



Position information kit

Family Services Worker

Classification: Band 5

Position no: 1492

Date created: February 2012

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PART A: POSITION SUMMARY

The Family Services team is located within the Family and Children's Services Department of the Community Services Directorate at Moonee Valley City Council. Council provides Family Services to children, families and carers who live, reside, work or study in the City of Moonee Valley

Position context

Family Services provides integrated programs and services that support and develop our citizens and increase participation in community life.

Brief description of the role

The role of a Family Services worker within the Family Services team is to promote the safety, stability and development of children, young people and their families and to enhance child, family and community connectedness and resilience.

The Family Services worker engages in strengths based case practice with children and their families in accordance with Best Interest Principles. The Family Services worker assists our community to improve parenting and relationships, enhance development for children and young people and improve social connectedness and life skills.

Experience and skills required

The Family Services worker requires tertiary qualifications in Human Services or a related field and knowledge and experience of relevant legislation.

Extensive experience and knowledge in working with children and families in the provision of support and skill development services is also required. An in-depth knowledge of child development and working therapeutic models including the theoretical underpinnings of the Best Interests Case Practice Framework are pivotal.

PART B: POSITION DESCRIPTION

POSITION OBJECTIVE

- To deliver a range of Family Services programs and initiatives within the legislative and practice context outlined by the *Strategic Framework for Family Services, 2007* and the *Children Youth and Families Act, 2005*
- To implement the objectives, strategies and activities designed by the Family Services team within a best practice framework as defined by the Family Services Guidelines
- To encourage children, families and carers to enhance their social networks and connectedness with their community and culture
- To provide quality client service and liaise with staff at all levels whilst maintaining professionalism, integrity and confidentiality

KEY RESULT AREAS

1. Direct Service Provision

- Provide case management, support, information, advice, referral, advocacy, duty service, parenting workshops, group work and activities to children, families and carers
- Provide services to children, families and carers in an environment that supports, encourages and facilitates their participation in the assessment, case planning, decision making and intervention processes
- Enhance safety, stability and development for children and young people through the development and implementation of Child and Family Action Plans
- Conduct information gathering, analysis, planning and decision making through the lens of age, stage of life, culture and gender working within the Best Interests framework and principles for vulnerable children and youth
- Provide a culturally sensitive service response and promote cultural safety through consideration, understanding and empathy with regard to the experience of children, families and carers from culturally and linguistically diverse backgrounds
- Monitor the level of risk to children and young people engaged in programs and services and liaise with Community Based Child Protection about the needs and intervention strategies required with children at risk
- Coordinate and participate in case planning and review meetings with families and work collaboratively with other professional services in the best interests of children and families
- Attend out of hours meetings, reference groups, training sessions and other relevant functions as required

2. Communication

- Undertake duties in a coordinated and integrated manner utilising the resources and expertise offered by colleagues and other professionals working within Moonee Valley City Council
- Conduct self in a cooperative, friendly manner
- Motivate others by serving as a role model and demonstrate a strong commitment to the organisation by accepting and sharing identified responsibilities and duties
- Seek constructive feedback from service users, colleagues and other professionals Ensure appropriate liaison and consultation with the Coordinator or Manager with respect to case work, service delivery, program development, evaluation and other issues as required

3. Community Development and Networking

- Maintain an extensive knowledge of local service providers and relevant community agencies to facilitate appropriate and effective intervention and support for clients

- Develop and maintain close working relationships with professionals from similar disciplines and agencies within the local family and children's services system to facilitate appropriate referrals
- Work to develop community capacity and participation in decision making through individual, family and group work
- Participate in the development of solutions to local issues emerging in the community
- Represent the Family Services team on internal and external working committees, groups and networks

