MANAGER ORGANISATION DEVELOPMENT
POSITION DESCRIPTION

POSITION NO: 1025
STATUS: Permanent Full Time
CLASSIFICATION: Dependant on qualifications, skills and years of experience
OCCUPANT: Vacant
DATE: May 2015

POSITION CONTEXT AND OBJECTIVE(S):

The Warrnambool City Council has a workforce of approximately 650 staff and provides a diverse range of services to the citizens of Warrnambool.

Organisational Development Branch is within the Corporate Strategies Directorate and provides the following services:

- Human Resources
- Learning and Organisation Development
- Occupational Health and Safety
- Strategic Management

The provision of organisation development services encompasses a range of practices from industrial relations, workforce planning, recruitment, training and development, performance management, safety systems, worker compensation, and staff wellbeing. These services underpin the organisation and allow it to function effectively and meet necessary legislative requirements.

Position Objectives:

- Ensure the effective management of the Organisational Development Branch in the delivery of human resources, health and safety/work cover, learning and development services and the ongoing development of initiatives that will enhance and strengthen the provision of these services to Council and the community.
- Provide strategic and industrially sound advice to the Director Corporate Strategies, the Executive Team, Managers and staff in the full range of human resources, health and safety/work cover, learning and development services.
- Ensure that the Organisational Development Branch is staffed with competent and engaged employees that are able to deliver the range of professional and support services required of the organisation in all areas of the branch.
- Ensure the ongoing development and coordination of an integrated approach to the provision of services provided by the Organisational Development Branch in line with the Council Plan.
- Work collaboratively with colleagues to build strong cross-departmental relationships and to deliver the strategic objectives of Council. Be a regular contributor to, and sometimes leader of, cross-organisational initiatives, often outside of normal portfolio.
- The Manager Organisational Development will support the Director Corporate Strategies to review their services, ensuring synergies within the department and overall organisational fit. They will ensure that the Council’s activities outlined in the Council Plan are delivered, statutory responsibilities are satisfied, and that planning for the future is robust and well informed.
- Provide expert advice on strategic management and processes that meet contemporary and best practice standards of planning and management through the application of high level planning and evaluation methodologies.
- The position is responsible leading innovation strategic growth and workforce development and planning.
KEY RESPONSIBILITIES AND DUTIES:

Strategic Organisation Development Management
- Lead the ongoing development of human resource management systems, internal consultancy services and programs to assist Council to build and strengthen its human resource capabilities.
- Participate in and/or plan, lead and drive major reviews and change management initiatives directed towards workplace reform and cultural change.
- Provide strategic HR leadership and policy advice to Council’s Executive Team.
- Provide leadership in developing a learning organisation focused on its people, the organisational culture and quality continuous improvement and learning outcomes.
- Enhance the capabilities of the Organisational Development team to enable them to adopt a professional approach in providing guidance and support to managers and staff across Council which results in strengthening the capacity of the Branch to best guide and influence positive human resources, learning and development, and, health and safety outcomes.
- Influence organisational human resource management outcomes by developing and maintaining effective networks with internal and external stakeholders including the development and maintenance of strategic partnerships.
- Initiate value added human resource, and health and safety products and services that will enhance organisational performance and strategic direction.
- Develop, implement and promote effective communication channels between staff, managers and the organisation development clients.
- Monitor and report on organisation development strategies.
- Establish, monitor and report on performance and productivity measure across the department.

Management/Leadership
- Provide overall support and management to the Branch’s staff, identify staff development needs and facilitate appropriate training.
- Recruit and select employees in accordance with Council policy and procedures.
- Ensure and maintain an annual review and staff development program for each employee in accordance with the Enterprise Agreement and Council procedures and policies.
- Ensure that all Branch staff in the designated areas of responsibility engage in regular staff meetings to continuously improve the performance of the Organisational Development Branch through identifying challenges and opportunities, and having a shared team approach to problem solving.
- Provide reports to Council, CE and Directors as appropriate.
- Create an environment where innovation and achievement are emphasised and rewarded.
- Embed a culture of continuous improvement, ensuring that service maintains pace with contemporary practice and is designed with customer (internal or external) and community needs in mind.

Financial Management
- Provide leadership in the preparation of the Branch’s Budget, Operational Plans, Council Plan actions and initiatives, including submissions and liaison for funding and service assistance where applicable.
- Manage the Branch’s budget including the monitoring of expenditure and the preparation of reports and annual budgets.

