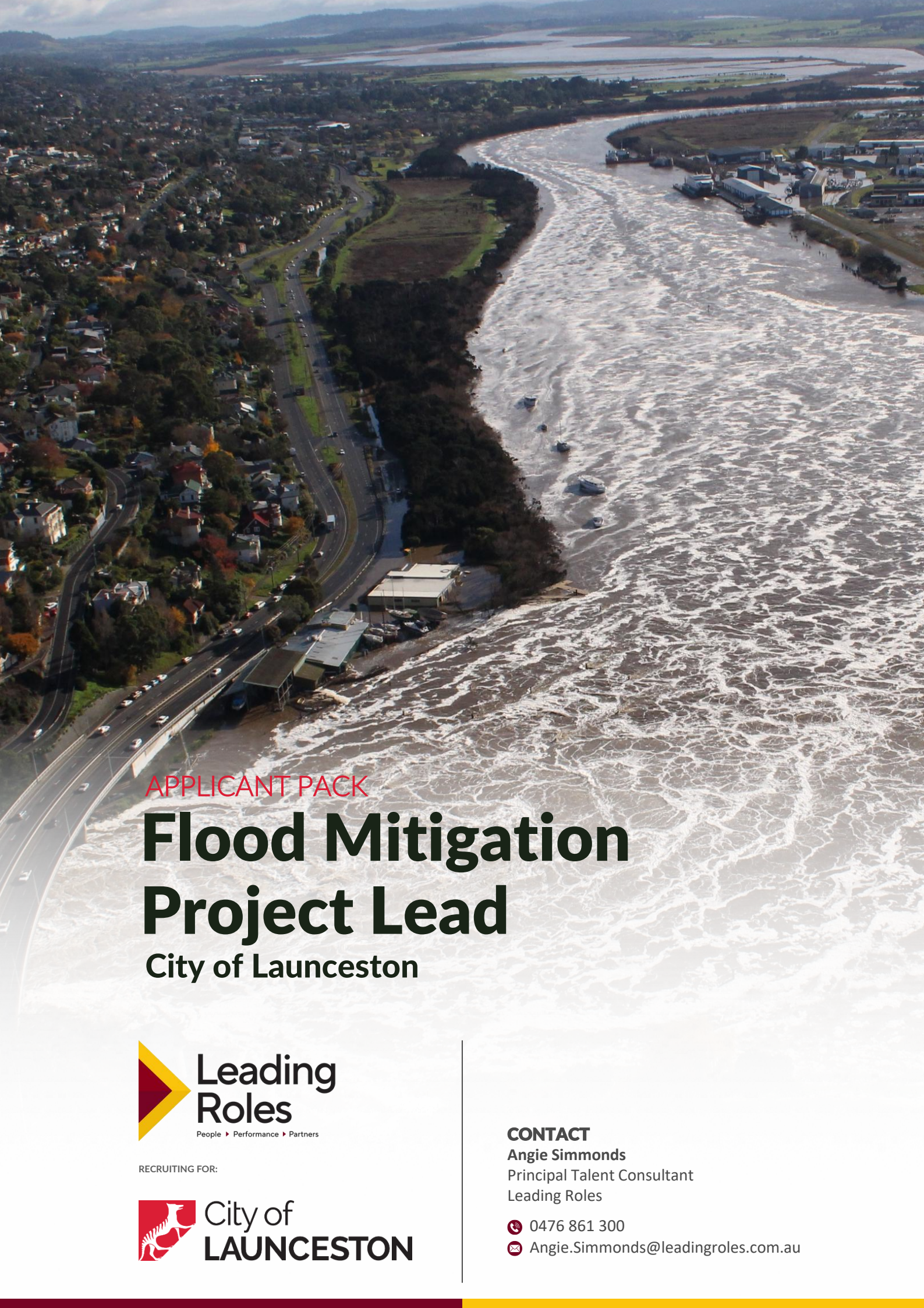




APPLICANT PACK

# Flood Mitigation Project Lead

City of Launceston



RECRUITING FOR:



## CONTACT

**Angie Simmonds**  
Principal Talent Consultant  
Leading Roles

📞 0476 861 300

✉ [Angie.Simmonds@leadingroles.com.au](mailto:Angie.Simmonds@leadingroles.com.au)



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We acknowledge Tasmanian Aboriginal People as traditional custodians of this land. We pay respect to Elders past and present, as they hold the memories, traditions, culture and hope for generations to come.

We recognise and value Aboriginal histories, knowledge and lived experiences and commit to being culturally inclusive and respectful in our working relationships with Aboriginal People.





# The Role

The City of Launceston is seeking a strategic and collaborative Flood Mitigation Project Lead to lead the delivery of a multi-year project that will shape the city's long-term flood resilience and adaptation planning. This is a pivotal opportunity to guide a project that integrates risk assessment, climate adaptation and community expectations while redefining how Launceston lives with its floodplain.

