



# Employment Application Pack

Position Title:	Coordinator – Process and Performance
Vacancy Reference Number:	VRN24/25-064
Department:	Executive Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Recruitment Commences:	15 <sup>th</sup> January 2025
Recruitment Closes:	29 <sup>th</sup> January 2025

## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

*Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

# BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: <b>Coordinator – Process and Performance</b>					VRN <b>24/25-064</b>		
FAMILY NAME:				GIVEN NAME(S):			
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation	
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School							
Name of institution: _____ Country (If outside Australia): _____							

## REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?  
Yes  No

If yes, please state details:

## WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No: \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No: \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

## EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

## PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

Yes  No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY COLLECTION NOTICE:

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.*

# Coordinator – Process and Performance

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title:	Coordinator – Process and Performance		
Classification:	6-7	Position Status:	Full Time
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2024 (Pending Ratification)		
Department:	Executive Services	Location:	Biloela
Reports to:	Manager People and Performance	Number of reports:	1

### ABOUT COUNCIL

#### Our Vision

“Shire of Opportunity”. To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

#### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

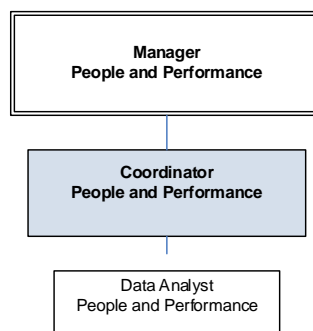
#### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork.
- Sustainable growth and development

### GENERAL POSITION INFORMATION

To coordinate the development, implementation and maintenance of Council's performance improvement functions to ensure efficiency and innovation drive business needs and objectives.

### ORGANISATIONAL REPORTING ARRANGEMENTS





# Coordinator – Process and Performance

## POSITION DESCRIPTION

### DUTIES AND RESPONSIBILITIES

- Reporting to the acting Manager Process and Performance, lead, supervise and mentor the Process and Performance team
- Coordinate Council's internal process mapping, data gathering and analysis, aimed at maximising operational effectiveness.
- Oversee Council's focus on process efficiency and consistency where the same or similar tasks are undertaken across Council.
- Ensure Council meets its general compliance obligations when recommending changes to business processes.
- Ensure Council's Policy and Procedure framework supports development or, or changes to, process documentation.
- Foster whole of Council engagement in Continuous Improvement initiatives.
- Liaise with internal Audit, Governance and associated administrative sections of Council to ensure consistency of documentation and quality standards are maintained
- Undertake administrative tasks as required by the position
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

### QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

#### Mandatory

- Queensland C class driver's licence (See – Specific conditions of employment, below).

#### Highly Desirable

- Qualification in Business Administration or Public Administration or similar or demonstrated experience in a related field.

### ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

#### Highly Desirable

- Well-developed project coordination and analytical skills, including the ability to identify key issues and provide recommendations and advice on organisational systems improvement matters.
- Detailed understanding of workflow documentation and improvement processes.
- Comprehensive understanding of associated policy and procedure development.
- Proven ability to exercise confidentiality, integrity, initiative and sound judgement
- Proven ability to engage a wide range of stakeholders in corporate initiatives.
- Highly developed organisation, interpersonal, customer service oral and written communication skills
- High level keyboard and computer skills
- Sound knowledge of Council's legislative compliance obligations and processes and employment related legislation.
- Understanding of and commitment to WHS principles and practices and inclusive organisational culture.

#### Desirable

- Experience in Local Government
- Sound practical experience in complaint management, investigations, and fraud management.

### CORPORATE OBLIGATIONS

The appointed Employee will need to agree to and comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy

# Coordinator – Process and Performance

## POSITION DESCRIPTION

- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

### SPECIFIC CONDITIONS/REQUIREMENTS of this position

- This position requires a class 'C' manual drivers' licence. Loss of this licence at any time may jeopardise employment with Council
- The position requires travel to be undertaken within the Shire which may require overnight stays in other towns.

### ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: