



Break O'Day
COUNCIL

Employment Info Pack

Corporate Services Officer



Position Outline

Due to an internal reshuffle, a position has become available for a part-time Corporate Services Officer.

The Corporate Services Officer is a member of the Corporate Services Team who acts as a key customer service point between Council and the general public requiring consistently high customer service standards.

This position requires a person to be multi skilled as they are responsible for assisting with a range of general administrative duties which could also include providing assistance with debtors and creditors, payroll, rates and reception depending on the skills, experience and knowledge of the incumbent.

The position will require adherence to our organisational values of “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.”

FAQs

How am I employed?

Employment for this position is by the Break O’Day Council and employment conditions are determined and described in the Break O’Day Council Enterprise Agreement 2018 as found on the BODC website, in the employment section. Specific employment conditions (pay rate and terms of employment) will be contained in individual letters of offer.

How long will the employment last?

The position is permanent and your contractual obligations to Council will be set out in a letter of offer to you.

What are the hours of work?

This position has been classified as part-time (0.8fte) and will be required to work 8:20am – 5:00pm on the rostered weekdays, with a 40-minute lunch break per day.

In accordance with the EBA, the Ordinary Hours of Work are between 7:00am and 7:00pm, Monday to Friday, with the office being open from 9:00am to 5:00pm.

Each applicant will be assessed on merit and experience, with Council offering flexible working arrangements which will be negotiated with the successful Applicant.

From time to time additional hours or hours outside the Ordinary Hours of Work will be required and these will be dealt with in accordance with the Enterprise agreement.

What work will I be doing?

The description of the duties in the Position Description provides an understanding of the work to be done. While every effort is made to describe the specific tasks, from time to time other duties may be required to be undertaken.

How much will I be paid?

The applicable salary will depend on the qualifications, skills and experience of the successful Applicant. The position has been classified in the range Administration Level 2 under the Break O'Day Council Enterprise Agreement 2018. Currently this provides for a minimum salary entry point of \$60,365 per annum.

Council pays a superannuation contribution of 12.5% on all wages once the \$450 per calendar month threshold has been reached.

How do we work?

At Council our values guide how we operate, we work as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.

The consistent goal of all Council's work is to improve our environment and provide an excellent service to the community: ratepayers and visitors alike. We place a high value on team work and tasks will be achieved most effectively when everyone works towards a common goal.

When do applications need to be submitted by?

Applications will be reviewed on a weekly basis until the position is successfully filled.

When will I start work if I am employed?

Your employment will commence as soon as practicable after the conclusion of the Interview and pre-employment processes. Work will commence on a rolling basis.

What about Work Health & Safety (WHS)?

Council places a high value on safety in the workplace and all interested candidates are required to demonstrate an excellent understanding of their obligations with respect to their own safety and the safety of others in and around the workplace. Council does not tolerate any behaviour or work practices that do not meet the highest standards of WHS.

Personal Protection Equipment (PPE) will be provided as required.

Medical examinations and drug testing will be required before any offers of employment are made.

Will I be provided with a uniform?

Council will provide appropriate work clothing.

To apply, you must address each of the Selection Criteria.

This is achieved by describing and giving specific examples how your previous work experience has allowed you to develop **each** of the skills and abilities required. The quality of your writing is not what we are assessing; it is your work experience as it relates to the tasks required and described.

A complete application will require:

- Covering Letter;
- Addressing of the Selection Criteria;
- Current Resume/CV;
- Completed Pre-Employment Health Disclosure; and a
- Completed Application for Employment Form (available on the website)

For more information, please refer to Council's website:

<https://www.bodc.tas.gov.au/council/employment-opportunities/>

Or contact Council's HR Coordinator, Erica McKinnell on 6376 7900.

Applications can be submitted by email only to:

admin@bodc.tas.gov.au

Please note: Elected Members (Councillors) have no influence in recruitment/employment decisions.

Fast Facts

Municipal area

- 3809 square kilometres

Population

- 6104 (ABS 2016 data) permanent residents to more than 15,000 in the summer months
- Rated properties: 6386

Major Industries

- Tourism
- Retail Trade
- Health Care and Social Assistance

Industries of growth

- Tourism
- Fishing and Aquaculture
- Agriculture
- Forestry
- Mining

Natural Attractions

- Bay of Fires
- Peron Dunes
- Mt Victoria
- Blue Tier
- Evercreech White Gum reserve
- Mt William National Park Eddystone Point
- St Columba Falls
- Halls Falls
- St Patricks Head

Adventure

- St Helens Mountain Bike Network (Opened November 2019)
- Blue Derby Mountain Bike Trails
- Fishing – Game fishing including; tuna, marlin, swordfish, shark, deep sea and reef fishing for a variety of species as well as Bay River and estuary fishing.
- Surfing
- Diving - Bay of Fires
- Bush walking – there are a range of trails on offer in our municipality for all fitness levels
- Camping - there are a number of free camping grounds in our municipality located at the Bay of Fires.