Policy Development
- Undertake the ongoing development of human resource, employee relations, and health and safety policies and procedures.
- Ensure the ongoing research of industry wide policies and practices that could assist Council better manage its human resources and or identify the impacts of legislative changes that impact on current policies and procedures.
Branch Service Delivery
- Ensure that all tasks are performed and equipment is used in accordance with the provisions of the Fair Work Act, Council’s EA, Occupational Health and Safety Act, Regulations, other Legislation and Council Policy.
- Ensure that the human resources, occupational health and safety, learning and development services are delivered to a level consistent with the Council’s corporate objectives.
- Provide regular reports on the operation and activities of the Organisational Development branch to the Director of Corporate Strategies.
- Manage complaints and requests for Branch services and ensure customer service is provided as required.
- Identify service gaps and develop proposals for service enhancement.

Human Resources / Learning and Development
- Ensure that the Chief Executive is aware of any impacts of organisational change, restructure or transition of employees including the development of strategies and processes that will strengthen the change management and performance management process.
- Develop and review strategies, policies and procedures which will minimise industrial disputation and unrest.
- Develop and maintain sound working relations with representative unions in order to facilitate a change management process or to minimise and/or prevent industrial disputation.
- Assist management to undertake discussions and negotiations with unions, employee representatives, employer associations or legal representatives on a range of matters associated with industrial agreements, workplace bargaining, disputes, bans, stoppages, investigations and other workplace matters.
- Provide advice to managers and employees on matters affecting workplace harmony, team or individual performance, workplace grievances or disciplinary processes.
- Act as Council’s advocate, or brief other advocates engaged by Council on matters before the Fair Work Commission or other Tribunals or hearings relating to workplace issues.
- Undertake the ongoing management, implementation and negotiation of Council’s Enterprise Agreement.
- Ensure staff are trained in legislative requirements associated with equal employment opportunity, human rights and the prevention and minimisation of harassment, discrimination, sexual harassment and workplace bullying.
- Ensure ongoing development and delivery of organisational development processes which focuses on induction, learning and development, succession planning and enhanced employee performance.
- Ensure the ongoing development and implementation of Council’s Leadership Development Program that ensures the ongoing development and skills enhancement of managers and supervisors including those who are potential successors to management positions.
- Ensure the ongoing management of Council’s performance improvement programs that provide all managers and staff with learning and development opportunities.
- Establish a human resource workforce planning process, which aligns the workforce profile with immediate and future operational needs.
- By maximising the use of Council’s Human Resources Information System, provide for the collation and interpretation of workforce statistical data, analysis and trends across the organisation including benchmarking of relative data across other Councils and appropriate external organisations.
- Develop and implement broad organisational initiatives and support corporate change processes and ensure approaches used build ownership of and alignment to change.
- Lead, implement and promote a culture of learning and development.
- Undertake a review of Council’s management practices, performance information systems and procedures to ensure best practice outcomes and provide information upon which senior management can improve the performance of the organisation.
- Provide expert advice on the development of organisational improvement initiative to senior management.
- To ensure a focus on customers and client service delivery and that the partnerships of the organisation are delivered and enhanced to achieve Best Value outcomes.
Health and Safety / WorkCover
- Manage the development of an integrated framework of strategy, policy, guidelines and corporate mandatory requirements and procedures to ensure compliance with OHS regulations.
- Ensuring regular reporting to the Risk Management Review Panel and Council’s Audit and Risk Committee on, health and safety strategy.
- Contribute and take a key role in Council’s Business Continuity Plan and associated responses to emergency situations.
- Ensure that occupational health and safety policies and practices are developed and maintained in a co-ordinated and consistent way.
- Facilitate understanding and accountability of management and employee obligations under the Occupational Health and Safety Act 2004, associated legislation, codes of practice and self-insurance standards
- Lead the development of Council’s occupational health and safety management system, policies, procedures and programs.
- Ensure effective management of worker injury reports and claims, rehabilitation and wellbeing programs and activities directed towards enhancing return to work opportunities and minimising exposure to injury.

ORGANISATIONAL RESPONSIBILITIES

The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

CHECKS:

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

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>
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<tr>
<th>Reports to:</th>
<th>Director Corporate Strategies</th>
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<tbody>
<tr>
<td>Supervises:</td>
<td>Human Resources Coordinator</td>
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<td></td>
<td>Learning and Development Officer</td>
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<td></td>
<td>Health and Safety Coordinator</td>
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<tr>
<td>Internal Contacts:</td>
<td>Council, Management/Staff, Contractors and Volunteers</td>
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<td>External Contacts:</td>
<td>Employer Associations</td>
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<td>Employee Unions</td>
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<td>Other Municipal Authorities</td>
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<td>Learning, Development and Training Providers</td>
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<td>Municipal Association of Victoria</td>
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<td>LG Pro</td>
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<td>Human Resource Associations</td>
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<td>Federal and State Government Departments and Agencies</td>
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<td></td>
<td>Legal Entities</td>
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<td>Other Professional bodies and service providers such as consultants and</td>
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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