4. Team and Program Development

- Ensure regular attendance at team meetings, program meetings, planning days and other designated team activities
- Actively contribute to the development of an effective, cohesive and supportive team
- Under the direction of the Coordinator participate in the regular review of programs and processes to ensure the efficient and effective operation of services
- Actively participate in client satisfaction and program evaluation initiatives
- Identify and participate in regular training and development opportunities designed to optimise both individual and team learning and enhance the ongoing review and development of programs and services

5. Strategy and Marketing

- In collaboration with the team, other professional colleagues and the Coordinator identify opportunities to promote, expand and introduce innovation into the Family Services Program
- Actively participate in the promotion of Moonee Valley Family Services across the health, education and welfare sector

6. Continuous Quality Improvement

- Support the culture of performance improvement and evaluation and demonstrate acceptance of change
- Support and assist in the implementation of quality improvement initiatives and activities
- Update and take responsibility for professional knowledge and skills and apply this to the development of self, program and service delivery within your area of responsibility
- Participate in the development of policies and procedures ensuring that they are appropriate to the client, the community and broader organisational policies and objectives

7. Perform other duties as requested or negotiated with the Coordinator or Manager.

Other Duties

Responsibilities and duties included in this position description are subject to the multi-skilling provisions of the Moonee Valley City Council “Doing Business Better” Enterprise Agreement 2010 - 2013 or any supplementary agreements and where applicable the appropriate award.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Family Services

Supervises: N/A

Internal Contacts: Family and Children’s Services staff Other Council Departments

External Contacts: Western Child and Family Services Alliance (Child FIRST), Community Service Organisations, clients and other key stakeholders

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Achievement of funding and service agreement requirements and measurable satisfactory performance as a member of the service unit
- Undertake activities in accordance with relevant legislation, Program philosophy, policies and guidelines
- Align activities undertaken with the achievement of service aims and objectives and demonstrate that individual effort is important
- Maintain accurate case records, case plans, statistics and relevant reports within required timeframes
- Complete all written and case recording requirements associated with service delivery in a timely manner
- Ensure confidentiality and respect for children and families
- Actively participate in supervision

JUDGEMENT AND DECISION MAKING

This position has the authority to make decisions within the scope of the position objectives including the ability to make recommendations to the Coordinator of Family Services. Recommendations should be made to the Coordinator in relation to the following:

- The day to day operational matters relating to services and programs
- Interpretation, assessment and advice relating to all aspects of the unit's programs and services
- Methods and procedures utilised in the unit's programs and services
- Recommendations for training and development of the unit's staff

SPECIALIST KNOWLEDGE AND SKILLS:

- Commitment to working in a team environment to achieve an effective and integrated service system
- Demonstrated ability to research and develop solutions to new problems and opportunities
- Extensive experience working with vulnerable children, youth and families
- An understanding of the Best Interests principles for vulnerable children and youth, the Best Interests Assessment and Case Practice Framework, the Strategic Framework for Family Services and the *Children Youth and Families Act (2005)*
- An understanding of the Registration Standards for Family Services
- Competency in risk assessment and an understanding of the complex biopsychosocial factors that may place children at risk or increase their vulnerability
- Well developed skills in strengths based, family sensitive practice, rapport building and engagement with children and families
- An understanding of the needs of culturally and linguistically diverse communities
- Ability to use interpreters and translators

MANAGEMENT SKILLS:

- Capacity to access and utilise community resources
- Ability to plan and organise day to day work priorities and incorporate time management skills
- Ability to plan group activities, case work activities, workshops, small scale projects and events
- Ability to be flexible to meet families needs when supporting them

INTERPERSONAL SKILLS:

- Ability to effectively counsel or communicate with citizens, employees, and service providers

