



INFORMATION PACKAGE

POSITION VACANT

ACTIVE LIVING COMMUNITY TRANSPORT DRIVER (PART TIME) FIXED TERM CONTRACT UNTIL 30 JUNE 2020

REF NO: ESC228

CLOSING DATE: 4.30PM FRIDAY 3 MAY 2019

CONTENTS

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Isabel Brown on 02 4474 1041



Collaboration Respect Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Active Living Community Transport Driver (Part Time)


Position Code	Fixed Term Contract
Division	Community Care
Location	Dr Mackay Centre
Band/Level	Administrative / Technical / Trades Band 2 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide high quality, responsive and culturally appropriate transport to passengers of Eurobodalla Shire Council Community Transport Service.

Main duties and key result areas (KRA)

1. Provide safe, reliable transport to passengers of the Community Transport service and Active Living clients.
KRA: Transport provided is safe and reliable and customer feedback is positive.
2. Positive representation and promotion of our services to the passengers and the Community.
KRA: Positive feedback from Clients and community members.
3. Ensure vehicle safety checks, maintenance and cleaning are carried out and issues are reported to supervisor.
KRA: Vehicles are safe clean and in good working order.
4. Assist in organising group and individual transports and liaising with passenger, volunteers and service providers.
KRA: Transports are well planned and passengers have their trip details confirmed.
5. Ensure all required paperwork and steps on the electronic tablet are completed and responsible cash handling procedures are adhered to.
KRA: Cash envelopes, steps on tablet are completed correctly and in a timely manner.
6. Assist with the on the job training of volunteers.
KRA: New volunteers are assisted and trained in providing transport.
7. Provide support to the Team Leader Transport and Social Support and the wider team with service planning, as required.
KRA: The Team Leader Social Support and team are supported in the effective operation of the service.
8. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Demonstrated customer service experience including the ability to engage with a diverse range of customers.
2. Demonstrated ability to work successfully in a team environment.
3. Ability to work with minimal supervision and to work flexible hours.
4. Demonstrated ability to drive a vehicle to a competent and safe standard ensuring the comfort and safety of frail aged customer's, people with a disability and their carers.
5. Good literacy and numeracy skills as well as computer literacy with the Microsoft Office package and data base programs.
6. Current NSW C class licence or higher, together with a proven safe driving record.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Previous experience driving public passenger vehicles.
2. Previous experience working with Community Transport or Community Services.

***Appointment to this role is dependent on an assessment of the results of a
National Criminal History Record Check
Working with Children Check
Service NSW Driver History Report
P2P Transport Licence Code and a
Public Passenger Driver Health Assessment meeting medical standards for commercial vehicle
drivers***

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE: Vacant Position
SUPERVISOR: Isabel Brown
DATE: April 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Active Living Community Transport Driver (Part Time)
Reference Number:	ESC228
Grading:	Grade 6 of Council's salary system
Salary Range:	<p>In the range of \$31.15 to \$33.09 gross per hour comprised of:</p> <ul style="list-style-type: none"> * \$28.45 to \$30.22 base salary, * \$2.70 to \$2.87 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	<p>An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.</p> <p>As part of this role you will require to have a Health Assessment Check every three years.</p>

RMS driver's licence check:

A satisfactory outcome as a result of a Road Maritime Services (RMS) driver's licence check is required for appointment to this position. Preferred candidates will need to undergo a licence check at the Road RMS to confirm and validate demerit points to verify they are safely able to undertake the transport duties of the role.

Hours of Work:

Fixed Term until June 2020 part-time, 21 hours per week. Days of work each week will be between Monday to Friday dependent on the successful candidate and service needs.

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location:

Based from Dr Mackay Centre in Moruya and required to work at various locations in the community.

Leave Entitlements:

Pro rata of full time entitlements will apply.

Full time entitlements are 4 weeks annual leave accrued after 12 months service and 3 weeks sick leave on commencement.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

