

# Kingborough Council

## Information Package for Applicants



**Position:**

**Parking and Fire Control Officer**

**Position Number 000608**

**Employment Status:**

**Ongoing, full-time (38 hours per week)**

**Department:**

**Governance and Community Services Department**

**Applications Close:**

**Friday, 20 December 2019**



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

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## **Position Advertisement**

### **Parking and Fire Control Officer**

The Parking and Fire Control Officer is responsible for undertaking daily parking patrols within Kingborough, as well as undertaking inspections of properties for fire hazards. The role involves educating local residents and the public about parking laws and fire hazard abatement. You will require a strong commitment to customer service, as well as the ability to make sound enforcement decisions. The ability to interpret and apply relevant legislation is also essential.

The role is on-going, full time and the commencement salary is \$28.48 per hour.

For further information about this position, contact Scott Basham, Compliance Coordinator on (03) 6211 8200.

**How to Apply:** The Information Package for this role is available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au).

To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria. Applications can be submitted online through the Employment Portal on Council's website or by email on [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au).

**Applications close at 4.00pm on Friday 20 December 2019.**

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## **Key Selection Criteria for the Position of Parking and Fire Control Officer**

**Please address these selection criteria in your application**


### **Essential**

1. The ability to correctly interpret and enforce legislation, by-laws, and regulations relevant to the role and make sound enforcement decisions.
2. Demonstrated experience in a customer service environment, including the ability to effectively deal with conflict and stressful situations.
3. The ability to communicate effectively and confidentially, both verbally and in writing including the timely production of letters and emails.
4. Demonstrated time management skills, including the ability to plan and organise own work priorities.
5. Proficient computer and keyboard skills utilising Microsoft Office/Outlook.
6. Possession and maintenance of a current driver's licence.

### **Desirable**

1. Previous experience in a regulatory or compliance environment.
2. Previous experience in fire hazard reduction programs.

## Position Description

	<b>Parking and Fire Control Officer</b>	<b>PD No. 000608</b>		
		VERSION 03	LAST REVIEW Dec 2019	NEXT REVIEW Dec 2021
<b>Classification</b>	Technical/Inspectorial Level 2			
<b>Department</b>	Governance and Community Services			
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• A current driver's licence is an essential requirement of this position.</li> <li>• A satisfactory National Police check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature which may render the applicant unsuitable to work in the position.</li> </ul>			
<b>Position Objectives</b>	<ul style="list-style-type: none"> <li>• To conduct parking compliance operations in accordance with Council's procedures, parking strategies and parking agreements.</li> <li>• To conduct the annual fire hazard inspections in accordance with relevant legislation, Council procedures and the Tasmania Fire Service <i>Fuel Break Guidelines</i>.</li> </ul>			
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Undertake parking patrols in accordance with Council's procedures, parking strategy and parking agreements.</li> <li>• Issue Traffic Infringement Notices as required.</li> <li>• Prepare relevant documentation in relation to activities and investigations undertaken as a result of parking patrols.</li> <li>• Perform all duties of an Authorised Officer as delegated.</li> </ul> <p>Recommend the initiation of statutory enforcement proceedings where appropriate and assist with preparation of required documentation for prosecution proceedings.</p> <p>Support Council's fire hazard reduction program, incorporating hazard and risk inspections, assessments, and remediation.</p>			

	<ul style="list-style-type: none"> <li>• Ensure that all work is undertaken in a safe and appropriate manner in accordance with work health and safety and risk management practices, including the wearing and use of appropriate PPE.</li> <li>• Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.</li> </ul>
<b>Organisational Relationships</b>	<p><u>Reports to:</u> Compliance Co-ordinator</p> <p><u>Supervises:</u> Nil</p> <p><u>Internal Liaisons:</u> All Council staff</p> <p><u>External Liaisons:</u> Members of the public Tasmania Police Tasmania Fire Service</p>
<b>Code of Conduct</b>	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace.</p> <p>Council's Code of Conduct for employees details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p> <p>It is a requirement that at all times whilst in the employment of Council the incumbent will comply with and uphold this Code of Conduct.</p>
<b>Workplace Health and Safety</b>	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> <li>• Adhering to all safe working procedures.</li> <li>• Adhering to Council's WH&amp;S and risk management policies.</li> <li>• Taking reasonable care of themselves and others who may be affected by their actions.</li> <li>• Ensuring due care is taken for any Council property for which the</li> </ul>

	<p>officer is responsible.</p> <ul style="list-style-type: none"> <li>• Taking due care to prevent property losses or damage.</li> </ul>
<b>Security of Council Information</b>	<p>Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.</p>
<b>Customer Service</b>	<p>Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.</p>
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The ability to correctly interpret and enforce legislation, by-laws, and regulations relevant to the role and make sound enforcement decisions.</li> <li>• Demonstrated experience in a customer service environment, including the ability to effectively deal with conflict and stressful situations.</li> <li>• Ability to communicate effectively and confidentially, both verbally and in writing including the timely production of letters and emails.</li> <li>• Demonstrated time management skills, including the ability to plan and organise own work priorities.</li> <li>• Proficient computer and keyboard skills utilising Microsoft Office/Outlook.</li> <li>• Possession and maintenance of a current driver's licence.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a regulatory or compliance environment.</li> <li>• Previous experience in fire hazard reduction programs.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good standard of physical fitness for work in an outdoor environment.</li> <li>• Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council</li> </ul>

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	<p>through appropriate behaviour and attire.</p> <ul style="list-style-type: none"><li>• Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.</li><li>• Ability to build and maintain co-operative relationships.</li><li>• Highly motivated with the ability to work in an autonomous and team environment.</li></ul>
<b>Behavioural Skills</b>	<ul style="list-style-type: none"><li>• The ability to function as a competent member of the Compliance Unit and demonstrate a commitment to the Council's values and expected behaviours.</li></ul>



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## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary statement addressing each of the Selection Criteria. **Applications which do not include a Selection Criteria summary statement will not be considered.**
- A current copy of your resume.

Your application should be addressed “**Confidential Job Application: Parking and Fire Control Officer.**”

Applications can be submitted online through the Employment Portal on Council’s website at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

**Applications close at 4.00pm on Friday 20 December 2019.**

**Please note that as Council closes between Christmas and the New Year, the selection process for this role will not commence until early January 2020.**