

BENALLA RURAL CITY

# **EMPLOYMENT INFORMATION PACK**

**Project Manager- Collaborative  
Digital Transformation Project  
(CODI) Full-Time – Two Year  
Contract**

## Information Pack

### **Project Manager - Collaborative Digital Transformation Project (CODI)**

#### **Full-Time (Two Year Contract)**

Thank you for your interest in applying for the position Project Manager – Collaborative Digital Transformation Project (CODI) with the Benalla Rural City Council

This information package includes the following documents:

- Employment Details
- Benefits of working with Benalla Rural City Council
- Position description including the 'Key Selection Criteria'.
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

For further information about the position and a confidential discussion, please contact Manager Facilities and Information Technology, Greg Robertson on 0409 529 463.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

## Employment Details for the Position

Status:	Full- Time (Two Year Contract)
Location:	The position will be based at Customer Service Centre – Bridge Street Benalla.
Agreement:	Benalla Rural City Council Enterprise Agreement 2021.
Classification:	Band 7
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 11.5% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
Professional Development:	Council recognises the importance of the employee maintaining adequate level of skill and will allow for appropriate training opportunities.

# Benefits of working with the Benalla Rural City Council

Working at Benalla Rural City Council, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Benalla community, employment opportunities can vary from Administration, Engineering, Planning and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

## Family Friendly and Flexible Working Arrangements

- 14 Weeks paid maternity leave
- 2 weeks paid paternity leave
- Ability to purchase leave

## Employee Assistance Program (EAP)

- Telus Health is Council's preferred EAP supplier
- Designed to help staff deal with any work related or personal problems
- Confidential

## Professional Development

- Committed to developing staff by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be based on corporate, team and individual needs and developments

## Equal Employment Opportunity

Benalla Rural City Council aims to provide a workplace that is free from any form of discrimination, bullying and harassment.

All forms of harassment and bullying are unacceptable and we are committed to creating an environment in which harassment and bullying are not tolerated at any level.

## Child Safe

Benalla Rural City Council is committed to creating and maintaining a child safe organisation. Protecting children and young people and preventing and responding to child abuse is embedded in the everyday thinking and practice of our organisation.

Benalla Rural City Council encourages and supports the participation and empowerment of all children and young people and recognises that the safety of our children is a whole of community responsibility and is everyone's business.

Benalla Rural City Council has zero tolerance to child abuse.

## Code of Conduct

The purpose of the Staff Code of Conduct is to provide staff with guidance on, and an understanding of the values and standards of behaviour that apply to all Council staff in their daily work activities. It is essential that the Council's affairs are conducted legally, ethically and with the highest standards of integrity and professionalism. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and the community.



## **Project Manager – Collaborative Digital Transformation Project (CODI) Position Description**

Classification	Band 7
Division	Corporate
Department	Facilities and Information Technology
Reports to	Manager Facilities and Information Technology

### **Position Objectives**

The Project Management position will coordinate the delivery of the CODI Project within Council. Reporting to the Manager Facilities and Information Technology you will assist in all aspects of the CODI Project, including scope, cost, budget monitoring, timing, and liaison with user groups, and other external project stakeholders, where applicable.

### **Key Responsibilities**

- Facilitate the delivery of the Collaborative Digital Transformation (CODI) Project, through Project Management techniques, including alignment to project scope, budget, and program by providing a high-level administrative function supporting timely document control, communication, and adherence to contractual obligations, in conjunction with the MFIT.
- Lead the communications and an Organisational Change Management (OCM) process for the CODI Project, including the development of all internal communications and all stakeholder engagements relating to CODI for Council.
- In conjunction with the software vendors, source, collate, develop (where necessary) and present basic training material for CODI modules.
- Arrange and facilitate stakeholder meetings to monitor and implement OCM across Council.
- Work closely with the ICT team to provide high level administrative functions supporting active CODI Project governance and adherence to Council's policies and the CODI Project Management Framework.
- Work closely with the Project team across the four councils, vendors and stakeholders at Council to coordinate vendor workshops and communications, stakeholder availability for project requirements, and to monitor and facilitate Council's involvement in project tasks.

## Key Responsibilities cont

- Lead effective communication and liaison processes with CODI Project stakeholders, including internal staff, management, Council, user groups and other external project stakeholders.
- Advise and work collaboratively with the MFIT to ensure CODI Project deliverables are developed to align with agreed objectives.
- Identify and mitigate blockers and threats to CODI Project and Council's OCM. Briefing and seeking support from the MFIT to address identified issues.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
- Perform other duties as directed in accordance with the responsibility and skill level of the position.

## Key Selection Criteria

- Relevant qualifications and experience to meet the position requirements.
- Demonstrated knowledge and professional expertise to meet the position requirements.
- Demonstrated ability to coordinate administrative support functions.
- Ability to operate computer-based technology and software programs such as MS Office suite of programs (Word, Excel, Outlook, and PowerPoint).
- A sound understanding of project administration and related documents.
- Knowledge of Local Government responsibilities relating to contract administration processes would be an advantage.
- Ability to analyse, prepare and generate comprehensive reports/documentation in relation to the project.
- Knowledge of meeting procedures, recording and production of agenda/minutes.

