



# **CITY OF HOBART**

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## **INFORMATION PACKAGE FOR APPLICANTS 2016**



City of **HOBART**



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## INTRODUCTION TO THE CITY OF HOBART

Hobart is Australia's southern-most capital and second oldest city in Australia. Resting on the shores of the River Derwent with kunanyi / Mount Wellington as a backdrop, the city boasts the most beautiful natural setting of any of the nation's capitals.

The City of Hobart has entered the twenty-first century with a renewed lease of life thanks to the boom in tourism that has recognised the cultural, historical and natural assets of the city.

Hobart is an easy and comfortable capital city to live in with a mix of heritage, 20th century and modern designed accommodation. Most suburbs are within a short car trip, bus journey or bike ride to the city centre and provide a mix of high and low density housing options.

There are a wide selection of private and public primary and secondary schools. Tasmania has a public college system where years 11 and 12 are offered at

separate campuses to years 7 to 10 to allow the full breadth of subjects to be offered.

The University of Tasmania provides undergraduate and postgraduate education and has achieved global recognition for its marine, Antarctic and agricultural streams.

Frequent flights are available to other capital cities with Qantas, Jetstar, Virgin Australia and Tiger Air. Hobart Airport is just a 15 minute drive east of the city centre.

One major public hospital services the city and a number of private hospitals are in or close to the city centre.

# CITY OF HOBART AT A GLANCE

TOTAL EXPENDITURE 2013–2014 >	\$110 MILLION
NO OF VOTERS ON 2014 ROLL >	35,867 APPROX
NO OF RATEABLE PROPERTIES >	23,986 APPROX
NO OF EQUIVALENT > FULL-TIME EMPLOYEES	575 (AS OF 30/04/16)

## WHAT HOBART CAN OFFER YOU

- Affordable housing
- Relatively quick commutes
- Quality educational opportunities
- Recreational opportunities
- Community events and festivals
- Diverse cultural, entertainment and dining opportunities
- Quality Tasmanian produce and seafood
- Good quality community facilities
- Beautiful physical setting
- Fine harbour and protected waterways for boating
- Easy access to popular coastal holiday areas
- Proximity to world-class wilderness areas and experiences
- The sense of history associated with Australia's second-oldest city
- Renowned heritage architecture.

## CITY OF HOBART SUMMARY

### Population:

(Hobart metropolitan area): 225,000 in 2016

**Mean daily max summer temperature:** 21C

**Mean daily max winter temperature:** 12C

**Average annual rainfall:** 626 mm

### Key industries:

- 9,082 (19.7%) workers employed in public administration and safety: the largest employer by industry
- 7,472 (16.2%) workers employed in health care and social assistance
- 4,576 (9.9%) workers employed in education
- 4,145 (9%) workers employed in retail

### Housing costs:

In May 2016 the median housing price in Hobart was \$500,000.

# HOBART CITY COUNCIL VISION, MISSION AND VALUES

## OUR MISSION

Our mission is to ensure good government of our capital city

## CITY OF HOBART VISION

In 2025, Hobart will be a city that:

- offers opportunities for all ages and a city for life
- is recognised for its natural beauty and quality of environment
- is well-governed at regional and community levels
- achieves good quality development and urban management
- is highly accessible through efficient transport options
- builds strong and healthy communities through diversity, participation and empathy
- is dynamic, vibrant and culturally expressive.

## CITY OF HOBART VALUES

At the City of Hobart:

### We're about people

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We value people – our community, customers and colleagues

### We're professional

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We take pride in our work

### We're enterprising

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We look for ways to create value

### We're responsive

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We're accessible and focused on service

### We're inclusive

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We respect diversity in people and ideas

### We're making a difference

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We recognise that everything we do shapes Hobart's future





## COMMUNITY FOCUS

The City of Hobart is building a corporate culture of quality customer care that is responsive to business and community expectations, encourages a supportive and participative work environment for its employees and promotes improvement of its work practices.

The City has implemented an online community consultation tool with the Your Say Hobart website and advertises consultation periods to encourage participation.