- Ability to deal effectively with highly confidential and sensitive matters paying particular attention to relevant information and privacy legislation
- Ability to communicate with professionals from a wide range of disciplines
- Ability to advocate, negotiate and resolve conflict
- Ability to contribute to a work environment that motivates develops and supports people to achieve higher levels of performance
- Capacity to relate to and empathise with children, young people and their families or carers
- Ability to lead planning and decision making with clients to gain their cooperation and assistance
- Capable of identifying problems and implementing creative problem solving skills
- Well developed oral and written communication skills.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Human Services or related field
- Well developed interpersonal skills and a sound understanding of family functioning and parenting issues
- Knowledge and experience of relevant legislation
- A current valid driver's license
- Experience in working in social and/or community services, including cultural and linguistically diverse (CALD) communities is highly desirable

PART C: KEY SELECTION CRITERIA

- Extensive experience and knowledge in working with children and families in the provision of support and skill development services
- Sound knowledge of child development and a working knowledge of therapeutic models and the theoretical underpinnings of the Best Interests Case Practice framework
- Experience and knowledge in planning and coordinating parenting groups or workshops
- Specialist knowledge of legislation and regulations relating to the operation of family services programs
- Excellent oral and written communication skills, with the ability to write reports relating to family and children services and programs
- Experience in team work and collaborative approaches to working with families
- Experience and well developed skills in the IRIS computer software program is an advantage
- Excellent time management skills, with the ability to manage projects/case work and responsibilities despite conflicting pressures and constraints
- Physically and mentally fit to undertake duties as outlined in this position description
- No relevant criminal record found in a police check or Working with Children Check
- A current valid driver's license

Note: A Position Description reflects the minimum. The desirable skills, knowledge and experience are indicative of the movement through the Band and forms part of future training programs.

PART D: EXPECTED BEHAVIOURS AND ORGANISATIONAL RESPONSIBILITIES

MOONEE VALLEY CITY COUNCIL VALUES

Moonee Valley City Council Values are at the core of our work. They inform our work and behaviours, and determine how we engage with each other and those outside the organisation.

These values must drive the work of each individual at Moonee Valley City Council. Your commitment to these values will be central to your successful performance as an employee of Moonee Valley City Council. It is expected that your work will reflect the core values of the Council.

Strategic thinking – Looking ahead, planning for change and understanding community aspirations in the context of Council’s role. You will strive to understand the broad context in which decisions are made, including emerging issues and trends within the community, particularly the opportunities that arise from improving technology.

Communication – Sharing the information and listening to each other so that we can better serve citizens. You will communicate with others respectfully, in an open, honest and constructive way in order to improve results. You will ensure that you share information and everyone has equal access to that information so people can make properly informed decisions.

Accountability – Taking responsibility for our actions, reporting accurately on our activities. You will carry out your day-to-day duties in a manner that earns the trust of other employees and the community. To earn this trust you will operate transparently and accept responsibility for the success or failure of your work, learning from your mistakes. In addition, if required, you will report to Council and the community so that they can clearly see how resources are allocated to meet the community’s needs.

Leadership – Showing the way by living our values. Every person in the organisation is a leader and has the capacity to show leadership. You will show leadership by adhering to our values, communicating with others, acknowledging constraints, seizing opportunities and working together to improve outcomes.

Innovation – Seeking new ways to achieve better outcomes. You will focus on working to achieve goals, develop systems and solve problems more efficiently and effectively by sharing knowledge and learning.

Teamwork – Helping each other is everyone’s job to achieve the best outcome for citizens. You will strive to understand the roles of others, respect the different skills, abilities and perspectives we each bring as individuals and use this diversity to achieve a better outcome. You will pitch in when others need a hand and ask for help when you need it.

ORGANISATIONAL RESPONSIBILITIES

All staff have the responsibility to perform their duties in a way that conforms with legislative requirements, meets Council's strategic directions, and is transparent and ethical.

Service First

When dealing with citizens and customers you will provide prompt, accurate and courteous service. You will seek positive outcomes for those you deal with. You will treat people with respect, dignity, equality and fairness. You will comply with service first standards for your department for face to face and telephone contact. You will respond to correspondence within the prescribed time. You will action request for service (RFS) within the prescribed time.