Responsible for:
- Facilitating a culture of compliance throughout the organisation on organisational development practices.
- Supervision of staff within the Organisational Development Branch including general management of staff, planning of work, allocation of resources, the application of professional knowledge and the use of initiative solutions are all seen as being within the extent of the authority.
- The position has authority to provide advice and assistance to managers and staff in accordance with Council Plans, organisation strategies and goals, the Local Government Act, relevant legislation and regulations, Council policies, guidelines and other standards.

Authority To:
- Vary program delivery within broad goals, objectives and budget constraints.
- Issue instructions to staff and contractors in accordance with the terms and conditions of the contracts and budgetary constraints.
- Represent Council as required in public forums, tribunals/commissions, local committees, Council committees or industry groups.
- Provide specialist direction and advice, undertake duties and responsibilities as authorised by the Director Corporate Strategies.
- This position is authorised to sign orders and invoices in accordance with Council policy and is responsible for the preparation of relevant estimates in accordance and to efficiently manage the budget allocated by Council.

JUDGEMENT AND DECISION MAKING:

Judgment and decision making will be within the ambit of the following:
- Requires the ability to recognise when established policy procedures and processes are no longer appropriate in meeting new or changing situations and thus the need to develop appropriate alternative solutions.
- Must be able to make decisions independently having regard to Council policies and budget ensuring the Director Corporate Strategies is aware of key actions and decisions taken that have an organisational impact.
- Will use problem solving techniques and abilities that require the identification and analysis of an unspecified range of options before determining appropriate actions.
- Decisions and actions may have a substantial impact on the performance of the Branch, the council and the external perception of Council.
- Interpretation, assessment and advice relating to all aspects of the Organisational Development Department.

SPECIALIST KNOWLEDGE AND SKILLS:

The skills and knowledge required to perform the duties of the position include:
- The application of analytical and investigative skills, along with a theoretical and practical background in organisational development, human resource management to enable formulation of policy options for the organisation, the development of strategic human resource initiatives and resolve organisational problems.
- The understanding and implementation of human resource policies and practices is required regarding:
Industrial law, enterprise agreements and relevant awards
Equal employment opportunity and Human rights
Prevention of workplace bullying and harassment
Occupational health and safety
Recruitment and selection
Employee development schemes
Staff remuneration strategies
Change management strategies
Workforce planning
Leadership development and learning

- Specialist skills and knowledge of associated legislative Acts and Regulations relating to local government generally, but in particular the human resources, employment contract, and health and safety, workers compensation functions including industrial relations practices and the ability to apply those skills and knowledge to the workplace.
- Ability to apply analysis and research in developing strategic options in the management of Council’s human resources.
- Policy interpretation and the necessity to recommend further policy development on the basis of day-to-day experience and operations.
- Methods and procedures utilised in program implementation and systems applications
- Specialist knowledge of legislation and regulations relating to the Branch’s functions, and the legal, political, economic and social impacts and perceptions these may have.
- High level of computer literacy and skills in the use of Office products.
- Extensive experience in dealing with sensitive and conflict based issues and producing positive outcomes.
- Extensive experience in managing and meeting budgetary and program objectives.

MANAGEMENT SKILLS:

The required management skills include:
- Providing leadership in the workplace by modelling high standards of work performance, negotiating, mediating and resolving conflict and clearly communicating the vision and values of Council.
- Managing competing priorities and achieving client satisfaction whilst completing work programs on time and within budget.
- Establish and implement effective and measurable goals, objectives and strategies.
- Extensive and diverse experience in managing staff and consultants; and to motivate and lead them to achieve Council objectives.
- Recognise and pursue better ways to complete tasks and the flexibility to change work practices accordingly when demands compete.
- Working within competing external and internal constraints to achieve positive outcomes.
- Managing available resources that best fit to expected outcomes.

INTERPERSONAL SKILLS:

Interpersonal skills include:
- Ability to persuade, convince, negotiate, influence, resolve conflict and gain co-operation from all employees, management, legal representatives, unions, external government departments, commissions, tribunals and agencies.
- High level of written, oral communication, analytical, conceptual and negotiation skills together with ability to prepare and present reports.
• Ability to achieve Council's objectives with clients, employees, and persons in other organisations by means of persuasion, negotiation and other methods of effective communication.

• An understanding of the needs and concerns of staff and customers. A willingness to listen and the ability to strike an acceptable compromise where appropriate to resolve outstanding matters.