The Flood Mitigation Project Lead will coordinate the development and implementation of the Launceston Flood Mitigation Plan, managing consultancy contracts and aligning internal and external stakeholders to achieve measurable outcomes. The role spans technical analysis, engineering coordination, policy considerations and community engagement, ensuring that evidence-based strategies are translated into practical solutions.

Supported by an established strategic framework and a completed scoping study, this role is focused on delivery. The successful candidate will drive progress, influence key decisions and ensure that Launceston remains prepared and resilient in the decades ahead.

# Why This Role Matters

This role is central to a high-impact initiative that will shape the future of Launceston for generations. It offers the opportunity to lead a project backed by strong support, robust planning and a clear mandate to deliver. By fostering collaboration between technical experts, government agencies and the community, the Flood Mitigation Project Lead will guide decisions on major adaptation measures ranging from infrastructure upgrades to nature-based solutions. The outcomes will strengthen Launceston's preparedness while enhancing liveability and community resilience.

Refer to the [“Flood Mitigation Strategy – Scoping Study”](#) for information on key findings for implementation of a Flood Mitigation Strategy.





# Strategic Context

Launceston is home to one of Australia's most significant flood mitigation systems, with 12 kilometres of levees safeguarding the city. As climate patterns evolve and new challenges emerge, the city is proactively preparing for the future. The Flood Mitigation Project Lead will lead a forward-looking program that leverages existing studies, strategic frameworks and strong political commitment to create innovative solutions. This initiative is focused on reimagining how Launceston thrives alongside its floodplain, ensuring long-term safety, sustainability and community confidence.

## Key Responsibilities

- Lead and coordinate the creation of a comprehensive Flood Mitigation Plan that integrates flood modelling, historical data, climate projections and cost-benefit analysis to evaluate mitigation options.
- Manage and monitor multiple consultancy contracts to ensure alignment with council objectives and timely delivery.
- Critically review consultant outputs, identify risks and provide strategic recommendations.
- Facilitate collaboration with internal teams, emergency services, state agencies and community representatives to build shared understanding and support.
- Support community consultation processes with engagement specialists, ensuring transparency and inclusiveness.
- Provide expert technical advice during flood events and contribute to the improvement of emergency response frameworks.
- Identify and secure funding opportunities, including applying for grants that support project objectives.





# What Success Looks Like

Within the first 6–12 months, success will involve assembling consultancy teams, defining a clear project roadmap, and initiating multidisciplinary assessments of future floodplain management options. By the end of the term, a well-supported, evidence-based mitigation plan will be delivered, strengthening the city's preparedness and resilience.

## Essential Capabilities

- Demonstrated success in delivering complex, multidisciplinary projects.
- Ability to interpret engineering reports and flood modelling outputs.
- Skilled in managing relationships across government levels, technical teams, and the community.
- Strong analytical ability to assess options and develop strategic recommendations.
- Confident in engaging with the community and stakeholders, building trust, and influencing outcomes across diverse groups.

## Attributes of the Ideal Candidate

This role suits a motivated project leader with experience in floodplain management, emergency planning or climate resilience. An effective communicator who can confidently engage with councillors, stakeholders and consultants will thrive. Candidates should balance technical understanding with strong interpersonal skills, be comfortable presenting to varied audiences and bring an adaptable mindset to navigate a dynamic project environment.

**Note:** You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.





# Team and Organisational Culture

The Project Lead will report to the Senior Leader Infrastructure and Engineering within a team that includes environmental scientists, engineers and emergency management specialists. The culture is collaborative, early-career-focused and values open communication and innovation. Council leadership promotes a results-oriented approach, flexibility and professional development.

# Living and Working in Launceston

Launceston offers an exceptional lifestyle, combining the benefits of a vibrant regional city with the natural beauty of Tasmania. Known for its rivers, parks and surrounding countryside, it provides easy access to outdoor recreation while maintaining a strong sense of community. The city boasts excellent schools, cultural events and a growing food and wine scene, making it an attractive place for families and professionals alike.

Working for the City of Launceston means joining an organisation that values flexibility, innovation and collaboration, where employees are supported to balance professional commitments with a rewarding lifestyle.

Please [click the link](#) to learn more about the City's Flood Mitigation Strategy:

# Why Join the City of Launceston

This is a rare opportunity to influence generational decisions about how a regional city adapts to flood risk and climate change. The project is well-resourced, politically supported and strategically significant. The Project Lead will play a pivotal role in shaping Launceston's future relationship with its floodplain, guiding outcomes that will protect the community for decades to come.





# Remuneration and Conditions

The City of Launceston offers a progressive and inclusive workplace that values employee wellbeing, career development and a strong sense of purpose. As an Employer of Choice, the organisation provides a comprehensive range of benefits designed to support work-life balance, professional growth and a safe, respectful working environment. With a focus on positive workplace culture and values-driven leadership, the City of Launceston is committed to attracting and retaining people who share its vision for a vibrant, sustainable and connected community. Set out below is the remuneration package and an overview of the benefits of working with the City of Launceston.

