparation of reports for technical and non-technical audiences. Demonstrated sound judgement, decision making and risk analysis skills. 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Qualification in Traffic management (at least Traffic Management Designer 1 (TMD - Non-Practitioner), or ability to obtain Demonstrated experience within a compliance setting or experience managing contractors Current Drivers Licence 	

REPORTING STRUCTURE	
Leader	Team Leader Transport
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Infrastructure & Engineering Team	Collaborate in the undertaking of roles and responsibilities. Assist/provide advice on issues relative to roles and responsibilities.
Project Design & Delivery Team	Collaborate in the undertaking of roles and responsibilities. Assist/provide advice on issues relative to roles and responsibilities.

Road Services Team	Collaborate in the undertaking of roles and responsibilities. Assist/provide advice on issues relative to roles and responsibilities.
Compliance Team	Provide technical support and advice where required for compliance actions.
External	Nature of Relationships
Public	Provide information regarding specific projects and issues.
Contractors & Consultants	Management relative to roles and responsibilities.

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

Confidentiality

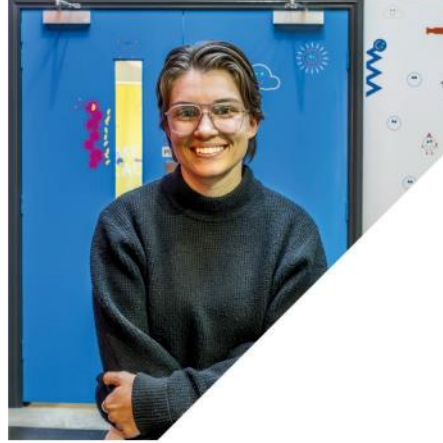
Employees are

- 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:

- 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 City of Launceston employee:</p> <ul style="list-style-type: none"> • 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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