

Employment Information Package

Flood Mitigation Advisor

Position number: POS1864

Enquiries:

Name: Erica Deegan

Position: Senior Leader Infrastructure and Engineering

Phone: 03 6323 3414

Email: Erica.Deegan@launceston.tas.gov.au

Application closing date: 3.00PM, FRIDAY, 13 JUNE 2025

📍 Town Hall
18–28 St John Street
Launceston TAS 7250

✉️ PO Box 396
Launceston
TAS 7250

☎️ 03 6323 3000
@ contactus@launceston.tas.gov
🌐 launceston.tas.gov.au

 City of
LAUNCESTON

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Address applications to:

Senior Leader People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

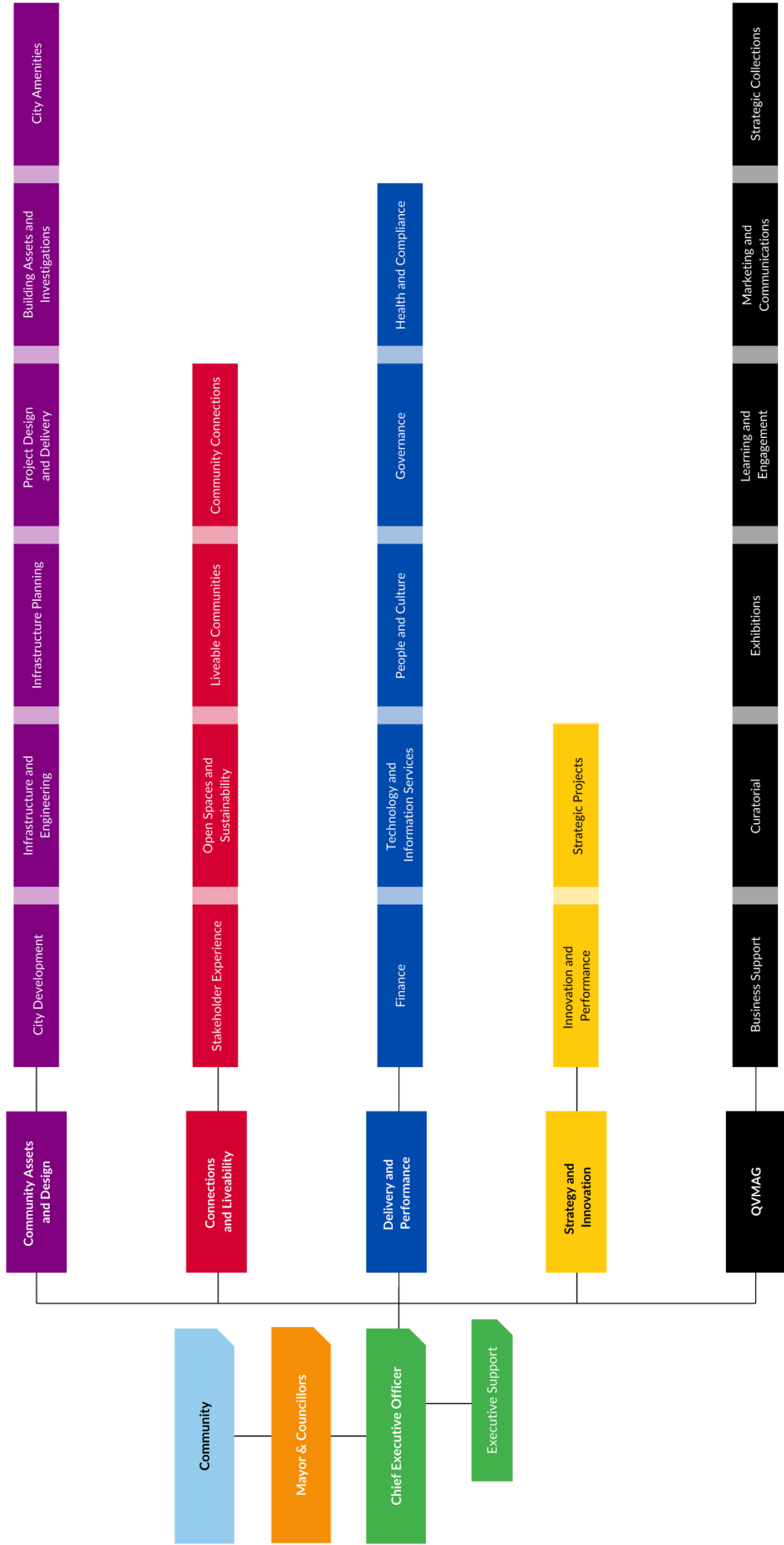


OUR VISION

Inspired people, working together to create the best outcomes for our community.

OUR PURPOSE

We are a progressive organisation, working with our community to create a positive future for Launceston.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Flood Mitigation Advisor
Employment terms	Temporary, Full-time
Working pattern	19-Day month
Total remuneration	<p>\$126,705 - \$138,451*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$109,939 - \$120,131</p>
Superannuation	Employer contribution of 12.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

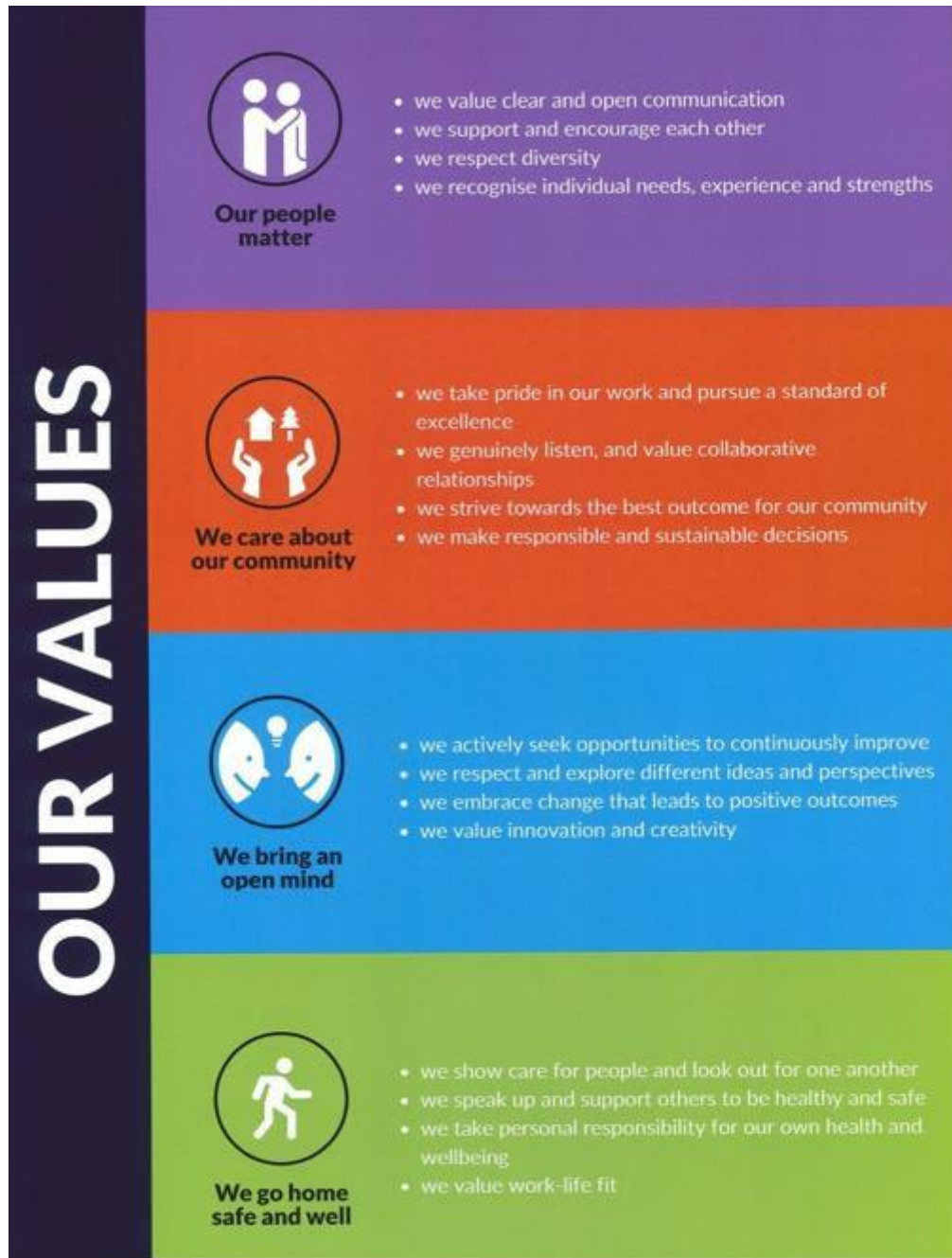
PF NUMBER:		POS NUMBER:	POS1864
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POSITION TITLE:	Flood Mitigation Advisor
AWARD CLASSIFICATION:	Grade 7
EMPLOYEE:	
TEAM:	Infrastructure and Engineering
REPORTS TO:	Senior Leader Infrastructure and Engineering
PREPARED BY:	Erica Deegan
DATE:	March 2025