Occupational Health & Safety

Moonee Valley City Council is committed to providing and maintaining a working environment that is safe and without risks to health as far as reasonably practicable. Meeting this commitment requires teamwork and cooperation. As an Employee of Council, you are an integral part of our team and therefore, share the responsibility for providing a safe and risk free working environment.

To achieve our desired outcome, you will:

- Follow the Occupational Health and Safety Act, related Regulations and defined OHS policies, procedures, safety rules and safe working procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Report all hazards having the potential to cause injury or illness promptly.
- Actively participate in workplace inspections to determine the presence of hazards. Assist in the implementation of suitable control measures to eliminate the hazard or reduce the risk as far as reasonably practicable.
- Consult with others regarding safety matters and participate where required in the resolution of safety issues.
- Support rehabilitation of injured workers.

'Equal Opportunity and Human Rights' and 'Bullying and Occupational Violence'

Moonee Valley City Council is wholly committed to the principle of 'Equal Opportunity and Human Rights' and the prevention of Bullying and Occupational Violence.

As an employee of Council you are responsible for ensuring that your behaviour is free of harassment, discrimination or victimisation towards any other person.

You will also ensure that:

- You comply with Council policies and procedures relating to Equal Opportunity and Human Rights; and Bullying and Occupational Violence.
- As required by legislation, you maintain an awareness of your obligations and responsibilities.
- You will support diversity within your team to ensure inclusive service delivery.
- You undertake training as required.
- Your work aligns with key policies of Council including the Community Wellbeing Strategy (CWS), Diversity and Social Inclusion Strategy (DASIS) and Women's Health Initiative (WHI).

Risk Management:

Moonee Valley City Council actively manages risks in all areas of its business activities so as to protect its employees, assets, services, property, reputation and the general community.

As an employee of Council you are expected to:

- Comply with Council's Risk Management Policy, Risk Management Strategy and supporting documents; and
- Report all risks and threats to your Team Leader, Supervisor or Manager immediately; and
- If requested by management participate in the risk management process of identifying, analysing, evaluating, treating, communicating, monitoring and reviewing risks.

Privacy

Council is committed to compliance with the Information Privacy Act.

As an employee of Council, you shall respect and protect the privacy and confidentiality of all information that you may obtain or have access to as a consequence of your employment by:

- Collecting only personal information that is necessary for performance of your function.
- Using and disclosing personal information only for the purpose for which it was collected.
- Making sure personal information is accurate, complete and up to date.
- Taking reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

- Not seeking sensitive information, including racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record from another individual.

Sustainability

Council plays a crucial role in ensuring environmental sustainability in Moonee Valley, through minimising its impacts and leading by example. The key environmental challenges faced by Council and community are:

- Protecting our natural assets;
- Using resources wisely;
- Minimising everyday environmental impacts.

Council has committed to a number of targets, including reduced water use and moving towards carbon neutral facilities and service provision.

To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this wherever possible;
- Carry out your role in line with Council's Waste Wise Organisation policy and Green Purchasing principles;
- Review work practices to identify where changes to behaviour or technology can improve their environmental performance.

Records Management

- Employees of Moonee Valley City Council must ensure that they maintain complete and accurate records relating to the business activities that they perform on behalf of Council.
- To ensure future accessibility, Council records, including correspondence, reports, facsimiles, emails etc must be saved or scanned into the electronic records management system.
- Council records must not be disposed of without authorisation from the Coordinator Records. Unauthorised alteration, removal, distribution or destruction of Council records is prohibited.

Excellence in Governance

Employees of Moonee Valley City Council are expected to demonstrate and maintain behaviours that are, courteous, respectful of alternative views and opinions, professional and which uphold integrity, honesty and care in discharging their responsibilities.

Employees must at all times treat others fairly and respect others differences.

Employees are expected to comply with any lawful order or work direction given by any person authorised to make such an order or work direction. Any doubts as to the propriety or legality of an order or work direction should be referred to the appropriate Director/Executive Manager.

