

MEMORANDUM



TO General Manager
FROM Manager, Human Resources
DATE Wednesday, 9 July 2014
SUBJECT BU Coordinator Position

Office of General Manager

16 JUL 2014

City of Botany Bay

In preparation for advertising this position the following matters need to be resolved.

Mark Goodman's existing salary

Mr. Goodman claims 40hpw at \$44.13 (the Acting Manager rate) \$1765.20pw \$91,790pa

Mr. Goodman is also provided with full use of a Council sedan vehicle at no cost.

Peter Fitzgerald's previous salary

Mr. Fitzgerald (when appointed to the BU Manager position in June 2010) was initially paid at grade 40.0 for 35hpw and paid \$50 as a car lease fee.

Bringing the position under the Award

Grade 40.0 is now \$86,528pa or \$43.79ph for a 38 hour week or \$47.54 for a 35hour week

Mr. Goodman would be entitled to 20 days annual leave valued at \$6,656.

Recommendation

The position be advertised at Grade 40.0 for a 38 hour week, all inclusive with no additional on call allowance.

Current lease fee for the vehicle supplied to Mr. Goodman is \$105 pw; Mr. Goodman should be required to make this contribution.

Submitted for your consideration.

A handwritten signature in black ink, appearing to read "Martyn Perry".

Martyn Perry
Manager, Human Resources



POSITION VACANT
Internal Applicants Only

Employees are invited to apply for the following position:

Business Unit Coordinator

This position will be responsible for providing leadership and coordination of the Business Unit to ensure its operations are competitive and sustainable.

To be considered for this position it is essential you hold:

- ASIC Pass (Red)
- Category 4 Airside Driver's Licence (Red)

Applicants must address the selection criteria as set out in the position description which is available from the intranet or Manager – Human Resources.

This permanent full-time position will be paid at Grade 40 \$88,779pa for a 38 hour week and access to a vehicle under the leaseback scheme is available. All other conditions of employment are in accordance with the Local Government (State) Award 2014.

**Written applications including a copy of the relevant licences
should be forwarded to:-**

**Mr. Martyn Perry
Manager – Human Resources
And received by Friday 25 July 2014.**

position description



Business Unit Coordinator

Business Unit

Business Unit Airport Report

Director - City Infrastructure

City Infrastructure

20

Permanent Full Time

40

\$88,779pa - \$106,585pa

91%

Nil

July 2014

Human Resources

This job description and associated information is not to be considered as a comprehensive, complete and/or exhaustive 'list' of responsibilities, criteria or outcomes. It is indicative of the position only. You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in this document.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected. People and jobs develop over time and this position description is intended to facilitate this (as a living document) where your active involvement in this endeavour is a critical element.

- To provide leadership and coordinate the operations of the Business Unit to ensure it is competitive and sustainable
- To develop and maintain effective communications and working relationships with staff and clients

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- Coordinate the activities and resources of the Business Unit to ensure profitability.
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- Ensure the Business Unit is focused on customer service; ie knowing customer needs and expectations, building customer relationships and ensuring customer satisfaction is maintained.
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- Provide leadership to the Business Unit Team; ie developing agreed vision, mission and goals for the Business Unit that are compatible with those of Council.
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- Provide technical guidance to team leaders and operational employees.
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- Continually monitor employee levels to balance employees required to maintain service standards and overstaffing
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- Establish, implement and review effective operational systems to ensure proper control is established over:
 - Staff training
 - Staff WHS and safe systems of work
 - Environmental responsibilities
 - Principle contactor responsibilities
 - Staff resource management
 - Income, expenditure and payroll systems
 - Costing, pricing and management information
 - Plant and equipment purchase, allocation and maintenance
 - Regulatory responsibilities unique to each of the contracts the BU enters into
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The key contacts within the Council are:

- General Manager
 - Director City Infrastructure
 - Manager Human Resources
 - Manager Finance
 - Business Unit Team Leaders
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The key contacts external to the Council are:

- Sydney Airport Corporation Limited (SACL)
 - Sydney Ports
 - Other substantial Business Unit customers
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Managers, coordinators and staff are required to perform their duties in accordance with their position description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

- Participation in the hazard identification, risk assessment and consultative processes that all incidents and near misses are reported as soon as possible to your direct supervisor

- Personal protective equipment (PPE) is worn correctly and utilised as directed by your Coordinator or Manager and in accordance with safe work practices
- Seek WH&S information or advice from your supervisor where necessary, particularly before carrying out new or unfamiliar work
- Participation in workplace inspections and discussions on the management of WH&S risks that may affect you
- Attendance at all specified training and induction courses
- Active participation in injury management and rehabilitation programs
- Contribute to WH&S Committee activities when required
- All legislative requirements are maintained (appropriate licences/accreditation etc)
- Contribution to workplace practice and procedure reviews
- General housekeeping

It is important that at all times you act in a manner that enhances community confidence in the Council. The community is entitled to quality service and a positive helpful attitude. You are to give your time and attention to the business of the Council. You are required to keep up to date with advances in your area of responsibility and to carry out your duties conscientiously, honestly, fairly and impartially. You are also required to treat all people with courtesy and sensitivity concerning their rights.

You must comply with the Code of Conduct at all times.

Equal Employment Opportunity (EEO) is the responsibility of every staff member.

Employees are required to ensure that their behaviour is non-discriminatory and that they co-operate with all EEO initiatives introduced into the workplace. You must not discriminate against anyone in connection with your duties on the grounds of sex, religious conviction, race, marital status, pregnancy, physical or intellectual impairment, sexual preference or political conviction.

Leadership

We are inspired by a shared vision, lead by example and encourage and support others to do the same

Collaboration

We are committed to working collaboratively across the whole organisation for the common good of the Council and the community we serve

Customer Service

We are committed to understanding and responding to customers' needs

Accountability

We hold ourselves accountable for our actions, celebrate our success and learn from our

mistakes

Integrity

We are committed to acting ethically, fairly, selflessly, impartially, honestly and with integrity in everything we do

Communication

We are committed to communicating openly, transparently and clearly

Excellence

We will strive for excellence in all that we do

Innovation

We value innovation, initiative, resourcefulness and creativity

Respect

We respect our differences, celebrate our similarities and treat everyone with courtesy

Qualifications

- ASIC Pass (Red)
 - Category 4 Airside Driver's Licence (Red)
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Key Skills Knowledge and Experience

- Experience in managing a semi-autonomous work group in a highly regulated environment
 - Knowledge of CASA and SACL operational requirements for contactors working at the airport
 - Ability to follow up and leads and market the services of the Business Unit
 - Experience in costing and estimating work, preparing quotes
 - Highly developed communication skills, including proven ability to maintain effective relationships effectively with people of all levels of the Business Unit, Council and its customers
 - Technical knowledge of the Business Unit services: CASA\SACL Airfield Operations, Civil Construction, Parks and Landscape Maintenance, Cleaning and Waste Removal.
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Personal Attributes

- Ability to lead and supervise employees.
- Ability to communicate with people at all levels.