APPROVED BY:	
NAME:	Chelsea van Riet
POSITION:	Executive Leader Community Assets and Design
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The purpose of this position is to lead floodplain management for the City of Launceston. This will include development of the Launceston Flood Mitigation Plan as well as taking a lead role in flood emergency response.</p> <p>Key tasks will include:</p> <ul style="list-style-type: none">Developing a comprehensive framework for the Launceston Flood Mitigation Plan, incorporating all available research, flood modelling, economic analysis, and historic data to assess potential flood risk mitigation options and their relevant costs and benefits. This includes identifying and considering a range of flood mitigation measures, from large- scale infrastructure projects to natural solutions and policy measures.Engaging broadly with community stakeholders to gather input, promote a shared understanding of roles, responsibilities, and actions, and foster a community-centred approach.Collaborate with key stakeholders to research, develop, and implement operational solutions, guidelines, policies, and recommendations, supporting a whole-of-government and community floodplain management approach for Launceston.Driving continuous improvement in flood emergency response by regularly reviewing and updating strategies, plans, and procedures to ensure they remain effective and current. <p>The role will also ensure efficient delivery of business outcomes, resolve roadblocks, and facilitate effective collaboration among team members across the organisation.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values



Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Flood Mitigation Plan Development	<ul style="list-style-type: none"> • Develop a comprehensive framework for the Launceston Flood Mitigation Plan. • Lead and direct all aspects of the project. • Develop detailed project plans, schedules and other related documentation in accordance with contemporary best practice. • Supervise and track project activities, timelines, and progress. Identify, manage, and mitigate risks, and provide necessary status updates and reports. 	Plan delivered to Council.
Flood Emergency Management	<ul style="list-style-type: none"> • Provide technical advice to guide flood response activities in the event of riverine flooding. • Contribute to the planning and response of Council's emergency management. • Mentor and support other members of the Incident Management Team (Planning Role). • Critically review and lead continuous improvement in the flood emergency planning space. 	Flood emergency response documentation, processes and systems are up to date and relevant to requirements.
Manage consultants on behalf of Council	<ul style="list-style-type: none"> • Provide critical review of consultant services • Instruct consultants to ensure Council values are adhered to in project scoping and delivery. 	Consultant services are delivered efficiently and in a timely manner.
Identify and Apply for Funding	<ul style="list-style-type: none"> • Identify possible funding sources for delivery of relevant projects. • Apply for and manage any grants. 	External funding obtained for delivery of the Plan and other initiatives.

Accountabilities	Activities/Tasks include:	Success looks like ...
Communication, Engagement and Collaboration	<ul style="list-style-type: none"> • Maintain open communication with and clear direction for all relevant project staff and management to facilitate awareness of key activity on the project. • Facilitate cross-organisational collaboration and engagement with internal and external stakeholders, including consultants, developers, and community representatives. • Lead internal working groups or multi-disciplinary teams • Build and maintain productive relationships to support project outcomes. • Facilitate community consultation processes related to projects, ensuring transparency and inclusiveness. 	Effective engagement with ELT and Council staff, external service providers, and stakeholders, to foster strong relationships and ensure alignment of project objectives.
Project Management	<ul style="list-style-type: none"> • Plan, execute, and deliver projects, ensuring they are completed on time, within budget, and to the required standards. • Address project risks and roadblocks, implementing solutions to maintain progress. • Monitor project progress, ensuring alignment with objectives and compliance with relevant legislation, policies, and guidelines. • Prepare detailed reports and recommendations to inform ELT and Council decision-making. 	Projects are delivered on schedule, within budget, and to specified quality standards, demonstrating efficient use of resources.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <ul style="list-style-type: none"> • take reasonable care for his or her own health and safety; and • take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and • comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and • cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK

	Yes/No
Working with Vulnerable People Check required?	
If yes, include in Selection Criteria table below	

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific

- Stakeholder management and collaboration: demonstrates expertise in leading internal and external collaboration with multi-disciplinary teams.
- Experience in the creation and delivery of strategic plans and initiatives.
- Experience in the management of consultants and delivery of projects.
- Proven ability to deliver complex multi-disciplinary projects.
- Strong analytical skills with the ability to assess options and develop strategic recommendations.

QUALIFICATIONS AND EXPERIENCE

- Relevant degree qualifications and experience in a related field.
- Experience in floodplain management or emergency management.
- A minimum 7 years' relevant industry experience.

REPORTING STRUCTURE

Leader	Senior Leader Infrastructure and Engineering
Direct Reports	Nil

KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
Executive Leadership Team	Provide information and advice.
Senior Leaders	Provide information and advice.

Senior Leader Infrastructure & Engineering	Sounding board on initiatives and proposals. To seek support on actions and initiatives relative to roles and responsibilities.
Team Leader Water	To seek support on actions and initiatives relative to roles and responsibilities.
Emergency Management Team	To seek support on actions and initiatives relative to roles and responsibilities.
External	Nature of Relationships
Consultants	Scope services and manage delivery.
Government Departments	Collaborate and engage on projects.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)

Purchasing Approvals	Limit \$30,000
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Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.