Region Snapshot

The Break O'Day municipality extends along the East Coast of Tasmania from Eddystone Point (Irapuna) in the north to Denison River in the south and west through the Fingal Valley. Our region includes a diverse range of scenery and townships from the arty and creative hub of St Marys, historic townships like Fingal, Mathinna and Weldborough, the mining town of Cornwall, rich farming towns like Pyengana and Goulds Country as well as coastal towns and hamlets such as Seymour, Four Mile Creek, Falmouth, Ansons Bay, Scamander, Beaumaris, Binalong Bay and St Helens - the Game Fishing capital of Tasmania.

St Helens is the major hub of the Break O'Day region and East Coast featuring a hospital, numerous accommodation options, a District High School that offers Kindergarten to grade 12, Trade Training Centre, Neighbourhood House, Business Enterprise Centre, numerous restaurants and cafés, retail outlets and more.

In November 2019 the St Helens MTB Network officially opened and has seen a range of MTB related businesses developing to support the MTB Network.

St Marys is the main hub of the Fingal Valley and features a District School offering Kindergarten to grade 12, a Community Health Centre, a range of unique local businesses, coffee shops and regular artisan markets.

While our region has won international acclaim for the coastal beauty of the Bay of Fires, which is synonymous with pristine white sand, turquoise water and distinguishable orange lichen covered rocks, we also have a range of national parks, conservation areas and reserves on our doorstep.

Mt William National Park, located in the northern reaches of the municipality blends beachscapes with the forest.

There are also some beautiful waterfalls in the area from the striking St Columba Falls, one of Tasmania's highest, multi-tiered falls to beautiful Halls Falls. The Fingal Valley is also home to a number of waterfalls including the picturesque Mathinna Falls.

The beauty of the Blue Tier has long been a secret quietly kept by the locals but is now gaining recognition thanks to the Blue Tier Descent which is the jewel in the crown of the Blue Derby Mountain Bike Trails, as well as the 42km Bay of Fires Trail which takes riders from the top of the Tier all the way to Swimcart beach in the Bay of Fires. The Blue Tier also offers 4WD and bush walking opportunities.

It is an area of diverse cultural and historic significance that starts with the region's aboriginal people through to the early days of tin mining which brought a large Chinese population to the area.

The Fingal Valley is predominantly an agricultural area but also features many forest walks and recreation areas.

Head to the forest reserve of Evercreech which features some of the tallest gums in the world and visit Mathinna Falls while you are there. If you are the adventurous type you could climb St Patricks Head and get a 360 degree view of the coast and the valley; a trek well worth the effort.

From the mountains to the sea, the Break O'Day region is abundant in natural attractions, activities and development opportunity.

Our Vision and Values

Our Vision

“A naturally beautiful environment that speaks to our heart. A diverse and thriving community; a place of opportunity. A place where everyone feels safe, welcome and connected.”

Our Values

Working as a TEAM with OPEN & HONEST COMMUNICATION; we act with INTEGRITY whilst showing RESPECT and being POSITIVE and proactive in our actions.

Our commitment to our community

Leadership/ Ownership:

- We will be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
- We will make decisions for the greater good of Break O'Day by being accessible and listening to our community.

Great Communication:

- We will listen, consult and engage with the community and individuals.
- We will be open, honest and proactive in our communication. We will keep people informed about the things that matter to them.

Infrastructure and services:

- We will plan, deliver and maintain quality infrastructure and services.
- We will strive to deliver excellent customer service and promote Break O'Day as a desired destination.

Working together:

- We will build, and maintain strong relationships and partnerships through consultation, engagement and collaboration.
- We will support and facilitate our community.

Stewardship/ Custodian:

- We will be responsible in planning and management of the Break O' Day area.
- We will make good decisions about our environment and resources.
- We will balance competing needs and demands while keeping a sustainable future in mind.

Fiscal Responsibility:

- We will work within a culture of financial sustainability focusing on securing outside funding, spending wisely and being fair to all.
- We will recognise the limitations of resources and the community's capacity to pay.
- By ensuring that all we do fits within the above mentioned ideals, we will be able to successfully, and positively influence our customer's perception of us and therefore our brand.