- Three-year fixed term contract.
- Based in Launceston, with flexible work arrangements including the ability to work from home by arrangement.
- Salary up to \$126 000pa plus superannuation.
- Nineteen (19) day month.
- Employee Assistance Program (EAP)
- Learning and development opportunities
- An inclusive and diverse workplace culture
- Access to corporate Health Insurance options
- Access to corporate banking benefits

Find out more about working with City of Launceston [here](#)





# About Council

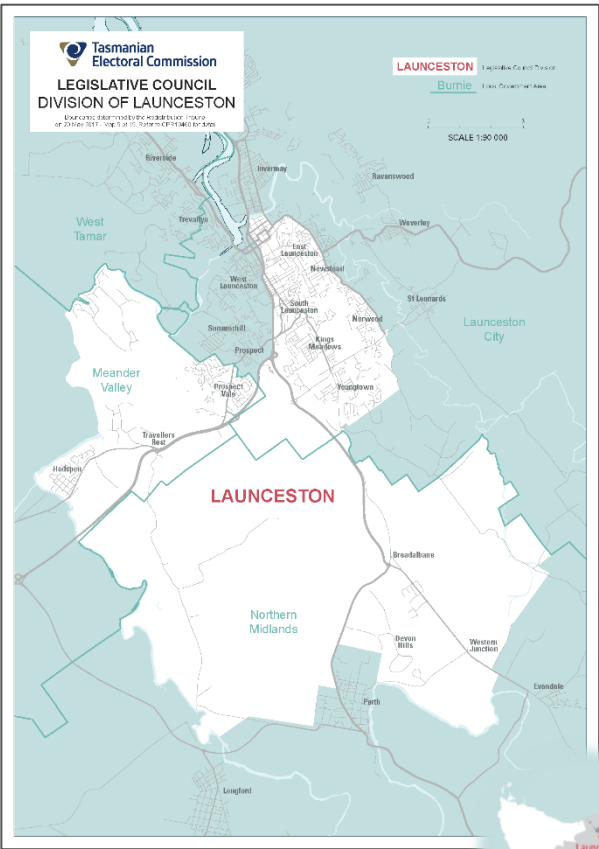
City of Launceston is one of Tasmania’s largest and most progressive councils, known for its commitment to community, innovation and sustainable growth. As a leader in local government, the organisation plays a key role in shaping the future of one of Australia’s oldest and most liveable regional cities.

The City of Launceston local government area spans approximately 1,405 square kilometres in northern Tasmania, encompassing a mix of vibrant urban neighbourhoods, rural communities and natural landscapes. The area includes the city of Launceston and surrounding suburbs such as Invermay, Kings Meadows, Trevallyn and Newstead, as well as regional townships including Lilydale, Rocherlea, Relbia and Perth.

With a population of over 71,000 people, Launceston is Tasmania’s second-largest city and a key economic and cultural centre for the state’s north. The region is home to a diverse and growing economy, with key industries including health care, education, tourism, retail, agriculture, viticulture and advanced manufacturing. The area is also known for its rich heritage, thriving arts and events scene, and easy access to some of Tasmania’s most picturesque natural attractions.

City of Launceston Council employs approximately 700 staff across a broad range of professional, technical and operational roles, and is governed by 12 councillors, including the Mayor and Deputy Mayor.

The organisation is committed to delivering high-quality services and infrastructure to the community, with a strong focus on sustainability, innovation and continuous improvement. City of Launceston also partners with local and regional stakeholders to support economic development, environmental stewardship and community wellbeing.



Links to Council Information





# Organisational Values



## Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



## We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



## We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



## We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit



# Corporate Plan Summary

The Strategic Plan 2025–2035 outlines a bold vision for Launceston as a city of history, innovation and opportunity. Developed through extensive community consultation and evidence-based planning, the plan reflects the aspirations of residents and stakeholders for a more connected, prosperous, and sustainable future.

Underpinned by three strategic pillars – Prosperity, Place, and People – the plan articulates nine long-term goals and 27 objectives that guide all Council activities. These are supported by a Four-Year Delivery Plan and Annual Plans.

## Strategic Pillars and Goals:

- **Prosperity**
  - Launceston is a premier visitor destination.
  - A resilient and sustainable economy supports growth and innovation.
  - The city attracts professionals, entrepreneurs, and innovators.
- **Place**
  - Housing and infrastructure planning supports population growth to 100,000.
  - Transport systems connect communities and promote active transport.
  - The city celebrates its heritage while planning for the future.
- **People**
  - Accessible and inclusive open spaces support healthy lifestyles.
  - Cultural and recreational participation builds wellbeing and cohesion.
  - A vibrant city centre is active throughout the day and night.

This vision positions Launceston to thrive as Northern Tasmania’s cultural, environmental, and economic heart over the next decade.

## Source:

- [City of Launceston – Strategic Plan 2025-2035](#)





# Financial Performance and Long-Term Financial Plan

The City of Launceston's 2025/26 Annual Plan and Budget balances long-term sustainability with strategic investment in infrastructure and services. The total budget for the year is approximately \$148 million, including a \$34 million capital works program focused on enhancing cultural venues, transport infrastructure and recreational facilities.

