

Employment Information Package

<<Position Title>>

Position number: CLICK OR TAP HERE TO ENTER TEXT.

Enquiries:

Name: Natasha Tempest

Position: Senior Leader Health and Compliance

Phone: 03 6323 3312

Email: natasha.tempest@launceston.tas.gov.au

Application closing date: 3.00PM, FRIDAY 9 JANUARY 2026

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

✉ PO Box 396
Launceston
TAS 7250

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

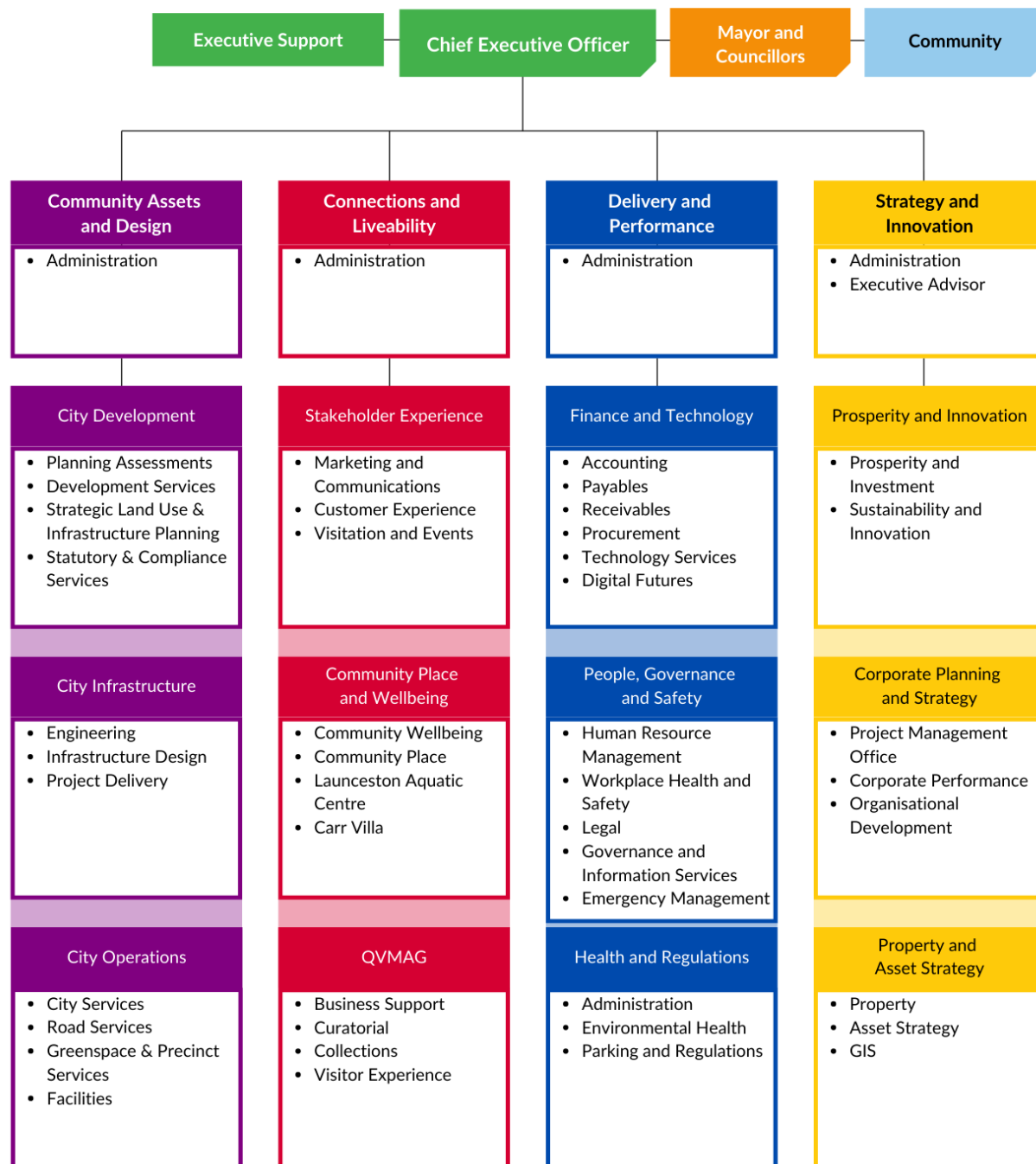
An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