Employees are expected to be diligent in the performance of their duties and ensure that they remain focused on the provision of quality services.

Employees are obliged to observe confidentiality in relation to any privileged information an employee receives as a Council employee.

Employees shall not engage in any private practice where the same, or similar, professional or trade skills used in employment with Council are used in such private practice (whether or not relating to activities within or outside the municipality), except with the specific permission of the Chief Executive.

Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council and any external tenderer or other party in respect of employment opportunities offered or maybe offered to the employee.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not use confidential Council information to gain advantage for themselves or for any other person or body. Employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not discuss departmental business or staff matters with Councillors. An employee is to consult the appropriate Director/Executive Manager prior to engaging in any meeting with a Councillor/s. Employees are to obtain directions from the appropriate Director/Executive Manager prior to dealing with a request from a Councillor/s.

PART E: CONDITIONS OF EMPLOYMENT

AWARDS AND INDUSTRIAL AGREEMENTS

Due to the varying functions of a Council, conditions of employment can differ between work units. The following information is intended as a brief guide to information you may like to know prior to applying for a position. Conditions specific to a work unit will be explained during the interview process.

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Moonee Valley City Council employees are:

- Victorian Local Authorities Award 2001
- Nurses (ANF Victorian Local Government) Award 2002
- Local Government Early Childhood Education Employee's Agreement 2009

Council's current industrial agreement is the Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013.

Early Childhood Teachers and Early Childhood Education Assistants are not covered by Council's Enterprise Agreement 2010 – 2013, however Early Childhood Education Assistants continue to receive specified benefits from Council's former Enterprise Agreement 2005 – 2010.

There are also a number of other agreements, for instance various Employment Contracts, which may alter award conditions. Arrangements specific to your employment and work place will be explained to you during the recruitment process.

All Council employees operate under a certified agreement. A copy of all Awards and agreements are readily available to all staff.

TENURE

The tenure/status of this position is Permanent Full Time.

SALARY

Salary is in accordance with the Victorian Local Authorities Award 2001 and Council's Enterprise Agreement.

HOURS OF DUTY

The hours of duty, pattern of work (the hours worked each day, the days of the week an employee works and the starting and finishing times of each day or shift) and working arrangement (the period within which a full time Employee works his/her pattern of work, e.g. 38 hour 5 day week, 152 hour nineteen day month etc) is dependant on the varying functions of Council and may vary from department to department.

Your hours of duty, pattern of work and working arrangement will be discussed with you prior to commencement.

Your pattern of work and working arrangement may be varied during your employment to meet operational requirements.

The hours of duty for this position are 22.8 hours per week.

LEAVE ENTITLEMENTS

Leave entitlements are in accordance with the appropriate award.

Additionally, Council's enterprise agreement and policies offer employee's generous entitlements including:

- Paid parental leave;
- Paid pre-natal leave;
- Paid bereavement and compassionate leave;
- Primary carers leave;
- Primary carers recreation leave;
- Cultural and ceremonial leave;
- Leave without pay;
- Reimbursement of after hours dependant care;
- Alternate model of employment (up to an additional 10 weeks leave per year)

Please note payment for annual leave, sick leave and Public Holidays (not worked) is not available to employees who are paid a loading in lieu of such paid leave.

QUALIFYING PERIOD

All employees (other than casual employees) are required to complete a six month qualifying period at the beginning of their employment. Successful completion of the qualifying period will include, but is not limited to:

- Performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan.
- Skills and knowledge represented in application.

- The commitment to and how the employee's work reflects the core values of Moonee Valley City Council.
- Attendance.
- Completion of Moonee Valley's induction process, which includes participation in:
 - Corporate induction program (attendance based and on-line)
 - Local induction
 - Compliance training:
 - Equal Opportunity
 - Charter of Human Rights and Responsibilities,
 - Privacy
 - Bullying and Occupational Violence
 - Sexual Harassment
 - Managing the risk in our workplace.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements determined above and any additional requirements that may have been incorporated into the employee's letter of offer.

