

DOUGLAS

SHIRE COUNCIL

POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Labourer Public and Natural Areas – (Specified)

This position is open to all candidates; however you must demonstrate and/or provide a referee to validate your ability and awareness in working with Aboriginal and/or Torres Strait Islander people, as a 'genuine occupational requirement' under section 25 of the Anti-Discrimination Act 1991

DEPARTMENT: Infrastructure

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

APPLICATIONS CLOSE: Friday 7 August 2020

Your application must consist of the following information:-

CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
 - ∞ *Qualifications*
 - ∞ *Knowledge, Skills and Expertise*
 - ∞ *People Oriented Skills and Attributes*
- Copy of Current Resume**



Applications should be addressed to:

**Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873**

humanresources@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

For

Labourer Public and Natural Areas – (Specified)

Closing Date: Friday 7 August 2020

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: *Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

- POSITION:** Labourer Public and Natural Areas – (Specified) 445, 446, 447
- LOCATION:** Mossman Nursery / Port Douglas Depot
- CLASSIFICATION:** LGE 2
- SALARY:** \$53,177.14 per annum
- AWARD:** Queensland Local Government Industry (Steam B) Award – State 2017
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Addressed to:
Douglas Shire Council
Human Resources
PO Box 723
MOSSMAN QLD 4873
- or
- humanresources@douglas.qld.gov.au
- CLOSING DATE:** **Friday 7 August 2020**
Mossman Administration Building
64-66 Front Street
MOSSMAN QLD 4873

Position Applied for: Labourer Public and Natural Areas - Specified
Position Number: 445, 446, 447

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Date: _____ Given Names: _____ Family Name: _____ Preferred Name: _____
---	--

Postal Address: _____ _____ Home Address: _____ _____	Telephone Numbers: Home: _____ Work: _____ Preferred Contact Number: _____ Email: _____
--	---

Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	Employee No: _____	Classification Level: _____
Position Title: _____		
Department: _____	Supervisor: _____	

Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Agency: _____
--	--	-----------------------

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

Port Douglas & Mossman Gazette
 Douglas Shire Council
 Other Newspapers:
 On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? (Please tick)

Aboriginal / Torres Strait Islander
 Disability
 English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature:

Position No: 445, 446, 447

Last Updated: July 2020

<u>POSITION:</u>	Labourer Public and Natural Areas (Specified)
<u>DEPARTMENT:</u>	Infrastructure
<u>UNIT:</u>	Open Spaces
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to Ganger Public and Natural Areas
<u>AWARD CLASSIFICATION:</u>	LGE 2
<u>CONDITIONS OF EMPLOYMENT:</u>	Queensland Local Government Industry (Stream B) Award – State 2017. Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<u>HOURS OF DUTY:</u>	Nominally 38 hours per week, nine (9) day fortnight as per agreement.
<u>DELEGATIONS:</u>	Delegations as per the Delegations Register.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<u>SPECIFIED POSITION:</u>	<p>This position is a specified position as duties within the role requires direct communication and engagement with the Aboriginal and/or Torres Strait Islander community.</p> <p>The successful applicant must demonstrate and/or provide a referee to validate their ability to work with Aboriginal and/or Torres Strait Islander people.</p>
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• To effectively and efficiently undertake a wide variety of landscape, horticultural and land management activities as directed by the relevant Ganger.• To work in a safe and environmentally sensitive manner.• To be a good team player.
<u>KEY DUTIES AND RESPONSIBILITIES:</u>	<p>Duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Perform a broad range of duties relating to landscape, horticultural and land management activities as directed.

- Perform various duties relating to the maintenance and development of areas under the control of Council including litter control and foreshore repair.
- Assist in ensuring parks, gardens, streetscapes, sporting grounds and recreational areas within the Mossman and Beach Precincts are properly maintained in a safe and environmentally sensitive manner.
- Assist in ensuring park structures such as playground equipment, fences, bollards, soft fall areas and shelters are maintained to the required standards.
- Operate herbicide spray equipment in accordance with licence requirements.
- Assist volunteers and temporary staff in activities relating to land regeneration and land protection.
- Develop work methods to ensure quality requirements are achieved.
- Inspect record and monitor public and natural area sites and inform the Ganger and/or Team Leader of any non-conformance issues.
- Communicate with staff from other Council sections and departments as required.
- Ensure tasks are carried out in a safe and environmentally sensitive manner, and in accordance with legislative requirements.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- As required undertake cleaning of Council assets including public toilets, barbecues and playground equipment
- Participate in a weekend work roster
- Other duties as directed.

SELECTION CRITERIA:**Essential:****Qualifications**

- Secondary education to year 10 with good writing and communication skills.
- Current Queensland Drivers Licence Class (MR).
- Chainsaw level I or ability to obtain.
- General Safety Induction (Construction Industry) – White Card.
- Traffic Management Level One (Signage Awareness) or ability to obtain same.
- Hold a current Agricultural Chemical Distribution Control ticket or equivalent.

Knowledge, skills and expertise:

- Previous experience in undertaking landscape and horticultural maintenance (or similar activity) and associated work activities.
- Demonstrated ability to undertake a wide variety of physically demanding labouring tasks in a range of climatic conditions and terrains.
- Experience in using small plant.
- Have an understanding and knowledge of Occupational Health and Safety relating to out-door work activities in parks, reserves and Council controlled areas.

People Oriented Skills & Attributes:

- Demonstrated ability to work well in a team environment or as an individual as required.
- Awareness of personal conduct in high profile and public areas.
- Demonstrated understanding of current issues and needs facing Aboriginal and Torres Strait Islander peoples.
- Ability to build relationships and to effectively communicate with Aboriginal and Torres Strait Islander peoples.

Desirable:Qualifications

- Level 2 Certification in chainsaw operation.
- Certificate III Horticulture or Conservation and Land Management / equivalent relevant experience
- Traffic Controller Accreditation

PERFORMANCE INDICATORS:

It is expected that the incumbent will:

- Commitment to a work environment based on Council's values and guiding principles.
- Provide support to Ganger and Team Leader in terms of the key duties that are required to be undertaken.
- Operate efficiently, effectively and ethically within the team environment.
- Positively contribute to overall team performance.
- Adhere and promote Council's policies, standard operating procedures and codes of conduct.