The community development program aims to support a broad cross-section of people to contribute to cultural, social, physical and economic activities in the City.

## WORK HEALTH AND SAFETY

The health and safety of its employees, contractors, volunteers and visitors is a priority for the City of Hobart. It is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure all employees and contractors are safe from injuries and risks to health while at work.

The City of Hobart is also committed to ensuring that volunteers and visitors are safe from harm when in its workplaces.

The City of Hobart provides appropriate resources to comply with relevant work health and safety legislation, and ensure workplaces are safe and healthy. It has a comprehensive system of work health and safety committees covering all of its workplaces.



## EMPLOYER OF CHOICE AND GENDER EQUITY

### FAMILY-FRIENDLY POLICIES

The City of Hobart has a range of family-friendly policies and flexible working arrangements, which assist male and female employees to meet their family obligations.

### OPPORTUNITIES FOR WOMEN

We are is committed to gender equity and is an equal opportunity employer. Selection of the successful candidate in any recruitment is based on merit and suitability for the role, without regard for gender.

In employment, City of Hobart policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

# CITY OF HOBART ORGANISATIONAL STRUCTURE





# CONDITIONS OF EMPLOYMENT

## AGREEMENT

The provisions of the *Hobart City Council Enterprise Agreement 2014* apply to this position.

## SALARY

The City of Hobart offers attractive and competitive salaries. The salary and position is classified within the *Hobart City Council Enterprise Agreement 2014* classification structure and is based on the role being advertised.

## LEAVE ENTITLEMENTS

### ANNUAL LEAVE

For each full year of service, an employee accrues an entitlement to 152 hours (pro-rata) annual leave exclusive of public holidays.

### PURCHASED LEAVE SCHEME

The purchased leave scheme allows an employee to purchase an additional 4 weeks leave per year by an appropriate reduction in salary for a period of 12 months.

### LONG SERVICE LEAVE

An employee's long service leave entitlement of 488 hours becomes available after 10 years of service (pro-rata). Employees will be entitled to payment of pro-rata long service leave on termination after 7 years of service.

## PERSONAL LEAVE

An employee is entitled to 101.5 hours of personal leave on commencement. Further personal leave accrues thereafter at the rate of 101.5 hours per year. Personal leave may be used when the employee is:

- absent due to personal illness or injury
- required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

17.5% of any unused personal leave will be paid to the employee on retirement or resignation.

## PARENTAL LEAVE

Under the Enterprise Agreement, paid parental leave is available to employees after 9 months of service as follows:

- 13 weeks paid leave for an employee who has or will give birth to a child, or is or will be the primary carer of the child for the period of leave
- 2 weeks paid leave to an employee whose spouse or partner is the primary carer of the child.

Employees are also entitled to unpaid parental leave. In addition to entitlements to paid parental leave under the Enterprise Agreement, employees are also entitled to paid parental leave under the federal government's National Paid Parental Leave scheme.

## ANNUAL LEAVE LOADING

Annual leave loading is paid in early December each year. Payment is 17.5% of salary for a 4 week period.



## HOURS OF WORK

The spread of ordinary hours under the Enterprise Agreement is from 6.00 am to 6.00 pm, Monday to Friday. For a full-time employee, the normal hours of work will be 38 per week and will be worked in accordance with the prevailing arrangements for this position within the Division. Most employees, however, work to either a 9 day – 2 week cycle, with 1 rostered day off every 2 weeks or a 19 day – 4 week cycle with 1 rostered day off every 4 weeks.

### AFTER-HOURS ROSTER:

Positions may/will be required to participate in an after-hours duty roster and will be reflected in the position being advertised.

## SUPERANNUATION

The City of Hobart will make employer superannuation contributions on the employee's behalf at a level of 12.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to either Tasplan Super or any other complying superannuation fund of the employee's choice. If no choice is made by the employee, employer contributions will be directed to Tasplan Super, as the default fund.

## MOTOR VEHICLE

A council motor vehicle is available for unit managers, group or divisional directors for full private use.