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

Launceston is deeply connected to our history and natural beauty, and will thrive as Northern Tasmania's economic, cultural, and culinary heart. With a commitment to diverse housing, sustainability, economic growth and innovation, we're building a city where people feel connected, businesses succeed, and the environment flourishes. Launceston is a place to live, work, play, visit and belong.



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 to 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

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

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

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	Team Leader Parking and Regulations
Employment terms	Permanent full time
Working pattern	19 day month
Total remuneration	<p>\$114,391 - \$130,196 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$99,255 - \$112,968</p>
Superannuation	Employer contribution of 15.25%

- **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

PF NUMBER:		POS NUMBER:	POS1900
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POSITION TITLE:	Team Leader Parking and Regulations
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Parking and Regulations Health and Compliance
REPORTS TO:	Senior Leader Health and Compliance
PREPARED BY:	Nathan Williams
DATE:	December 2025

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery and Performance
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The Team Leader Parking and Regulations provides strategic leadership for two complex, highly visible regulatory services that play a critical role in community safety, amenity and access across the municipality. The role leads diverse teams operating in dynamic, public-facing environments and balances technical, legal and operational considerations to deliver fair, defensible and effective outcomes.</p> <p>The position is responsible for setting Council's strategic direction for parking and regulatory services, including the stewardship of physical and digital assets, major projects and service reform initiatives. It ensures that legislation, by-laws and policy are translated into contemporary service models that support organisational objectives, community outcomes and voluntary compliance.</p> <p>The Team Leader builds strong internal and external relationships, provides authoritative advice on complex matters, and represents Council in high-risk stakeholder forums and court proceedings. Through leadership, education and collaboration, the role shapes how Parking and Regulations services are experienced by the community and how Council meets its statutory and strategic responsibilities.</p>

As part of the Health and Compliance leadership group, the Team Leader contributes to service planning, budgeting, and policy development, while fostering a safe, collaborative, and high-performing team culture.