An underlying operating deficit of \$786,000 is forecast, though the budget delivers an overall operating surplus of \$2.1 million once capital revenue is considered. Council's primary revenue includes \$84 million from general rates and charges (reflecting a 5.7% increase plus 1.5% growth), \$30.2 million in user fees, \$8.5 million from grants and contributions, and further income from interest and investments.

Major projects in the capital program include \$6.4 million to upgrade the Princess Theatre and Earl Arts Centre, \$5.5 million for the Launceston City Heart streetscape transformation, and \$8.3 million for road resealing and reconstruction. Additional investment will support stormwater infrastructure, footpaths, the NTCA precinct, Launceston Aquatic Centre, and other key community assets.

Guided by the City's Long-Term Financial Plan and Strategic Asset Management Plan, the 2025/26 budget reflects Council's commitment to financial responsibility, community outcomes and a future-focused Launceston.

#### Sources:

- [City of Launceston – Annual Plan and Budget 2025/26](#)

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***The City of Launceston's financial strategy supports long-term sustainability while enabling continued investment in strategic infrastructure and community services.***



# Economic Development Strategy Summary

Economic development in Launceston is centred around innovation, liveability, and strategic partnerships. The city leverages its UNESCO Creative City of Gastronomy status, rich heritage, and natural environment to attract visitors and investment.

## **Strategic Objectives from the Strategic Plan:**

- Grow Launceston's identity through gastronomy, arts, and cultural industries.
- Support key sectors like advanced manufacturing, healthcare, and food innovation.
- Attract and retain a skilled workforce, especially young professionals.
- Foster inclusive economic growth through improved literacy and skills development.
- Strengthen the CBD and surrounding precincts through place-making, housing and transport investment.

## **Key 2025/26 Initiatives (from the Annual Plan):**

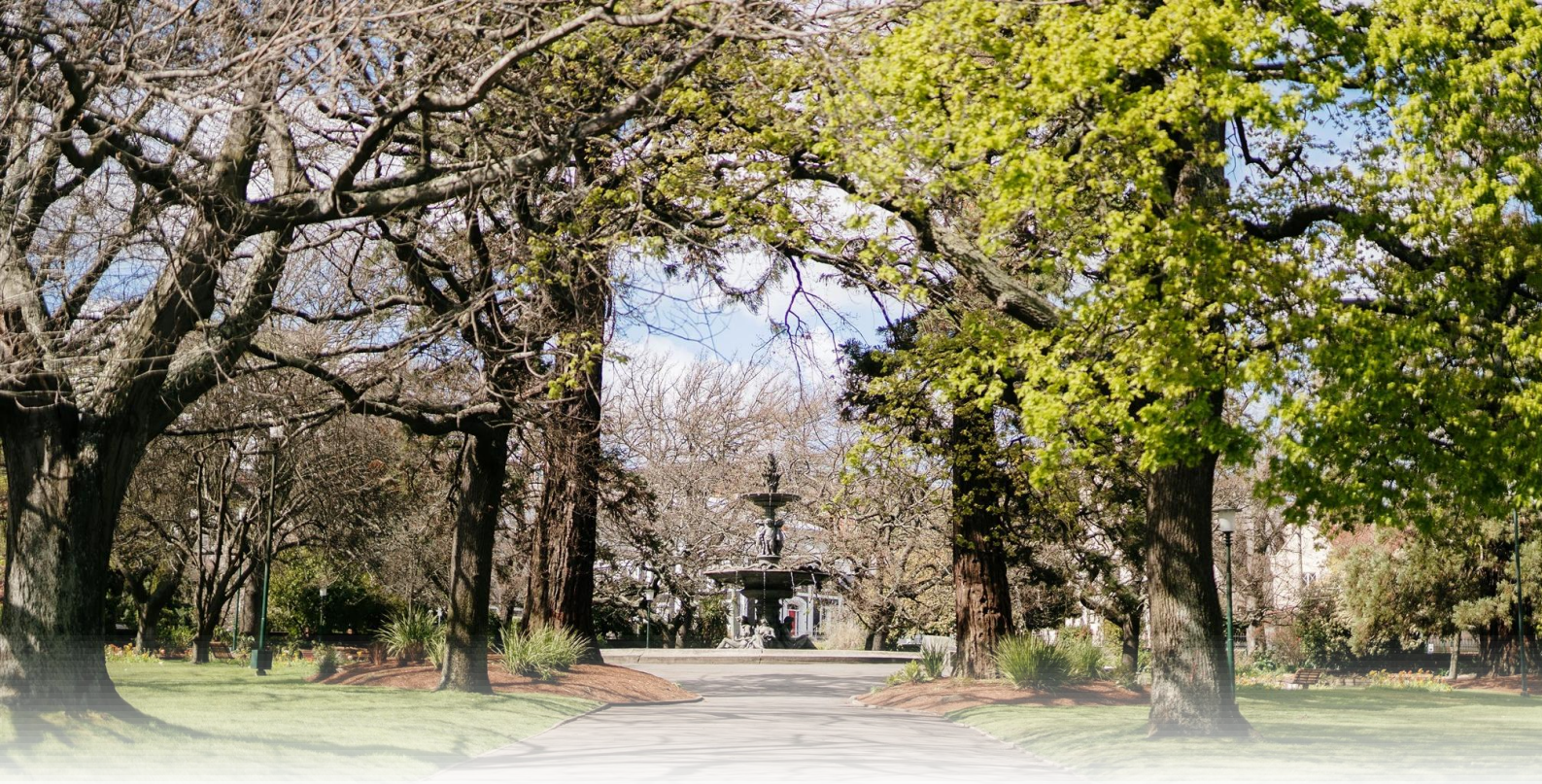
- Implementation of the QVMAG Futures Plan, including governance transition and infrastructure planning.
- Brisbane Street Mall activation and place-making events.
- Housing and neighbourhood planning in St Leonards, Alanvale, and South Prospect.
- Delivery of the Northern Tasmania Sports Facility Plan and the City Heart Place Plan.
- Redevelopment of 118–124 Brisbane Street to support inner-city activation.
- Review of the Economic Development Strategy and creation of a new Economic Development Plan.