Where, in the opinion of management, the employee will not or has not successfully achieved the requirements determined above and any additional requirements that may have been incorporated into the employee's letter of offer, the employee's services shall be terminated.

RESIGNATION/TERMINATION

The provisions of the appropriate Award, Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013, applicable Council policies and if applicable the Local Government Act shall apply in relation to the resignation/termination of employment of an employee.

SUPERANNUATION

- a) Moonee Valley City Council shall make superannuation contributions in respect of the employees covered by this Agreement in accordance with the Superannuation Guarantee (Administration) Act 1992, as amended and this agreement.
- b) Moonee Valley City Council shall be a participating Employer of Vision Super, HESTA and Health Super and shall contribute to these funds on behalf of its employees, other than as provided in sub-clause (c) of this clause.

- c) An employee of Moonee Valley City Council may in accordance with the requirements set out in the Superannuation Guarantee (Administration) Act 1992, as amended, request that the employer contributes superannuation on behalf of the employee to an alternate fund of the employee's choice. Any alternate fund must be a complying and registered fund and must accept contributions electronically.

Vision Super shall be the default fund in circumstances where an employee does not advise the employer of an alternate fund.

- d) Moonee Valley City Council will make all arrangements that are necessary to enable it to contribute to superannuation in respect of its employees and to facilitate such for its employees who wish to make voluntary contributions to superannuation by means of wage/salary deduction.

LOCATION

Upon accepting a position with the Moonee Valley City Council, an employee will be advised of his/her commencement work location.

An employee's work location may at the Chief Executive's discretion, be altered during the employee's employment with the Council.

CANVASSING OF COUNCILLORS

Canvassing of Councillors either directly or indirectly for employment will immediately disqualify prospective applicants for positions with Moonee Valley City Council. This includes requests for Councillors to provide references or to act as referees.

POLICIES

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, Council policies and procedures.

Each employee is responsible for ensuring that they are familiar with Council Policies.

All Policies can be located on Councils Intranet site (Edna) ⇒ HR: Policies and Procedures.

Employee's, who do not have computer access, should contact their supervisor or the Human Resources Department for copies of policies.

PERFORMANCE ENHANCEMENT PROGRAM (PEP)

Council's Performance Enhancement Program (PEP) or online Performance Evaluation System (PES), is a holistic approach to assist in achieving and maintaining a quality service, Council's Values, Goals and Objectives and the development of staff.

The program encompasses:

- Appraisal and reflection;
- Individual and departmental objective and goal setting;
- Behavioural objectives;
- Employee development;
- Assessment and review.

Annually, Management and an employee will undertake a review of the previous year's performance and achievements and the development of the next year's individual employee development plan.

The process shall include as a minimum:

- 180 degree feedback on individual, departmental and corporate performance and achievement;
- Assessing the level of achievement of the employee's established performance objectives;
- Assessing the level of achievement of, and compliance with, Council's Values and organisational obligations;
- Assessing the level of achievement of, and individual and corporate benefits derived from, all learning and development;
- Development of the next year's individual performance objectives;
- Development of the next year's individual learning and development, including, position related training, corporate training and career development training.

SMOKING

Smoking is not permitted in any Council workplace including Council owned and/or managed properties or buildings including the Civic Centre and Depot and all Council vehicles, including plant.

PART F: APPLICATION PROCESS

APPLICATIONS

Applications close 5.00 pm, Tuesday 8 March 2012

Applications should be emailed to:

recruitment@mvcc.vic.gov.au

Please Note: Electronic resumes will only be accepted in Microsoft Word or Adobe Acrobat format.