• Ability to liaise with other organisations and bodies to represent Council or resolve specialist problems.

• Demonstrate in manner and practice how to lead, motivate and develop employees effectively as well as contribute to and promote Council vision and values, corporate management and compliance across the organisation.

QUALIFICATIONS AND EXPERIENCE:

• Tertiary qualifications in organisational development, human resource management, industrial relations, risk management, health and safety or other relevant qualification; or substantial skills and experience in managing an organisational development/human resource management function.

• Extensive experience in the management and delivery of strategic organisation development function including human resource management, and health and safety at a senior level.

• Thorough knowledge and understanding of the workings of local government, unions and employer groups.

• A current Australian Driver’s licence.

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>
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<tbody>
<tr>
<td>Indoor (office / workshop)</td>
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<td>X</td>
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<tr>
<td>Outside</td>
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Physical activities: The work is likely to require a certain amount of physical activity, such as:

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

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<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
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<tr>
<td>Rotating parts</td>
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<td>X</td>
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<tr>
<td>Noisy Environment</td>
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<td>Mobile of moving</td>
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<tr>
<td>Strobe or similar lights</td>
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<tr>
<td>Operating plant controls</td>
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<tr>
<td>Driving plant or vehicles</td>
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<td>Machinery Vibration</td>
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<td>Ability to distinguish between colours</td>
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<tr>
<td>Using hand held tools</td>
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<td>Working with irritants, chemicals, fumes and/or dust</td>
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<td>Working in hot surroundings</td>
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**Other activities:** This role may also include:

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<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
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<tr>
<td>Talking on the phone</td>
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<td>Direct contact with people</td>
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<td>X</td>
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<tr>
<td>Working at heights</td>
<td>X</td>
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<tr>
<td>Working with animals/ wildlife</td>
<td>X</td>
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**CONDITIONS OF EMPLOYMENT:**

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and 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 and Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

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<th>Name (Please print):</th>
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<tr>
<td>Signature:</td>
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<td>Date:</td>
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**KEY SELECTION CRITERIA:**

Applicants should address the following in their applications

- Tertiary qualifications in organisational development, human resource management, industrial relations, health and safety or other relevant qualification; or substantial skills and experience in managing the broad range of organisation development functions outlined in this position description.

- Substantial experience in all facets of Human Resource Management and Industrial Relations is essential as is knowledge and application of enterprise and award provisions.

- Possess an up-to-date knowledge of developments (including best practice) in the human resource, organisational development, risk management, health and safety fields, and skills in initiating programs and applying that knowledge.

- Ability to fulfil a strategic senior human resource management role that initiates leads and creates a difference in the management of organisational development, human resources and enhances an organisation's capacity to improve performance and to create and embrace change.

- Ability to lead, work constructively with and create positive influences in dealing with senior management, managers, supervisors and all employees across the organisation.

- Demonstrated ability to manage employee relations and industrial relations matters including strong negotiation, conflict resolution, persuasion and communication skills at tribunal and commission level.

- Excel as a leader in OD/HR, Safety Management demonstrating positive engagement with team and employees coupled with aligned values to the organisation.

- A current valid driver's licence.

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.
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 Local Government Act 1989 (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 external work activities/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 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 to 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 Service 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 and Safety/Risk Management
• Comply with all policies, procedures, directions and safe systems of work on Health and 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 and Development
• Identify training and development needs through 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 and 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 effective utilisation of Council's corporate records management, library and data storage systems.
• Observe and comply with Council's IT, Computer Use and other electronic resources Policies.
• 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 scope of their position comply 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.

**HOURS OF DUTY:**

**Office Hours**

Office hours open to the public are:
Monday – Friday  
8.15 am – 5.00 pm

**Specific Working Hours Requirements**

In addition to working hours above, the holder of this position may be required to attend meetings/functions relating to Council’s activities, where appropriate and necessary. The majority of such meetings would occur during week-day hours with some evenings meetings from time to time.

The senior classification and organisational requirements pertaining to this position requires a significant degree of self-management and other after-hours commitment.

**TENURE:**

The tenure of this position is permanent full time.

**MINIMUM EMPLOYMENT PERIOD:**

This position is subject to a minimum employment period (6 months qualifying) during which the employee’s suitability for continued employment will be assessed.

**SALARY:**

The salary will depend upon qualifications, skills and years of experience for the successful applicant.

**LEAVE ENTITLEMENTS:**

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

**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. The statutory contribution is 9.50% 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 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 the Council owned and/or managed buildings and also 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 and Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

**Privacy 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 applicant 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 Information Privacy Act 2000, 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 CHILDRENS 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.