



Collaboration



Communication



Integrity



Efficiency



Leadership

Position Title	Title				
Department	Choose an item.	Branch	Choose an item.		
Section	Choose an item.	Instrument	Choose an item.	Level	

Our Purpose	Together we proudly enhance the quality of life for our community.				
Our Values	Collaboration	We work together towards a common purpose and understand every employee plays a role in our success.			
	Communication	We communicate openly and ensure diverse voices are being heard and valued.			
	Integrity	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.			
	Efficiency	We provide enhanced service to the people of Ipswich and we aim to get it right, first time.			
	Leadership	We engage the heads, hearts and hands of our people to achieve our purpose. Recognition is part of our every day.			

ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland's capital, Ipswich is the state's fastest growing area and oldest provincial city. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of services to the community.

PURPOSE OF THE POSITION

Remove all yellow highlighted sections as you complete this document.

(Insert 1-2 sentences that succinctly describe what the overall purpose of this position is, why it does it and how it does it. It should encompass the full scope of the role and why the role exists in the organisation should be highlighted.)

Type your purpose in here.

REPORTING LINE

This position reports to (Position title of supervisor) and has direct reports. (Remove if position has no direct reports.)

ACCOUNTABILITIES

List 6-8 major area accountabilities (For less senior roles, you may only need 4 or 5)

1. First accountability
2. Second accountability
3. XX
4. XX
5. XX
6. XX
7. XX
8. XX

QUALIFICATIONS

Mandatory:

*Insert list of essential qualifications/licence/tickets that are **absolutely necessary to deliver the required outcome***

- (insert list of desirable (but not essential) qualifications, for example, Certificate IV in Business)
- (Delete if not applicable for this position)

Desirable:

- (insert list of desirable (but not essential) qualifications, for example, Certificate IV in Business)
- (Delete if not applicable for this position)

KNOWLEDGE AND SKILLS

*Insert list of essential knowledge and skills that are **absolutely necessary to deliver the required outcome***

Essential requirement:

- (insert list of skills the candidate is required to demonstrate competency in) example: demonstrated abilities to perform a position description evaluation. Interpret and apply industrial instruments

Desirable requirement:

- See above
- (Delete this section if it is not applicable for this position)

SELECTION CRITERIA

(Insert requirements linked to the accountabilities, knowledge and skills already captured above) this is how you measure your candidate against their knowledge and skills. Example: Sound level of skills in delivering multiple projects, within specifications)

1. First selection criteria
2. Second selection criteria
3. Third selection criteria

GENERAL

This position description reflects a summary of the key accountabilities of the position, it is not an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer's skills, competence and training.

Please delete the corporate expectations that do not relate to this role and everything in YELLOW below.

CORPORATE EXPECTATIONS (A - Employee {all positions without reports})

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Participate in planning, hazard identification and risk assessment of work activities;
 - Report any new work hazard(s) to your supervisor;
 - Undertake work only for which you are competent and skilled;
 - Question any actions or decisions that you think are unsafe;
 - Follow documented work instructions, control measures and procedures;
 - Actively participate in all training provided;
 - Correctly use and maintain PPE provided
 - Protect yourself, your colleagues and others;
 - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.

CORPORATE EXPECTATIONS (B - For Section Managers, Principal Officers, Coordinators {Lowest level requirements for a position with reports})

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Plan work activities identifying hazards and controls in consultation with workers
 - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments
 - Investigate all accidents and near misses using the appropriate tools and recording systems
 - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
 - Participate in the resolution of WHS issues in work areas, projects and sites
 - Cease and reassess work if a hazard control measure fails or is ineffective
 - Assist in workforce planning and training

- Ensure workers attend scheduled safety training
- Communicate hazards and controls as identified in the planning process
- Report on issues/incidents/hazards and near misses related to work activities
- Conduct regular safety conversations/Interactions
- Ensure accountability of workers.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.

CORPORATE EXPECTATIONS (C - For Branch Managers)

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Measure implementation and operational safety and wellbeing performance within area of responsibility. Ensure compliance with safety and wellbeing policies and procedures.
 - Identify workforce skills and safety and wellbeing training needs
 - Ensure all projects and sites have a safety management plan
 - Participate in the monitoring and review of safety and wellbeing issues, project safety performance and ensure implementation of corrective action(s)
 - Report on safety and wellbeing (including hazards and incidents)
 - Ensure accountability of section managers, principle officers, superintendents, supervisors and coordinators
 - Provide resources and support to Safety Representatives as required.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.

CORPORATE EXPECTATIONS (D - For General Manager)

- Employees must be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Implement safety and wellbeing policies and procedures
 - Ensure achievement of safety and wellbeing objectives and targets
 - Provide adequate resources and training for all workers to carry out their work safely

- Monitor and review workplace safety and wellbeing performance
 - Implement continuous improvement programs
 - Ensure accountability of branch managers
 - Communication of safety and wellbeing policies, procedures, objectives and targets to workers and stakeholders.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected, and ideas and perspectives are sought out.