## Qualifications and Experience

- Demonstrated ability to coordinate administrative support functions.
- Ability to operate a computer-based technology and software programs such as MS Office suite of programs (Word, Excel, Outlook, and PowerPoint).
- A sound understanding of project administration and related documents.
- Knowledge of Local Government responsibilities relating to contract administration processes would be an advantage.
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## Our Guiding Principles

Benalla Rural City Council recognises that great organisations are built on shared and demonstrated values. All Council staff are expected to demonstrate commitment and act in accordance with the following guiding values.

- **Fairness, Equity and Respect:** Lead by example to build an inclusive workplace that recognises and encourages the value in everyone.
- **Leadership:** Embracing, encouraging, and recognising effective leadership at all levels.
- **Continuous Improvement and Innovation:** Consistently finding better ways of delivering services and value.

## Occupational Health and Safety

- Comply with all requirements of the OHS Management System and legislation.
- Work safely and not place at risk the health and safety of other workers or the public.
- Actively contribute to the hazard identification process.

## Risk Management

- Understand and observe the Risk Management Policy, Framework, and related procedures.
- Immediately notify their supervisor of any incidents, risks, or recommendations for risk management of which they become aware.
- Report any illness, injury, hazard, damage to Council property or assets, near miss or incidents and losses as soon as they are detected to their supervisor.

## Child Safety

- Ensure the behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation, and Council's Child Safe policy.

## Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies, and procedures.

## Accountability and Extent of Authority

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing specialist advice and to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
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## Judgement and Decision Making

- The nature of the work is specialised with methods, procedures and processes developed from theory of precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognize when these established techniques are not appropriate.
- Requirement to identify and analysis an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

## Specialist Knowledge and Skills

- Extensive experience with project administration and related documentation.
- Managing projects involving multiple stakeholders and delivering these projects on budget, on time and to the scope.
- Ability to research current information and grasp concepts in relation to contract administration and legislation, policies, and practices.
- An understanding of the long-term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Require familiarity with establishing and managing budgets.



## Management Skills

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal opportunity, occupational health and safety and employee's development.
- Supervise and provide guidance and support to staff.

## Interpersonal Skills

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Excellent verbal communication skills and the ability to communicate with a range of stakeholders including executive management, managers, and employees confidently and professionally.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the organisation to resolve intra-organisational problems.

## Terms and Conditions

The Project Manager Collaborative Digital Transformation (CODI) Project is classified as a Band 7 within the *Benalla Rural City Council Enterprise Agreement*. The salary range for this position is within Band 7 plus superannuation in line with legislation per annum commensurate with qualifications and experience. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the *Victorian Local Authorities Award 2001* and the *Benalla Rural City Council Enterprise Agreement 2021*.

## Signatures

**Employee**

**Manager:**

**Name:**

**Name:**

**Signed:**

**Signed:**

**Date:**

**Date:**

Position – Inherent physical requirements				
Summary – Coordinate and facilitate administrative functions supporting the delivery of the CODI Project.				
<i>Physical Demands of the Role</i>				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting			✓	
Driving		✓		
Standing		✓		
Walking			✓	
Steps / Stairs		✓		
Squatting		✓		
Kneeling		✓		
Looking Up		✓		
Looking Down		✓		
Bending Spine Forwards		✓		
Bending Spine Backwards		✓		
Working with hands above shoulder height		✓		
Reaching forwards or sideways		✓		
Gripping or Grabbing		✓		
Fine Hand Coordination		✓		
Lifting from Floor to Waist		✓		
Lifting at waist height		✓		
Lifting from waist to overhead		✓		
Carrying equipment e.g., tools, plants etc		✓		
Pushing		✓		
Pulling	✓			
Exerting force with one hand or one side of the body e.g. digging	✓			
Holding, Supporting or Straining	✓			
<b>Adaptive Device(s) Available</b>	<b>Description of their use</b>			
Ergonomic assessment of office workstation (For office based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office based positions)	Minimise effects of long periods of sitting			

## How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

### Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

### Addressing Key Selection Criteria

The Key Selection Criteria is listed in the Position Description. Each criterion must be addressed, and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

### Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include:
  - Application Cover Sheet
  - A covering letter
  - A document addressing the key selection criteria
  - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: [employment@benalla.vic.gov.au](mailto:employment@benalla.vic.gov.au)

Alternatively, you may post your application to;

"Private and Confidential"  
Rhonda McDonald  
Human Resources Coordinator  
Benalla Rural City Council  
PO Box 227  
BENALLA VIC 3671

*Please use a paperclip to secure all documents; **do not staple your application** or enclose your application in a folder.*

Applications close: **5 pm Friday 14 March 2025.**  
*Please Note: Late Applications cannot be accepted.*

## Application Cover Sheet

Position Applied for: \_\_\_\_\_

Note: *Applicants are required to respond to the Key Selection Criteria in their applications*

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Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

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### Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached <b>Professional Referees</b> form?	Y/N
Have you read and understood the <b>Position Description</b> ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement? (Applicable for part time only)

\_\_\_\_\_

Where did you see this position advertised?

\_\_\_\_\_

**\*\*\*\* Don't forget to attach your Resume and address the Key Selection Criteria \*\*\*\***

## PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

### Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company and Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the Benalla Rural City Council not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Benalla Rural City Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

**Name of Applicant:** .....

**Signature:** .....

**Date:** .....

The logo features a dark blue square in the top-left corner with two light blue curved lines extending from its bottom-right corner towards the center of the page.

# **BENALLA**

**RURAL CITY COUNCIL**

Benalla Rural City Council  
November 2014

PO BOX 227  
BENALLA VIC 3671

(03) 5760 2600  
[council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

[www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)