Warrnambool the City

Warrnambool is Victoria’s most livable city. Situated on the stunning Lady Bay in south-west Victoria, it is a vibrant and dynamic city, home to 34,000 people.

It boasts an enviable mix of seaside location, tourism and family appeal, and diverse lifestyle and employment opportunities.

There are four daily return rail services between Warrnambool and Melbourne’s Southern Cross station.

Education needs for all ages are provided for. There are kindergartens in all suburbs, 11 primary schools and four secondary schools, along with a TAFE campus and a campus of Deakin University. Health services include the Warrnambool Base Hospital and a private hospital.

Warrnambool also acts as the regional focus for a wide range of services including retail; professional and business services; government and administration; justice and legal services; higher education; health and welfare services and hospitality, recreation and entertainment.

Warrnambool City Council

Warrnambool City Council (Council) covers an area of 120sqkm and along with the city of Warrnambool it includes the small towns of Allansford, Woodford and Bushfield.

Council has a staff of 410 (EFT) and manages annual operating budgets of $75 million to $85 million depending on the capital works being undertaken.

Council provides a large and diverse range of services, including Family & Children's services, Aged & Disability services, Waste Management, Parks & Gardens, Roads & Other Infrastructure, Recreation & Cultural services, Promotions & Events, and Planning and Building services.

It manages and/or owns assets including the Warrnambool Regional Airport, Port of Warrnambool and 350 buildings including the Warrnambool Art Gallery, Lighthouse Theatre and AquaZone (aquatic centre).

The Project

The project is a partnership between Council and South West TAFE to build an innovative joint library facility, purpose built for learning and discovery.

Council and SW TAFE have been working on the development of the project for a number of years, with previous work including a review of Warrnambool’s public library service and a feasibility study into a
joint use library in Warrnambool. A Business Case for the project was completed in February 2018, and was then presented to the State Government. The Business Case outlined a preferred project with a total estimated cost of $20.25m.

This work culminated in the State Government announcing a funding commitment of $16.3m to the project in October 2018. Council will contribute $2.75m to the project. The project is the first time the Victorian State Government’s Higher Education Division has funded a joint municipal and TAFE Library. It is a significant investment by the State Government in the South West region that will drive learning, educational and employment outcomes for generations to come.

The vision for the project is that the new learning and library hub will:
- Promote a ‘life of learning’ culture building skills for employment.
- Be a vibrant space where people come together to learn, create and work.
- Be a place for exploration, literacy, connection and enterprise; growing community skills and confidence ensuring our region can participate as engaged and connected digital citizens.

The project is one response to a critical issue for Warrnambool and the broader Great South region - low reading and literacy levels which contribute to low rates of educational attainment compared with Victorian and national averages.

The new library facility is proposed to include:
- 3,700sqm of space
- Capacity for 90,000+ collection items
- Capacity for expanded learning and literacy programs
- Study pods, discovery and research hubs, and community meeting spaces
- Improved internet and technology access, training and support for a community of engaged digital citizens
- Business spaces, resources and access to employment and job seeking support
- Expanded student bookshop and resource services, information services, café, group activity rooms and quiet areas.
- Safe spaces for every member of our community

The project Business Case incorporates a concept plan that establishes the foundation for building design, function and services. The plan is based around the following assumptions:
- The building will be located on the South West TAFE Warrnambool Campus
- The library will be significantly larger than the current facilities of 900sqm
- Preservation of existing heritage and landscape features of buildings and surrounds on the site
- Landscaping and entrance ways to open up the campus to the city in a way that is inviting and will allow for interaction with the campus by library patrons, residents and visitors
- Activation of the Gilles Street precinct.

The new facility represents a unique partnership between the two organisations for an efficient sharing of resources, facilities management and service delivery.

The Position

Council is establishing the necessary project governance and resourcing arrangements that will support the successful implementation of Warrnambool’s Library and Learning Centre project, and also investigate future management and operational arrangements for Warrnambool’s public library service.

Council is seeking a dynamic and experienced Project Officer to manage and facilitate implementation of the project, and to undertake the investigation of future management and operational arrangements for the service. The role will include involvement in all aspects of the Library and Learning Centre project,
including scope, cost, budget and funding, timing, and liaison with current library patrons, the Corangamite Regional Library Corporation, and other external project stakeholders.

Key objectives for the role include:

- To effectively and efficiently support and facilitate implementation of Warrnambool's Library and Learning Centre project including to:
  
  o Effectively engage and communicate with stakeholders to ensure positive project outcomes;
  o Provide strategic, financial, legislative and policy development advice;
  o Provide competent management of project resources; and
  o Deliver critical project milestones on time and to budget.

- To investigate future management and operational arrangements for Warrnambool's library service.
- To undertake other projects and duties as assigned by the Manager Recreation and Culture.

An outline of Council's organisational hierarchy, showing where the position fits and its reporting relationships, follows:

**KEY RESPONSIBILITIES AND DUTIES:**

The role will require the successful applicant to take responsibility for applying the necessary knowledge, skills, tools and techniques to relevant project activities to ultimately meet the role's objectives and requirements.

