

After Hours Duty Driver/Support

Role purpose

The role is to respond to emergency after hours calls.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021
Position Description Number	9763
Number of direct reports	0
Responsible for total staff	0
Delegations and Authority	Nil
Budget level	Nil
Division, Unit, Team	City Enablers, City Infrastructure.
Immediate Manager	After Hours Duty Officer – Cleary's Gates (9321)



Role accountabilities Key result areas

Unit

- Respond to all after hours emergency calls when requested by the Duty Officer (for example repair Council infrastructure, implement traffic management, remove limbs from fallen trees, clear roads after vehicle accidents, etc).
- Liaise and effectively communicate with the Duty Officer, team members, employees, contractors and the public to ensure satisfactory completion of work activity.
- Ensure activities are undertaken to avoid the risk of injury or loss, in accordance with Work and Safety Legislation, City of Hobart Corporate Policies and Procedures.
- Be available to undertake the role for seven continuous days on a roster typically every 6 to 7 weeks.
- To inspect and audit the traffic management at Civil Work jobsites after hours.

Qualifications and licences

Essential

- Registration to Work with Vulnerable People
- Current Driver Licence
- Medium Rigid Driver Licence
- White Card
- Control traffic with stop-slow bat (RIIWHS205E)
- Implement traffic management plan (RIIWHS302E)
- Lives within a location that ensures the occupant can get to Cleary's Gates within 30 minutes.

Desirable

- Competencies in the operation of Hook Truck, Chainsaws, Block Truck, Grit Spreader and Hand-Held Blower.

Selection criteria

Knowledge and experience

1. Knowledge of WHS requirements for construction and plant related activities.

Skills and competencies

2. Ability to carry out a wide range of maintenance and repairs on Council infrastructure.
3. Ability to communicate and work effectively with a diverse range of internal and external customers.
4. Ability to use devices associated with undertaking audits of worksites

Behavioural competencies

5. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.



Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – High Risk

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act* 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations* 2014.

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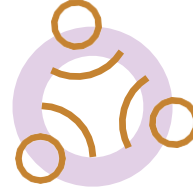
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



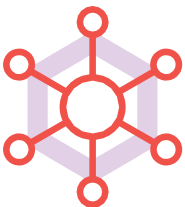
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of HOBART