## REMOVAL AND RELOCATION EXPENSES

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the City of Hobart, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions contained within the City's Removal Expenses Policy. This only applies to candidates who apply for a Municipal Officer (MO) Level 3 position and above.



## TRAINING AND DEVELOPMENT

The City of Hobart wants to give every employee the opportunity to develop. The commitment to this aim is seen through:

- a. provision of fully funded training for in-house and external training courses
- b. study assistance for employees undertaking relevant qualifications.

## NATIONAL CRIMINAL HISTORY AND WORKING WITH CHILDREN CHECKS

Comprehensive National Criminal History Checks are an integral step in the recruitment and selection process for all prospective employees, as are Working with Children checks where applicable.

## HEALTH, FITNESS AND WELFARE

The City of Hobart offers employees the opportunity to access lower cost private health insurance cover through:

- MBF Corporate Health Plan.

Staff discounts are provided for all employees for aquatic and gymnasium membership at the Doone Kennedy Hobart Aquatic Centre. Employees are

also entitled to free gymnasium membership in the Health and Wellness Centre located in the Hobart Council Centre building on the corner of Davey and Elizabeth streets.

Independent counselling services are provided if needed by an Employee Assistance Program, which is also available to immediate family. This confidential service is available 365 days a year.

An active staff social club conducts regular events for members and staff.

## MEDICAL ASSESSMENT

Comprehensive pre-employment medical examinations, including drug and alcohol testing, are an integral step in the recruitment and selection process for candidates.

## PROBATION PERIOD

The appointment to this position is subject to a probationary period of 3 months.

# ADVICE TO APPLICANTS

## SELECTION PROCESS

City of Hobart positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

## YOUR APPLICATION

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications should address the essential and desirable requirements of the position (the selection criteria is sometimes referred to as required attributes).

To apply for a position with the City of Hobart you need to apply online and answer all the mandatory questions in the online application. Once you have filled out your details and answered all the questions, you are then prompted to upload a cover letter, your resume, and any additional supporting documents – these include copies of qualifications relevant to the position you are applying for.

Your application should provide information that demonstrates:

- your knowledge and skills against each of the selection criteria, citing relevant examples
- your experience and qualifications and/or ability to develop the skills required
- presentation

## FORMAT FOR YOUR APPLICATION

### COVERING LETTER

You must include a short covering letter that introduces yourself and details the reasons that you are applying for the position.

### CURRENT RESUME/ CURRICULUM VITAE

A resume is a history of your employment and work experience and should cover:

- your employment history in reverse chronological order, starting with your current employment
- details of the positions that you have held, including employment dates, capacity in which you were employed (e.g. full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities
- your educational qualifications.  
This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached
- information regarding training courses or developmental programs that you have attended.



## SELECTION CRITERIA

You must address the selection criteria in the questions in the online application.

The selection criteria represent the minimum level of knowledge and skills that individuals will need to satisfactorily perform the duties of the position. You must address each criterion in your application, citing relevant examples to demonstrate your ability or potential to meet the requirements. The selection criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria to short-list candidates for interview and then select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- read the selection criteria carefully and identify the major factors in each selection criterion
- determine how you meet each criterion
- when making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence to support your achievements, explain how you were successful
- check that you have addressed the major factors

- it is not sufficient to simply state that you meet the criteria without explaining how
- the suggested length of response should be approximately half-page per criterion
- as a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

## REFEREES

Details of at least two referees should be included with your resume. It is desirable for at least one referee to have been a supervisor or manager from your past employment.

### YOU SHOULD:

- supply each referee's name, position, organisation, business address and contact telephone number/s
- contact your referees with the details of the position that you are applying for in the event they are contacted to provide a verbal report about your skills and abilities and suitability for the position for which you are applying.

# SUBMIT YOUR APPLICATION

## APPLICATIONS CAN BE SUBMITTED:

Online

**[hobartcity.com.au/Council/Employment](http://hobartcity.com.au/Council/Employment)**

Please note: applications that are not received by the closing date will not be accepted.