If you do not have access to a computer, applications can be forwarded to the following postal address:

Manager, Organisational Development
Moonee Valley City Council
P.O. Box 126
Moonee Ponds Vic 3039

All applicants are requested to include the following details in their application:

- A **covering letter** which states the title of the position you are applying for (please include the relevant position no) and why you are interested in the position.
- A supporting document which addresses the **key selection criteria** as stated in the position information kit. (Applications that do not address the Key Selection Criteria may not be considered)
- A **current resume** which includes:

Personal details:

Full name, address and telephone number.

Educational achievements:

Qualifications held, including date of issue.

Experience:

Full details of past experience, including the present position held.

References:

At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they may be contacted. No contact will be made with these referees without prior approval of the applicant.

*** NB - Privacy**

Applicants who provide personal information (such as the names and contact details) of referees, either in their application or at a later time, must advise those people that their personal information will be supplied to Moonee Valley City Council. Applicants must ensure that each listed referee agrees to the applicant providing such information to Moonee Valley City Council.

RESIDENCY STATUS

Applicants must be either a permanent resident of Australia or have evidence that they have the right to work in Australia.

If you are not a permanent resident of Australia, please attach a copy of one of the following documents to your application as evidence of your right to work in Australia:

- Australian Birth Certificate;
- Australian Citizenship Certificate;
- Australian or New Zealand passport;
- Evidence of Permanent Residence Status, or Temporary Visa with entitlement to work.

PRIVACY STATEMENT

The personal information you have provided will be used to assess your application for employment. You have been requested to provide this information in order to enable Council to compare your application with others and to verify the statements made. In applying for this position, you are giving your consent for Council to use this information. The information is used by council only in connection with your application (and to form the basis of your personnel file if successful). Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. It may also be disclosed to any authority such as immigration, licensing, educational or other where you have made a statement or indicated a qualification that Council needs to verify. You may access this information by contacting Council on 9243 8764. Information provided by you, which is no longer needed, will be destroyed six months from the date of receipt.

INTERVIEW & ASSESSMENT

Applicants should be prepared to attend a personal interview/s. Additionally applicants may be asked to undertake skills testing, cognitive ability, work sample and aptitude tests.

Please note verification of claims made in application and during interview will be sought.

PROOF OF QUALIFICATIONS

Prior to commencement the successful applicant will be required to provide original copies of all qualifications (or other satisfactory proof of qualification), and a copy off all such qualifications shall be made and kept on the employee's personnel file. (Qualifications include licences and endorsements etc).

PRE-EMPLOYMENT MEDICAL

As part of the selection process, the recommended applicant(s) will be required to undergo a pre-employment medical examination with a Council appointed doctor to determine their ability to carry out the **inherent requirements** of the position.

The applicant(s) will be required to sign an Occupational Health and Safety Declaration.

Note: Failure to disclose the information required on the Occupational Health and Safety Declaration or making false or misleading disclosures, may disqualify you from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to, the nature of your employment with Moonee Valley City Council. (Section 82 of the Accident Compensation Act)

POLICE CHECK

Applicants may be required to undergo a Police Check prior to commencement in the position.

WORKING WITH CHILDREN CHECK

The *Working With Children Act 2005* (The Act) requires certain employees to hold a Working With Children (WWC) permit before the employee can undertake his/her work role.

Employees who require a WWC permit to undertake their work role, but have not obtained such a permit will not be permitted to commence employment with the Council.

Employees who require a WWC permit to undertake their work role, (consistent with the phase in period for the work role of the employee) shall be required to obtain a WWC permit, or make application for a WWC permit prior to the end of the phase in date.

Please see Council's policy and procedure on Working with Children Checks for further information and assistance.

The policy and procedure can be located on Councils Intranet site (Edna) ⇒ HR: Policies and Procedures.

COMMENCEMENT OF DUTIES

State the period of notice required to be given to present employer.

ENQUIRIES

Telephone enquiries may be made to Sarah Kousal on Phone **9243 1829**.