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 ...
Leadership		
City of Launceston's Values	<p>Behave in a way that supports the City of Launceston's values.</p> <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.
People Leadership	<p>Engage and motivate employees, develop capability and potential in others and role model a safe and constructive culture, in line with Our Values.</p> <p>Communicate organisational goals, priorities and vision and recognise achievements.</p> <p>Communicate clearly and respectfully, listen and encourage input from others.</p> <p>Create an environment where our workforce adapts and responds to changing needs.</p> <p>Achieve results through efficient use of resources and a commitment to quality outcomes</p>	<p>Roles and responsibilities are clearly defined and understood.</p> <p>Clear performance standards and goals are set and monitored.</p> <p>Regular, clear and constructive two-way feedback is provided and received.</p> <p>Learning and developing opportunities are made available.</p> <p>A supportive and well-performing team environment is maintained.</p>
Resource Management - financial, equipment, technology	<p>Manage budget and procurement processes within authorisations and policy requirements and demonstrate financial responsibility.</p> <p>Use, allocate and maintain plant and equipment appropriately.</p> <p>Use technology and information to maximise efficiency and effectiveness.</p> <p>Recommend annual fees and charges for Council's parking facilities.</p>	<p>Budgets are monitored and accurately maintained.</p> <p>Plant and equipment is fit for purpose.</p> <p>New and existing technologies are utilised effectively.</p> <p>Parking fees reflect Council's strategic and operational goals.</p>
Service Planning & Delivery	<p>Plan and prioritise work in line with organisational goals and adjust to changing priorities.</p> <p>Think, analyse and consider the broader context to develop practical solutions to solve problems.</p>	<p>The team is clear on their priorities.</p> <p>Work practices are continually reviewed and improved.</p> <p>Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Encourage and suggest new ideas and demonstrate a commitment to continuous improvement.</p> <p>Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Commit to delivering community focused services in line with strategic goals.</p>	<p>Customers are responded to and feedback is sought.</p>
Safety & Risk Management	<p>Ensure safety and risk management practices form part of all work activities.</p> <p>Ensure the Safety Circle learnings are practiced and encouraged.</p>	<p>Safety and risk considerations are reflected in work activities.</p>
Collaborate	<p>Work collaboratively within your team and across other teams.</p> <p>Support delivery of the Team's strategic and annual plan actions.</p> <p>Work with other teams as relevant to technical role accountabilities.</p>	<p>Team meetings that encourage input from team members.</p> <p>Collaborative opportunities are sought across other teams.</p>
Innovation	<p>Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.</p>	<p>Improved work practices and projects.</p>
Technical		
Service Governance and Strategic Oversight	<p>Provide strategic leadership and governance for Parking and Regulations services, ensuring delivery models are aligned with Council's strategic direction, legislative requirements and community expectations.</p> <p>Translate legislation, policy and organisational priorities into clear, contemporary service frameworks that support consistent, lawful and effective outcomes across both portfolios.</p> <p>Ensure services are planned, prioritised and reviewed through a performance and risk lens, with a focus on continuous improvement, innovation and long-term sustainability.</p> <p>Exercise delegated authority in accordance with legislation, Council policy and financial delegations.</p>	<p>Parking and Regulations services operate within clear, contemporary governance frameworks aligned to Council's strategic and annual plans.</p> <p>Strategic priorities are translated into coherent service plans that balance community outcomes, risk and operational capacity.</p> <p>Service performance is monitored, reviewed and adjusted proactively, rather than reactively.</p> <p>Decision-making is consistent, transparent and aligned across both portfolios.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Approve and escalate matters appropriately, ensuring decisions are transparent, accountable and aligned with organisational risk appetite.</p> <p>Contribute to the review and development of policies, procedures, and by-laws relating to parking and regulatory services to ensure alignment with Council's strategic objectives and legislative requirements.</p>	<p>Decisions are made at the appropriate level and in accordance with legislative, financial and policy delegations.</p> <p>Escalations are timely and supported by clear analysis and recommendations.</p> <p>Accountability for decisions is clear, documented and auditable.</p> <p>Policies, procedures and by-laws for parking and regulatory services are contemporary, clear, informed by operational experience, data, risk and stakeholder input and consistently applied across the organisation.</p>
Statutory Compliance and Legal Defensibility	<p>Provide authoritative interpretation of legislation, by-laws and policy where matters are complex, high-risk or precedent setting.</p> <p>Authorise non-routine enforcement actions and ensure regulatory decisions are fair, defensible and supported by sound evidence and process.</p> <p>Oversee prosecutions and represent Council in court for complex matters as required, ensuring legal, reputational and organisational risks are appropriately managed.</p>	<p>Regulatory decisions are lawful, evidence-based and defensible under scrutiny.</p> <p>Non-routine and high-risk enforcement actions are authorised appropriately and withstand internal and external review.</p> <p>Prosecutions and court matters are managed professionally, with Council represented credibly and confidently.</p> <p>Legal, reputational and organisational risks are identified early and actively managed.</p>
Asset, Financial and Contract Management	<p>Maintain strategic oversight of physical and digital assets across Parking and Regulations, ensuring asset, financial and contract decisions are informed, collaborative and aligned with Council's broader strategic objectives. This includes integrating parking and regulatory asset planning with city planning, transport, access and place-making initiatives, and working across Council to support sustainable inner-city living, economic activity and community outcomes.</p> <p>Ensure assets are managed in line with lifecycle planning, service needs and financial sustainability.</p>	<p>Parking and regulatory asset decisions clearly align with Council's strategic planning, city-shaping and place objectives.</p> <p>Asset investments and divestments are informed by data, demand, risk and whole-of-Council considerations, rather than isolated service needs.</p> <p>Asset planning is collaborative, with effective engagement across</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Lead complex procurement and contract management activities, including developing specifications, negotiating terms and managing contractor performance.</p> <p>Exercise financial delegations in accordance with policy and provide informed recommendations to senior leadership for higher-value contracts and capital decisions.</p> <p>Utilise data and technology to inform operational planning, monitor compliance activity, and improve customer experience through innovation.</p>	<p>planning, infrastructure, transport and project delivery teams.</p> <p>Parking assets support broader outcomes such as increased inner-city living, improved accessibility and increased foot traffic.</p> <p>Financial and contract decisions deliver value for money while enabling strategic outcomes and service continuity.</p> <p>Parking and regulatory assets, systems and equipment are fit-for-purpose, reliable and aligned with service needs.</p> <p>Asset lifecycle planning informs maintenance, renewal and removal decisions.</p> <p>Contracts are well-designed, negotiated and managed to deliver value for money and service continuity.</p> <p>Financial resources are prioritised effectively to support sustainable service delivery and revenue integrity.</p> <p>Recommendations are made to Senior and Executive Leader for continuous operational improvements.</p>
