



**Southern Grampians**  
SHIRE COUNCIL

**Private and Confidential**

**Candidate Briefing Notes for the Position of  
Team Leader Ventures**

## About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

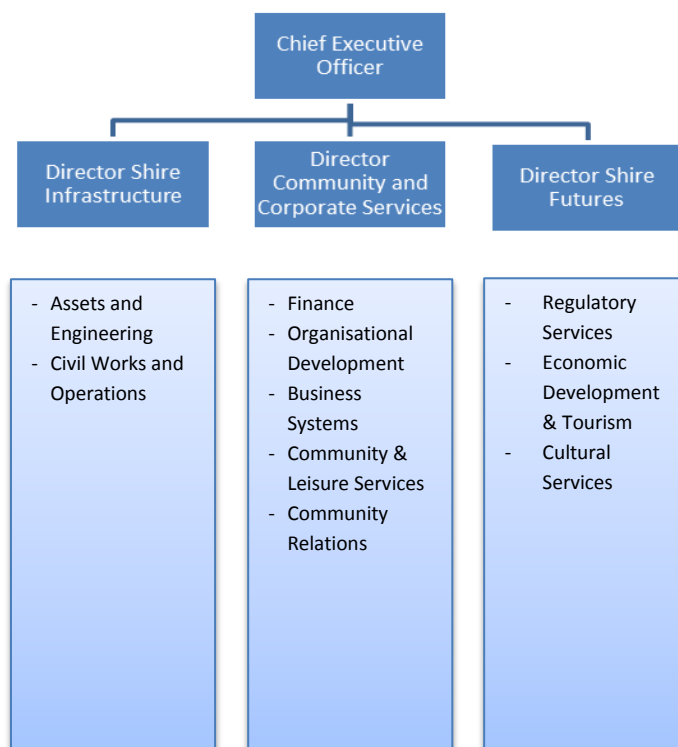
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branhholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenhompson, Penshurst and Tarrington. Seven elected members, including the Major represent the community of Southern Grampians. For further information visit [www.visitgreaterhamilton.com.au](http://www.visitgreaterhamilton.com.au)  
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

## Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.





## INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

## COMPLETING YOUR APPLICATION

- ☒ Follow instructions in the Candidate Briefing Pack.
- ☒ Provide a covering or application letter.
- ☒ Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- ☒ Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- ☒ Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- ☒ Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

## ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

## SUBMITTING YOUR APPLICATION

Your application can be submitted via email to [jobs@sthgrampians.vic.gov.au](mailto:jobs@sthgrampians.vic.gov.au)

or via post to:

Manager Organisational Development  
'Private and Confidential'  
Locked Bag 685  
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

## **ATTENDING AN INTERVIEW**

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

## **AFTER INTERVIEW**

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

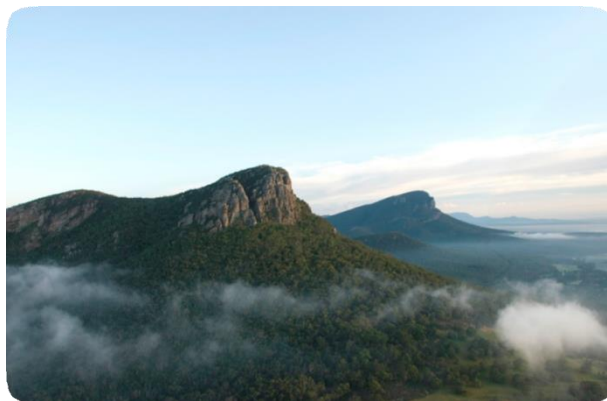
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

## **ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.**

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



## CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

### CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for \_\_\_\_\_,

*(name of position)*

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(please print)*

### DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

#### DECLARATION

Name of Panel Member: \_\_\_\_\_  
*(please print name)*

Nature of Declared Interest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above matter has been discussed with me ( \_\_\_\_\_ )  
as panel convenor and the following determination made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Position Details:

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**Employee:** -  
**Classification:** Band 8  
**Position Number:** PS 022  
**Business Unit:** Shire Infrastructure

#### About Southern Grampians Shire Council:

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Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, is area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organisation promotes leadership, innovation and working together and is committed to delivering quality services.