The Project Officer will be responsible for undertaking the following key responsibilities and duties:

1. Warrnambool's Library and Learning Centre project
   a) Supporting and facilitating the implementation of Warrnambool's Library and Learning Centre project using contemporary project development and management practices.
   b) Undertake engagement activities with all project stakeholders to ensure the project is developed to align with agreed objectives and requirements.
c) Ensure effective communication and liaison processes with project stakeholders including internal staff, the Management Executive Group, Council, library patrons, the Corangamite Regional Library Corporation and other external project stakeholders are implemented.

d) Work closely with SW TAFE’s’ appointed Project Manager to ensure the project is developed to align with agreed objectives and requirements.

e) Provide leadership, advice and guidance in relation to the project, including project formulation (scope planning, budgeting and programming), the development of consultant and design briefs, management of subsequent engagements and as necessary conflict and issue resolution.

f) Provide policy and strategic advice to the Manager Recreation and Culture, Director Community Development, the Project Control Group, the Management Executive Group, Council and external project stakeholders as required.

g) Ensure that effective project reporting mechanisms are implemented meeting the needs of the Manager Recreation and Culture, the Director Community Development, the Project Control Group, the Management Executive Group, Council and external project funders.

h) Ensure, in conjunction with SW TAFE’s appointed Project Manager, that project resources are efficiently and effectively managed.

i) Provide advice and assistance to other staff on complex and political issues relating to the project.

2. Future management and operational arrangements for Warrnambool’s library service

a) Review the existing arrangements for the delivery of Warrnambool’s public library service as provided by the Corangamite Regional Library Corporation.

b) Identify the issues impacting on the long-term future and sustainability of the Corangamite Regional Library Corporation.

c) Investigate and document other options for the management and operation of Warrnambool’s public library service.

d) Prepare a report for Management, and Council as required, incorporating recommended options for the future the management and operation of Warrnambool’s public library service.

3. To undertake other projects and carry out other duties as deemed reasonable and appropriate to the role as directed.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Demonstrated experience in project development with proven skills in delivering complex project outcomes within specific timelines and within allocated budgets.

2. Demonstrated experience / involvement in the development of large scale capital and operational projects.

3. Demonstrated experience in library or large scale community building projects is highly regarded.
4. Demonstrated experience in the management and operation of regional library services.

5. Demonstrated experience in the use of judgement to enable quality decision making within complex multidisciplinary projects.

6. Demonstrated ability to build partnerships and work effectively with a range of stakeholders (both external and internal including Executive Management, Councillors and Government Ministers and Ministerial and departmental staff) to achieve optimal outcomes.

7. Demonstrated high level of interpersonal, communications, consultation and negotiation skills.

8. Demonstrated ability to work both independently and as a member/leader of a team, often working to strict deadlines.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

TENURE:

The tenure of this position is full time fixed term until June 2022.

CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records) and Working with Children Check.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Manager Recreation and Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>None</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>Councillors, Council staff, Management Executive Group</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>SW TAFE, library patrons, the Corangamite Regional Library Corporation, Project funders, Government Departmental staff, Contractors</td>
</tr>
</tbody>
</table>

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Input into and achieve annual strategic performance objectives set for both the position and the project.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures.

JUDGEMENT AND DECISION MAKING:

- Position involves problem solving to a high degree.
- Contributes to the development and adaptation of work methods/procedures and policies.
- Involves identification, analysis and investigative skills to ensure effective problem resolution of various options before choice is made.
SPECIALIST KNOWLEDGE AND SKILLS:

- Expert knowledge of project development and management practices.
- Expert knowledge and skills around stakeholder engagement and partnership development.
- Sound understanding of community / recreation infrastructure planning and management.
- Sound knowledge of budgeting, accounting and financial procedures.
- Understanding of legal, O H & S and political goals of organisation.

MANAGEMENT SKILLS:

- Management skills required to achieve objectives/goals, taking into account organisational and external constraints and opportunities;
- Establish and maintain productive relationships with Council staff, Customers and Contractors;
- Provide leadership by clearly communicating corporate objectives and expectations and forming multi-skilled teams to tackle specific complex issues; and
- Ability to manage own time, set priorities and achieve targets in the completion of a diverse range of activities and complete projects and budgets on time.

INTERPERSONAL SKILLS:

- Ability to build partnerships.
- Ability to persuade, convince and negotiate with clients, internal employees, external organisations, ratepayers and stakeholders in the pursuit and achievement of specific and set objectives.
- Ability to demonstrate adherence to Council’s values.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in a related discipline or demonstrated experience.
- Qualifications in community infrastructure planning and development, or stakeholder engagement, would be advantageous;
- Substantial experience in project development and management.

RELEVANT PHYSICAL RESPONSIBILITIES

Location of work: This position will require working in the following environments:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor (office / workshop)</td>
<td></td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Outside</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Physical activities: The work is likely to require a certain amount of physical activity, such as:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Bending</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Repetitive hand work</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Heavy lifting (&gt;15kg)</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Plant and Equipment: This role involves working with or near plant or equipment:

<table>
<thead>
<tr>
<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotating parts</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noisy Environment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In proximity of Mobile or Moving plant</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strobe or similar lights</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating plant controls</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving plant or vehicles</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machinery Vibration</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Ability to distinguish between colours</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using hand held tools</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with irritants, chemicals, fumes</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and/or dust</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working in hot surroundings</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other activities: This role may also include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talking on the phone</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Direct contact with people</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Working at heights</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with animals/ wildlife</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature: Date:
TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.
Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
- Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
- Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
  - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

**NB:** The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
Sustainability
- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
- Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS
Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:
- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

MINIMUM EMPLOYMENT PERIOD:
This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.

LEAVE ENTITLEMENTS:
Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:
The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:
Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.
SMOKING:

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

Privacy & Data Security Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The incumbent understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Privacy & Data Security Act 2014, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDREN'S CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children's Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description).
DRIVERS LICENCE:

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.