Through a combination of policy, capital investment and collaboration, Launceston is positioning itself as a thriving, future-ready regional hub.

### *Source:*

- [\*City of Launceston – Strategic Plan 2025-2035\*](#)





# Organisational Culture

The City of Launceston fosters an organisational culture grounded in respect, collaboration and service excellence. The Council's values guide decision-making across the organisation, with a strong focus on respect, innovation, safety, and responsiveness to community needs. The organisation supports a diverse workforce of more than 400 employees and a structure led by an executive team accountable for strategy, governance, assets, planning and community services.

Cultural principles include *"Our People Matter"*, *"We Care About Our Community"*, *"We Bring an Open Mind"* and *"We Go Home Safe and Well"*. These are demonstrated through inclusive decision-making, community-centred service delivery, and a commitment to continuous improvement. Staff are supported to work collaboratively, contribute to a culture of continuous improvement, and deliver community-focused outcomes.

The Council maintains a commitment to diversity and inclusion and actively works with Tasmanian Aboriginal communities to embed First Nations perspectives in planning, community engagement and cultural infrastructure. Initiatives such as the Cultural Strategy 2020–2030, the Youth Advisory Group, and integrated community planning support a workplace that is outward-facing and accountable to its community. Governance is reinforced by transparent reporting, regular performance reviews, and staff engagement strategies aligned with broader strategic priorities.

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***The City of Launceston fosters a values-driven, inclusive and collaborative workplace, with a strong focus on innovation, safety and service to the community.***

*Sources:*

- [City of Launceston – Strategic Plan 2025-2035](#)
- [City of Launceston Website](#)





# Community Satisfaction Survey Results

Council's community engagement and satisfaction are key indicators of performance, with findings presented annually. While the full dataset from the latest Community Satisfaction Survey is not published in detail, the 2023–24 Annual Report highlights positive sentiment around the Council's delivery of infrastructure, cultural services, environmental management and recreational amenities.

Community members consistently rate parks, public spaces and the Cataract Gorge Reserve among the city's most valued attributes. Satisfaction is also high for waste services, customer service, and event delivery. Major service areas such as road maintenance, planning approvals, and youth engagement received solid but slightly more mixed feedback, often reflecting cost-of-living pressures, housing demand and concerns about traffic flow in the CBD.

Priority areas identified by the community include improved public transport, enhanced streetscapes, safe pedestrian access, and continued investment in arts, culture and inclusive infrastructure. The Council's actions in response include upgrades to St John and Paterson Streets, investments in the Princess Theatre and QVMAG, and targeted placemaking in the Northern Suburbs. The Annual Plan 2024–25 reflects these insights, with projects directly linked to the feedback received.

Overall, the community values transparency, communication and visible investment in shared assets. Council has responded by enhancing its consultation processes and publishing regular updates through its Annual Report, website, and interactive feedback channels.

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***Community feedback highlights strong support for green spaces, cultural facilities and safety – key priorities reflected in the City of Launceston's current planning and investment.***

#### Sources:

- [City of Launceston Annual Report 2023-24](#)
- [City of Launceston 2025-26 Annual Plan and Budget](#)
- [City of Launceston Website](#)





# Living in the Region



## Housing

Launceston offers a diverse range of housing options that combine lifestyle, affordability and convenience. Executive-style homes, architect-designed residences and beautifully restored heritage properties are available in and around the city centre, while semi-rural acreages and contemporary developments on the city fringe offer space, privacy and scenic surrounds. The city's leafy suburbs, quiet streets and river views contribute to a relaxed and attractive living environment. With shorter commute times and a lower cost of living compared to mainland capitals, Launceston provides an appealing base for individuals and families seeking both professional opportunity and lifestyle balance.