Project and Service Reform Delivery	<p>Lead the planning and delivery of projects across Parking and Regulations, including Annual Plan commitments, Capital Works programs and other strategic initiatives, ensuring projects are well governed, aligned to Council priorities and deliver measurable service and community outcomes.</p> <p>Lead complex projects and service reform initiatives across Parking and Regulations, including technology, systems, policy and operational model changes.</p>	<p>Annual Plan and Capital Works projects are clearly scoped, prioritised and aligned with Council's strategic objectives.</p> <p>Complex projects and reform initiatives are delivered within scope, timeframe and budget, with reporting and metrics to substantiate where deadlines, objectives and budgets have not been met.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Ensure projects are well governed, appropriately resourced and delivered in line with agreed objectives, timeframes and budgets.</p> <p>Drive innovation and continuous improvement to enhance service efficiency, safety, compliance outcomes and customer experience.</p>	<p>Technology, systems and policy changes result in measurable improvements to efficiency, safety, compliance and customer experience.</p> <p>Project outcomes support improved service performance, asset condition, safety, access and customer experience.</p> <p>Change is well governed, communicated and embedded across teams.</p> <p>Innovation is purposeful and aligned with strategic objectives.</p>
Workforce Safety, Risk and Resilience	<p>Maintain oversight of workforce safety and psychosocial risk across both services, recognising the high-conflict and frontline nature of the work.</p> <p>Ensure risk management frameworks, after-hours response arrangements and emergency management roles are established, reviewed and effective.</p> <p>Provide escalation and decision-making support for high-risk incidents, complex customer interactions and critical service disruptions.</p>	<p>Workforce safety and psychosocial risks are actively managed in recognition of high-conflict, frontline environments.</p> <p>After-hours and emergency response frameworks are clear, tested and effective.</p> <p>High-risk incidents and customer interactions are escalated and resolved appropriately.</p> <p>Staff feel supported, safe and confident to perform their roles.</p>
Leadership, Capability and Performance Assurance	<p>Provide leadership and performance oversight across Parking and Regulations through a differentiated workforce model that recognises distinct roles, skill sets and accountability requirements. Lead and support Coordinators as leaders of operational teams, while setting clear expectations and performance measures for specialist roles to ensure effective, safe and consistent service delivery.</p> <p>Set expectations for performance, conduct and decision quality, and ensure appropriate training and development frameworks are in place.</p>	<p>Coordinators demonstrate strong leadership, accountability and technical capability, effectively managing day-to-day operations, people leadership and quality assurance within their respective services.</p> <p>Coordinators operate as trusted leaders, escalating complex, high-risk or non-routine matters appropriately and contributing to service improvement and reform initiatives.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Monitor service performance, response times and outcomes, using data and reporting to inform decisions, identify emerging risks and drive improvement.</p>	<p>Specialist roles operate with clear technical accountability, maintaining systems, infrastructure and technology to agreed performance, safety and reliability standards.</p> <p>Performance expectations are clear and consistently applied across Parking and Regulations.</p> <p>Training and development frameworks support capability growth, succession and service continuity.</p> <p>Service outcomes improve as a result of strong leadership and decision quality.</p>
Stakeholder Engagement, Advice and Representation	<p>Build and maintain effective relationships with internal stakeholders, external agencies, service providers and the business community to support coordinated service delivery and positive outcomes.</p> <p>Provide high-level advice to senior leadership and prepare reports, briefing papers and responses to Council, stakeholders and the community</p> <p>Lead community and stakeholder education initiatives that promote voluntary compliance and strengthen understanding of Council's regulatory and parking responsibilities.</p>	<p>Relationships with internal teams, external agencies, service providers and the business community are constructive and effective.</p> <p>Council receives clear, timely and well-reasoned advice on complex parking and regulatory matters.</p> <p>Briefing papers, Council reports and responses to enquiries are accurate, defensible and strategic.</p> <p>Community and stakeholder education supports understanding, voluntary compliance and positive perceptions of Council.</p>
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> <p>(a) take reasonable care for his or her own health and safety; and</p>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) 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</p> <p>(d) 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> <p>(Section 28 Work Health & Safety Act 2012)</p>	
Note: Whilst the key functions and responsibilities for the role are set out above, an employee may be directed to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	Yes
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Strategic Leadership and People Development: Lead, mentor and develop team members to build capability, accountability and performance across diverse, high-pressure service environments, fostering a safe, professional and values-aligned culture. Statutory, Policy and Legal Expertise: Interpret and apply legislation, by-laws and policy in complex or high-risk contexts, including matters that set precedent, require sound judgement and must withstand legal, organisational or public scrutiny. Governance, Risk and Decision-making: Exercise sound professional judgement in complex environments, balancing competing priorities, risk, safety and reputational considerations, and making or authorising decisions that are fair, defensible and aligned with organisational risk appetite.

