Kingborough Council

Information Package for Applicants

Position Details:	**Parking Control Officer, Position Number 000607**
Employment Status:	**Ongoing, Part Time (24 hours per week)**
Department:	**Compliance Unit, Governance and Community Services Department**
Applications Close:	**4pm on Friday, 7 August 2020**
Further Information:	**Mr Steven Cooke, Compliance Coordinator Services, on 03 6211 8200.**

KINGBOROUGH COUNCIL

www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

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 the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot 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 the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls and community centres.

Council has recently launched a major project, Kingston Park, as the centrepiece for the revitalisation of the central business district in Kingston. Kingston Park aims to create public spaces that promote health, connectivity and well-being. The master plan includes a mix of commercial and residential uses, together with public open space and community and cultural facilities.

Position Advertisement

Parking Control Officer

The Parking Control Officer is responsible for patrolling assigned areas on foot or by motor vehicle and issuing parking infringement notices on behalf of Council. The role also involves educating the general public about parking laws and recording and maintaining records of enforcement matters. The successful applicant will require excellent customer service and time management skills, as well as the ability to make sound enforcement decisions.

The role is on-going, part time (24 hours per week) and the commencement salary is $28.48 per hour.

Further details: For more information on this position, please contact Steven Cooke, 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. 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. Applications close at 4pm on Friday 7 August 2020.

Key Selection Criteria

Parking Control Officer

Please address these selection criteria in your application

Essential

1. The ability to interpret and apply parking legislation, by-laws and regulations and make sound enforcement decisions.
2. Experience in a customer service environment, with proven achievement of high quality results.
3. Demonstrated negotiation skills and the ability to competently deal with difficult situations.
4. Sound organisational skills and the ability to work autonomously.
5. Proficient computer and keyboard skills utilising Microsoft Office products.
6. A good standard of physical fitness for undertaking parking patrols and working in an outdoor environment.
7. A valid Tasmania unrestricted driver's licence.

Desirable

8. Previous experience in a regulatory or compliance environment.

Position Description

PARKING CONTROL OFFICER

POSITION DETAILS

Position No.	000607	**Department**	Governance and Community Services
Employment Status	Ongoing part time	**Location**	Civic Centre
Unit	Compliance	**Classification**	Technical/Inspectorial, Level 2

POSITION OBJECTIVE

This position is responsible for undertaking parking compliance operations in accordance with Council's procedures, parking strategies and parking agreements.

KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake parking patrols in accordance with Council's procedures, parking strategy and parking agreements.
- Issue Traffic Infringement Notices as required.
- Prepare relevant documentation in relation to activities and investigations undertaken as a result of parking patrols.
- Recommend the initiation of statutory enforcement proceedings where appropriate and assist with preparation of required documentation for prosecution proceedings.
- 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.
- Perform all duties of an Authorised Officer as delegated.
- Undertake 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.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are responsible for the completion of regularly occurring tasks and work under general supervision.

Judgment and problem solving: Employees use general discretion in undertaking work as part of a team to the specific Council guidelines.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position mostly has contact with other staff members of the Compliance and Customer Service Units.
2. **External** - Members of the public, Tasmania Police.
3. **Direct Reports** - This role reports to the Coordinator Compliance and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- The ability to interpret and apply parking legislation, by-laws and regulations and make sound enforcement decisions.
- Experience in a customer service environment, with proven achievement of high-quality results.
- Demonstrated negotiation skills and the ability to competently deal with difficult situations.
- Sound organisational skills and the ability to work autonomously.
- Competent literacy skills.
- Proficient computer and keyboard skills utilising Microsoft Office products.
- Sound understanding of risk management and safety issues.
- Possession and maintenance of a current Tasmanian unrestricted driver's licence.

Desirable

- Previous experience in a regulatory or compliance environment.

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 addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a **National Police check** will be required for this position.

How to apply:

Your application should be addressed "**Confidential Job Application – Parking Control Officer, Position Number 000607**" and submitted online through the Employment Portal on Council's website at www.kingborough.tas.gov.au.

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf
Employment Provisions	The employment provisions for this position are in accordance with the *Kingborough Council Enterprise Agreement No 9 of 2017* or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Classification and Salary:	This position is classified under the Enterprise Agreement as Technical/Inspectorial Officer, Level 2, with a commencement salary of $28.48 per hour($56,287 per annum).
Hours of Work:	The position is offered on a part-time basis (24 ordinary hours per week). This equates to 3 days.
Superannuation	Council meets the requirements of the *Superannuation Guarantee Act* and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position. A

	satisfactory **National Police check** is required for this position. Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position. The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, Hepatitis A and B).
Leave	Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils. Our employees may also 'purchase' an additional two week's annual leave. Paid parental leave entitlements are available for ongoing employees – 12 weeks for the primary care giver and two weeks for the non-primary carer giver, after 12 months service. Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.

Health and Wellbeing	Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support. Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.
Relocation Costs	Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.
Corporate Wardrobe and PPE	Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions. An annual corporate wardrobe allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. The range is shown at: https://www.nnt.com.au/local-government
Other Employee Benefits	Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan. Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia. *LGAT Assist* also provide **low interest loans** to Local Government employees who are employed on an ongoing (permanent) basis.

Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.