## Educational Facilities

Launceston is well-regarded for its high standard of education, making it an ideal location for professionals relocating with families. The city is home to a number of quality public schools and leading independent institutions, including Scotch Oakburn College, Launceston Church Grammar School and St Patrick's College, all of which offer strong academic programs and co-curricular opportunities. Early childhood centres and specialist support services are also widely available. Tertiary education is provided through the University of Tasmania's Launceston campus, which offers programs in business, education, health and more. Vocational education and training are accessible through TasTAFE, supporting workforce development and lifelong learning.



## Healthcare

As a regional hub, Launceston delivers comprehensive healthcare services across both public and private sectors. The Launceston General Hospital is the region's major public hospital, providing a broad range of acute and specialist services to the northern Tasmanian community. The city also hosts private hospitals and day surgeries, as well as specialist medical, dental and allied health providers. A strong network of general practitioners, aged care facilities and mental health services ensures residents have access to high-quality, coordinated care. The region's health infrastructure continues to grow, supporting a healthy and active lifestyle for all ages.



# Living in the Region



## Shopping & Dining

Launceston offers an exceptional lifestyle experience, blending convenience with character. The city features a number of major retail centres such as Brisbane Street Mall, Quadrant Mall and Kings Meadows Shopping Centre, alongside boutique precincts offering local artisan goods and independent fashion. Launceston is also known for its vibrant café culture, gastro pubs and award-winning restaurants, many of which highlight Tasmania's renowned fresh produce and cool-climate wines. The nearby Tamar Valley is a prominent wine region and a popular destination for weekend exploring. Farmers' markets, specialty grocers and gourmet food trails add to the area's growing reputation as a regional food destination.



## Sports & Recreation

Launceston supports an active and balanced lifestyle with excellent sporting and recreational facilities. The city is home to national-level AFL events at UTAS Stadium, and hosts a wide range of local clubs and programs across football, cricket, netball, hockey, swimming and more. Fitness centres, tennis clubs and aquatic centres are readily accessible, and recreational opportunities abound with golf courses, mountain biking tracks and walking trails just minutes from the CBD. The iconic Cataract Gorge offers hiking, swimming and panoramic views, while the Tamar River provides opportunities for kayaking and sailing. The region also enjoys a strong cultural calendar, with food and wine festivals, live music, art exhibitions and community events contributing to a rich local lifestyle.



## Getting Around

Launceston is easy to navigate, offering minimal congestion and short commute times that support work-life balance. The city's compact layout allows for efficient travel between suburbs, business districts and lifestyle amenities. A reliable public bus network connects the greater Launceston area, and taxi and rideshare services are also readily available. Launceston Airport, located around 15 minutes from the city centre, provides regular direct flights to Melbourne, Sydney and Brisbane, making interstate travel convenient. The city is approximately a 2.5-hour drive to Hobart and just over an hour to Devonport, ensuring strong connections to the broader Tasmanian region for work and leisure.





**Welcome to Launceston**

*Take a look around. Press play below.*



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the Capabilities and Attributes [\(Page 5\)](#)



## Evaluation Process

Leading Roles and City of Launceston will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Launceston may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



## Indicative Timeframes



### Applications Open

- Week Commencing Monday 28 July 2025



### Applications Close

- 5:00 pm Sunday 31 August 2025



### Initial Assessment

- Week Commencing 1 September 2025



### Council Interviews

- Week Commencing 8 September 2025 (TBC)

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.





## ANGIE SIMMONDS

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

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🌐 [leadingroles.com.au](http://leadingroles.com.au)

Client Rating



Candidate Rating







ATTACHMENT

# Position Description



## Position Description Form - Officer

|            |  |             |     |
|------------|--|-------------|-----|
| PF NUMBER: |  | POS NUMBER: | POS |
|------------|--|-------------|-----|

|                       |                                              |
|-----------------------|----------------------------------------------|
| POSITION TITLE:       | Flood Mitigation Advisor                     |
| AWARD CLASSIFICATION: | Grade 7                                      |
| EMPLOYEE:             |                                              |
| TEAM:                 | Infrastructure and Engineering               |
| REPORTS TO:           | Senior Leader Infrastructure and Engineering |
| PREPARED BY:          | Erica Deegan                                 |
| DATE:                 | March 2025                                   |

|              |  |
|--------------|--|
| APPROVED BY: |  |
| NAME:        |  |
| POSITION:    |  |
| SIGNATURE:   |  |

| POSITION PURPOSE (Why does this position exist)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Flood Mitigation Advisor is responsible for leading and coordinating strategic flood mitigation planning for the City of Launceston. This includes the development of the Launceston Flood Mitigation Plan and playing a key advisory role in flood risk management and emergency response planning.</p> <p>The role supports a proactive, integrated approach to floodplain management by identifying and evaluating a range of mitigation options, engaging with key stakeholders, and advising on evidence-based strategies that reduce flood risk and build community resilience.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"><li>• Develop a comprehensive framework for the Launceston Flood Mitigation Plan by integrating flood modelling, historical data, climate projections, and economic analysis to assess and prioritise flood mitigation options.</li><li>• Identify a diverse range of flood risk reduction strategies, including infrastructure projects, nature-based solutions, and policy measures, and assess their feasibility, benefits, and costs.</li><li>• Engage with community members and stakeholders, promoting awareness, gathering input, and fostering a shared understanding of flood risk, responsibilities, and preparedness actions.</li><li>• Collaborate with internal departments, state agencies, emergency services, and external consultants to coordinate and implement integrated floodplain management initiatives.</li></ul> |