<ul style="list-style-type: none">• Financial, Asset and Contract Management: Manage assets, budgets and complex contracts, including planning and prioritising expenditure, negotiating and overseeing contracts, and contributing to capital works and asset lifecycle decision-making aligned with strategic objectives.
<ul style="list-style-type: none">• Leadership in a Diverse Portfolio: Lead and coordinate services delivered through leaders and specialist roles, applying performance measures and accountability frameworks, establish clear expectations, monitor performance, build capability and foster a safe, professional and values-aligned culture.
<ul style="list-style-type: none">• Inspire Direction & Purpose: Generate commitment and shared understanding of team and organisational goals by clearly linking strategic priorities to service delivery and individual accountability.
<ul style="list-style-type: none">• Collaboration and Organisational Influence: Work collaboratively across the organisation and with external partners to achieve integrated outcomes, influence decision-making and support whole-of-Council objectives.
<ul style="list-style-type: none">• Workplace Safety: Demonstrate leadership in workplace safety and psychosocial risk management within frontline, public-facing or high-conflict service environments.
<ul style="list-style-type: none">• Customer Focus and Communication: Provide professional, transparent, and empathetic engagement with customers and stakeholders, building constructive relationships and influencing outcomes through education, collaboration and clear communication.
<ul style="list-style-type: none">• Advice, Reporting and Representation: Prepare high-quality reports, briefing papers and responses for senior leadership and elected members and on behalf of the organisation, and represent the organisation professionally in high-risk forums, including court proceedings where required.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none">• Relevant tertiary qualification in regulatory services, law enforcement, local government, or leadership management, or 5+ years of extensive and demonstrated experience performing at a senior level in a comparable regulatory or operational leadership role with the desire to undertake formal qualifications.
<ul style="list-style-type: none">• Relevant qualifications in project, contract or asset management, or significant demonstrated experience, with proven capability in managing assets, budgets and contracts, including contributing to capital works programs and asset lifecycle planning with the desire to undertake formal qualifications.
<ul style="list-style-type: none">• Substantial experience leading complex, customer-facing regulatory or compliance services within public sector or similarly regulated environments, including leadership of leaders and specialist roles operating in dynamic, high-pressure or public-facing contexts
<ul style="list-style-type: none">• Substantial experience interpreting and applying legislation, by-laws and policy in complex or high-risk contexts, including matters requiring sound judgement and legal defensibility.
<ul style="list-style-type: none">• Current drivers licence.
<ul style="list-style-type: none">• Working with Vulnerable People card