Council, in its role as a regional and local service provider, operates over 65 services across a very diverse and extensive base. As an organisation it seeks to promote leadership, innovation and working together and is committed to delivering quality services and excellence in customer service. Continuous Improvement has been an important addition as the drive for efficiency and effectiveness is pursued.

#### Position Summary:

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#### Organisational Relationships

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**Reports to:** Director Infrastructure.  
**Supervises:** Manager Hamilton Livestock Exchange, Hamilton Aerodrome – Airport Reporting Officer, Waste Management Staff; & Contractors.  
**Internal Liaisons:** Other Council Staff.

**External Liaisons:** Business and Community, Counterparts in other Councils & Organisations, Statutory & Service Authorities, Members of Public, Government Authorities & Agencies, Contractors; & Consultants.

#### Organisational Objectives

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The Corporate Plan is a reference and discussion document that describes our organisational direction. Our vision is to 'be a learning organisation with the capacity for solutions' and our mission is to deliver Public Value.

Integral to all that we do and strive to achieve is our Values of working together, integrity, respect, innovation, vision and pride. These guide our behaviours both individually and organisationally. All staff will be strongly encouraged to act in accordance with these values and to role model these at all times. The Behavioural competences associated with each position in the organisation highlight some key attributes essential for the achievement of effective outcomes but assume a high level commitment to the values at all times.

Guided by our values and the Business Excellence Principles, the corporate plan sets

out Key Result Areas, Key Success Factors, Major Opportunities for Improvement, the strategic steps required and how we will measure what we do.

The capacity of the organisation and how it operates will influence our ability to deliver on the Council Plan - the 4 year high level strategic document set by Council outlining its aspirations and goals for the term against which the community will assess its effectiveness.

### Key Objectives and Outcomes

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- To effectively and efficiently manage Council's Ventures Team, including the provision of advice on planning for infrastructure and associated activities within Council's operations within the portfolio;
- To ensure a high level of customer service that provides an accurate and timely response to enquiries and complaints;
- To oversee the supervision of staff to ensure an effective service in the area of development and planning for infrastructure within the municipality, investigations, and customer service, preparation of business cases for project, budget and quality control in the delivery of the Services in accordance with priorities.
- Preparation and management of budgets, business cases, tender specifications and contracts for all projects within the Ventures Department;
- To ensure allocated annual operations budgets are monitored and managed within a financial year;
- To ensure allocated capital projects are delivered to time, cost and quality,
- To assist in the development of policies for Council as well as taking a lead role in;
  - Waste Management and Management of Hamilton's Landfill Operations;
  - Management of Hamilton Livestock Exchange Assets & Operations;
  - Management of Hamilton Airport Assets & Operations;
- Keep abreast with modern technology.

### Key Responsibilities

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- Provide leadership, supervision, advice, motivation and coordination of staffing resources to meet Council, and customer needs;
- Actively participate in the development of Council's corporate objectives, in particular, those of the Infrastructure Department;
- Promote a policy of excellence in customer service;
- Prepare Council's annual budget & financial plans within management areas;
- Review contract performance and make recommendations as appropriate;
- Manage designated contracts relating to the provision of projects including:
  - Work site visits;
  - Liaison with internal/external contractors;



- Checking and verifying contract payments;
- Ensure the efficient and effective management of external contracts where allocated;
- Assist in the formulation, preparation and review of Council policies;
- Ensure security of Council assets under Officer's control;
- Responsible for the delivery of waste management services excluding the kerbside collection contract;
- Prepare tender documents and participate in evaluation for projects as required;
- Participate as required, on various working groups to support the development of strategic outcomes which support the objectives of Council;
- Represent Council on nominated community groups;
- Review and report to the Director Infrastructure on budget performance on a regular basis;
- Ensure that Unit staff undergo an Annual Performance Review, including completion of a training plan;
- Assist in the preparation of reports and surveys as required by relevant authorities including Sustainability Victoria and the Environmental Protection Authority;
- Prepare and submit landfill levies within statutory timeframes;
- Ensure that employee participation occurs within a culture of continuous improvement, and teamwork;
- Participate in training programs designed to increase efficiency and effectiveness;
- Undertake investigations, prepare reports, produce strategies and forward plans;
- Other duties as required.
- Technical skills & knowledge in relating to waste management, airport and livestock exchange operations and principles and practices.