- Provide expert advice to Council and internal teams on flood risk, mitigation priorities, and policy development, ensuring alignment with legislative, environmental, and community expectations.
- Support continuous improvement in flood emergency response through regular review and updating of relevant plans, procedures, and response frameworks.
- Facilitate cross-organisational collaboration, resolve barriers to delivery, and contribute to the achievement of strategic resilience objective.

**City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values**





| Accountabilities                        | Activities/Tasks include:                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Success looks like ...                                                                                                                                                         |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                |
| City of Launceston's Values             | Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>                                                                                                                                                                                                                                               | Demonstrates, through behaviour, an alignment to and an understanding of Our Values.                                                                                           |
| Technology                              | Use technology and information to maximise efficiency and effectiveness.                                                                                                                                                                                                                                                                                                                                                                                                                       | New and existing technologies are utilised effectively.                                                                                                                        |
| Collaborate                             | Work collaboratively within your team and across other teams.<br><br>Support delivery of the Team's strategic and annual plan actions.<br><br>Work with other teams as relevant to technical role accountabilities.                                                                                                                                                                                                                                                                            | Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback<br><br>Collaborative opportunities are sought across teams |
| Innovation                              | Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.                                                                                                                                                                                                                                                                                                                                               | Improved work practices and projects.                                                                                                                                          |
| <b>Technical</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                |
| Flood Mitigation Plan Development       | <ul style="list-style-type: none"> <li>• Develop a comprehensive framework for the Launceston Flood Mitigation Plan.</li> <li>• Lead and direct all aspects of the project.</li> <li>• Develop detailed project plans, schedules and other related documentation in accordance with contemporary best practice.</li> <li>• Supervise and track project activities, timelines, and progress. Identify, manage, and mitigate risks, and provide necessary status updates and reports.</li> </ul> | A well-delivered, evidence-based Flood Mitigation Plan that reduces flood risk, is supported by stakeholders, and strengthens Launceston's resilience and preparedness         |
| Flood Emergency Management              | <ul style="list-style-type: none"> <li>• Provide technical advice to guide flood response activities in the event of riverine flooding.</li> <li>• Contribute to the planning and response of Council's emergency management.</li> <li>• Mentor and support other members of the Incident Management Team (Planning Role).</li> <li>• Critically review and lead continuous improvement in the flood emergency planning space.</li> </ul>                                                      | Effective technical input and leadership during flood events, strengthened emergency planning, and a confident, well-supported Incident Management Team.                       |
| Manage consultants on behalf of Council | <ul style="list-style-type: none"> <li>• Provide critical review of consultant services</li> <li>• Instruct consultants to ensure Council values are adhered to in project scoping and delivery.</li> </ul>                                                                                                                                                                                                                                                                                    | Consultant work consistently meets Council standards, delivers value, and aligns with project goals.                                                                           |
| Identify and Apply for Funding          | <ul style="list-style-type: none"> <li>• Identify possible funding sources for delivery of relevant projects.</li> <li>• Apply for and manage any grants.</li> </ul>                                                                                                                                                                                                                                                                                                                           | Secured funding through timely applications and effective grant management, ensuring projects are                                                                              |

| Accountabilities                                                                                                                                                                                                                             | Activities/Tasks include:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Success looks like ...                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | delivered on time, within budget, and meet all requirements.                                                                                                                                  |
| Communication, Engagement and Collaboration                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Maintain open communication with and clear direction for all relevant project staff and management to facilitate awareness of key activity on the project.</li> <li>• Facilitate cross-organisational collaboration and engagement with internal and external stakeholders, including consultants, developers, and community representatives.</li> <li>• Lead internal working groups or multi-disciplinary teams</li> <li>• Build and maintain productive relationships to support project outcomes.</li> <li>• Facilitate community consultation processes related to projects, ensuring transparency and inclusiveness.</li> </ul>                                                                                                                                                                | Timely, transparent communication and collaboration result in aligned teams, engaged stakeholders, productive partnerships, and inclusive community participation that advance project goals. |
| Project Management                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Plan, execute, and deliver projects, ensuring they are completed on time, within budget, and to the required standards.</li> <li>• Address project risks and roadblocks, implementing solutions to maintain progress.</li> <li>• Monitor project progress, ensuring alignment with objectives and compliance with relevant legislation, policies, and guidelines.</li> <li>• Prepare detailed reports and recommendations to inform ELT and Council decision-making.</li> </ul>                                                                                                                                                                                                                                                                                                                      | Projects are completed on time, within budget, and to quality standards, with risks managed effectively and transparent reporting supporting leadership decisions.                            |
| Work Safely with a Duty of Care for fellow employees and ensure procedural compliance                                                                                                                                                        | <p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p> | Zero workplace incidents, full adherence to WHS policies and procedures, and active employee participation in maintaining a safe work environment.                                            |
| <b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                               |