REPORTING STRUCTURE	
Leader	Senior Leader Health and Compliance
Direct Reports	7

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Parking and Regulations Team	Leadership and support
Health Compliance Teams	Collaborate
Customer Service and Operations Team	Coordinate Responses and Share Information
Othe Council Teams	Collaborative, technical advisor, and working relationship
External	Nature of Relationships
Tasmania Police, TasFire Service, NRE, EPA	Collaborate
Courts and Legal Representatives	Provide evidence and support legal processes
Contractors and Service Providers	Manage
Community Members	Liaison and advice
Government Departments	Liaison and advice

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$20,000
Legislative delegations and authorisations	Dog Control Act 2000 Local Government Act 1993 Local Government (Highways) Act 1982 Monetary Penalties Enforcement Act 2005 Road Rules 2009 Litter Act 2007 Weed Management Act 1999 Traffic Act 1925 Environmental Management and Pollution Control Act 1994
<u>Council Bylaws</u>	Malls By-Law Reserves, Parks and Garden By-Law Swimming Centres By-Laws Refuse Disposal Area By-Law Kerbside Refuse Collection By-Law Facilities and Highways By-law Number 1 or 2023 On-street Parking Penalties By-law number 1 of 2023 Parking and Facilities By-Law Number 2 of 2023 Other By-Laws that may be implemented from time to time
Documents on Behalf on Council (authorised to sign)	Notices under the Dog Control Act 2000 Notices under the Local Government Act 1993
	Section 200 – Abatement Notices

	<p>Notices under Local Government (Highways) Act 1982</p> <p>Sec – Overhanging Trees</p> <p>Sec – Abandoned Vehicles</p> <p>Complaint and Summons</p> <p>Abatement Notices – non-compliance</p> <p>Infringement Notice - non-compliance</p> <p>Dog Control Act 2000 – non-compliances</p>
Legal Action	<p>Give Expert Witness in Court</p> <p>Prosecute on Council's behalf when necessary</p> <ul style="list-style-type: none"> • Animal Control Breaches. • Fire Hazards • Overhanging Foliage <p>Other relevant matters</p>
Delegations	Council By-law 2 of 2013, Local Government Highways Act 1982 & Road Rules 2009

Confidentiality

Employees are

- Able to access; or
- 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:

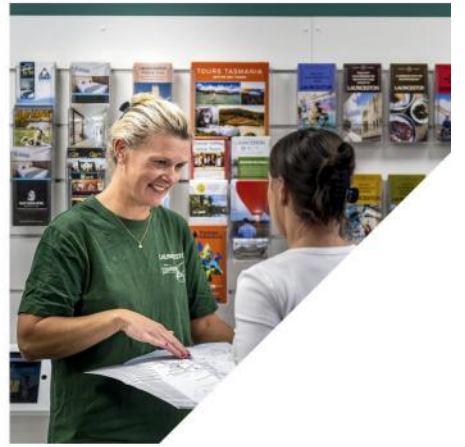
- To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.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

OTHER RELEVANT INFORMATION

Expectations of a Team Leader

- Develops self-care plans to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks and accepts challenging assignments and other development opportunities;
- Seeks feedback broadly and asks others for help with own development areas;
- Translates feedback into an opportunity to develop;

- Demonstrates relevant leadership capabilities; and
- Actively participates in development opportunities.



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

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TAS 7250

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

 **City of
LAUNCESTON**