#### Key Selection Criteria

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The candidate/employee will possess the following competencies:

##### **Functional Competencies**

1. Tertiary qualifications in Civil Engineering, with several years' experience in project management;
2. Highly developed analytical, investigative, interpretive and problem-solving skills;
3. Well-developed computer and information systems skills;
4. Demonstrated capacity to effectively plan, organise and manage own time, and that of others, to achieve targets within set timelines;

##### **Personal Competencies (behaviours)**

5. Highly developed interpersonal and conflict resolution skills, included demonstrated ability to supervise and lead a team of employees and contractors;

6. Commitment to employee participation, continuous improvement and high quality customer service;

## Qualifications and Experience

7. Degree in Civil Engineering;
8. Substantial experience in contract/project management and waste management;
9. Experience in preparing business cases for infrastructure;
10. Current Victorian Driver's Licence.

REQUIREMENTS	
<b>Accountability and extent of authority</b>	<p>Responsible for:</p> <p>Provision of technical input and assist in the management of designated contracts;</p> <p>Provision of timely and professional advice;</p> <p>Manage waste management (excluding kerb side collection contract), livestock exchange and airport activities.</p> <p>Efficient and effective management of employees, budget, external contractors and consultants, and Council resources entrusted to the Unit;</p> <p>Regular reports on the regular activities of the Unit and as required on matters of concern;</p> <p>Delivery of outcomes according to plans, timeframes, and within budget;</p> <p>Accuracy, technical soundness, quality and timelines of all services and advice given, including conformity with Council policies and standards;</p> <p>Ensuring a high level of customer service on strategic infrastructure issues;</p> <p>Representing Council on nominated working groups and community groups.</p>
<b>Judgement and decision making</b>	<p>Authority to investigate options and make decisions on all matters regarding day-to-day management of the team;</p> <p>Allocates resources as appropriate to ensure effective and timely delivery of design services;</p> <p>Ability to understand the aspirations of Council in the Council Plan and convert these into strategies, business cases or policies.</p>
<b>Specialist knowledge and skills</b>	<p>A knowledge of the key factors influencing the delivery of quality engineering services;</p> <p>Well-developed analytical and investigative skills;</p> <p>Ability to prepare and monitor a budget for relevant activities, and understand Council's financial procedures;</p> <p>Ability to use personal computers and systems for word processing, spread-sheeting and information processing.</p>
<b>Management skills</b>	<p>Ability to effectively plan, organise and manage own time as well as staff employed within the Team to achieve targets within a set timetable;</p> <p>Ability to establish rapport with staff, and foster a customer-focused team;</p> <p>Ability to effectively lead, supervise and determine the training needs of other professional staff;</p> <p>Ability to understand and implement Industrial Awards, Equal Employment Opportunity and Occupational Health and Safety principles.</p>
<b>Inter-personal skills</b>	<p>Well-developed interpersonal, verbal and written communication skills;</p> <p>Ability to discuss and resolve complex problems;</p> <p>Ability to provide leadership in a team environment, and to promote a team approach to work practices and problem solving;</p> <p>Ability to deliver effective formal and informal presentations;</p> <p>Ability to liaise with counterparts within the industry and all levels of Council staff.</p>

## Additional Requirements

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The incumbent will adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures
- Privacy Act
- Equal Opportunity Act
- Occupational Health and Safety Act
- Government/Industry Codes of Conduct and Staff Code of Conduct and Employee Handbook
- The Southern Grampians Shire Council Enterprise Agreement

Performance Targets will be negotiated as part of Council's regular Employee Development Program planning and review process.

A Police Record check and a Medical Declaration are required prior to employment.

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_  
\_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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