| WORKING WITH VULNERABLE PEOPLE CHECK                     |        |
|----------------------------------------------------------|--------|
|                                                          | Yes/No |
| Working with Vulnerable People Check required?           |        |
| <i>If yes, include in Selection Criteria table below</i> |        |

| SELECTION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION REQUIREMENTS/COMPETENCIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Organisational</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>                                                                                              |
| <b>Position Specific</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>Stakeholder management and collaboration: demonstrates expertise in leading internal and external collaboration with multi-disciplinary teams.</li> <li>Experience in the creation and delivery of strategic plans and initiatives.</li> <li>Experience in the management of consultants and delivery of projects.</li> <li>Proven ability to deliver complex multi-disciplinary projects.</li> <li>Strong analytical skills with the ability to assess options and develop strategic recommendations.</li> </ul> |
| QUALIFICATIONS AND EXPERIENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>Relevant degree qualifications and experience in a related field.</li> <li>Experience in floodplain management or emergency management.</li> <li>A minimum 7 years' relevant industry experience.</li> </ul>                                                                                                                                                                                                                                                                                                      |

| REPORTING STRUCTURE   |                                                     |
|-----------------------|-----------------------------------------------------|
| <b>Leader</b>         | <b>Senior Leader Infrastructure and Engineering</b> |
| <b>Direct Reports</b> | <b>Nil</b>                                          |

| KEY RELATIONSHIPS<br>(External and Internal Customers, Supplier, Colleagues, etc) |                                |
|-----------------------------------------------------------------------------------|--------------------------------|
| <b>Internal</b>                                                                   | <b>Nature of Relationships</b> |

|                                            |                                                                                                                                                                                                |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Executive Leadership Team                  | Provide expert advice and regular updates on flood mitigation strategy, risk assessments, project progress, and funding opportunities to inform strategic decision-making.                     |
| Senior Leaders                             | Provide expert advice and regular updates on flood mitigation strategy, risk assessments, project progress, and funding opportunities to inform strategic decision-making.                     |
| Senior Leader Infrastructure & Engineering | Collaborate on aligning flood mitigation initiatives with broader infrastructure and emergency management plans; seek guidance and support for project delivery and resource allocation.       |
| Team Leader Water                          | Coordinate floodplain management activities, share technical data and insights, and jointly develop integrated water management strategies.                                                    |
| Emergency Management Team                  | Contribute to emergency planning and response exercises; provide technical expertise during flood events and post-event reviews; support continuous improvement in flood emergency procedures. |
| <b>External</b>                            | <b>Nature of Relationships</b>                                                                                                                                                                 |
| Consultants                                | Manage and supervise external consultants engaged for flood modelling, engineering assessments, and community engagement to ensure deliverables meet Council standards and project objectives. |
| Government Departments                     | Collaborate on regulatory compliance, funding opportunities, and shared flood risk management programs; ensure alignment with relevant legislation and policies.                               |

| <b>DELEGATIONS &amp; AUTHORISATIONS<br/>(Local Government Act, By-Laws etc)</b> |                |
|---------------------------------------------------------------------------------|----------------|
| Purchasing Approvals                                                            | Limit \$30,000 |

## Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.



By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

|                                   |
|-----------------------------------|
| <b>OTHER RELEVANT INFORMATION</b> |
|-----------------------------------|

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.

|                                                                                                                                       |              |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>I agree to perform the duties detailed in this position description<br/>in a manner consistent with the Organisation's Values:</b> |              |
| <b>Employee's Signature:</b>                                                                                                          | <b>Date:</b> |

**PURPOSE:**

A position description layout for use across the organisation.

**SCOPE:**

For use by all Leaders when updating a current employee's position description or writing a new one.

**RELATED POLICIES & PROCEDURES:**

[22-Rf-023 Guide to Writing Position Descriptions](#)

**DOCUMENT INFORMATION**

|                       |                                       |
|-----------------------|---------------------------------------|
| Reference number      | 22-Fm-156                             |
| Version               | 13/01/2025                            |
| Review                | 13/01/2027                            |
| Key function          | Personnel                             |
| System                |                                       |
| Document type         | Form                                  |
| Responsible Team      | Delivery and Performance              |
| Approved by           | Senior Leader People & Culture        |
| Action Officer        | Roxanne Chugg                         |
| Text search key words | position description employee officer |

|                                                                                                     |   |                       |
|-----------------------------------------------------------------------------------------------------|---|-----------------------|
| <b>To be communicated to</b><br><i>(To be identified by Approver)</i><br>(Insert ✓ in relevant row) |   | Area only             |
|                                                                                                     |   | Team via Leader       |
|                                                                                                     |   | Specific Areas:       |
|                                                                                                     | ✓ | • Organisation-wide   |
|                                                                                                     |   | Website               |
|                                                                                                     |   | Intranet (via a link) |

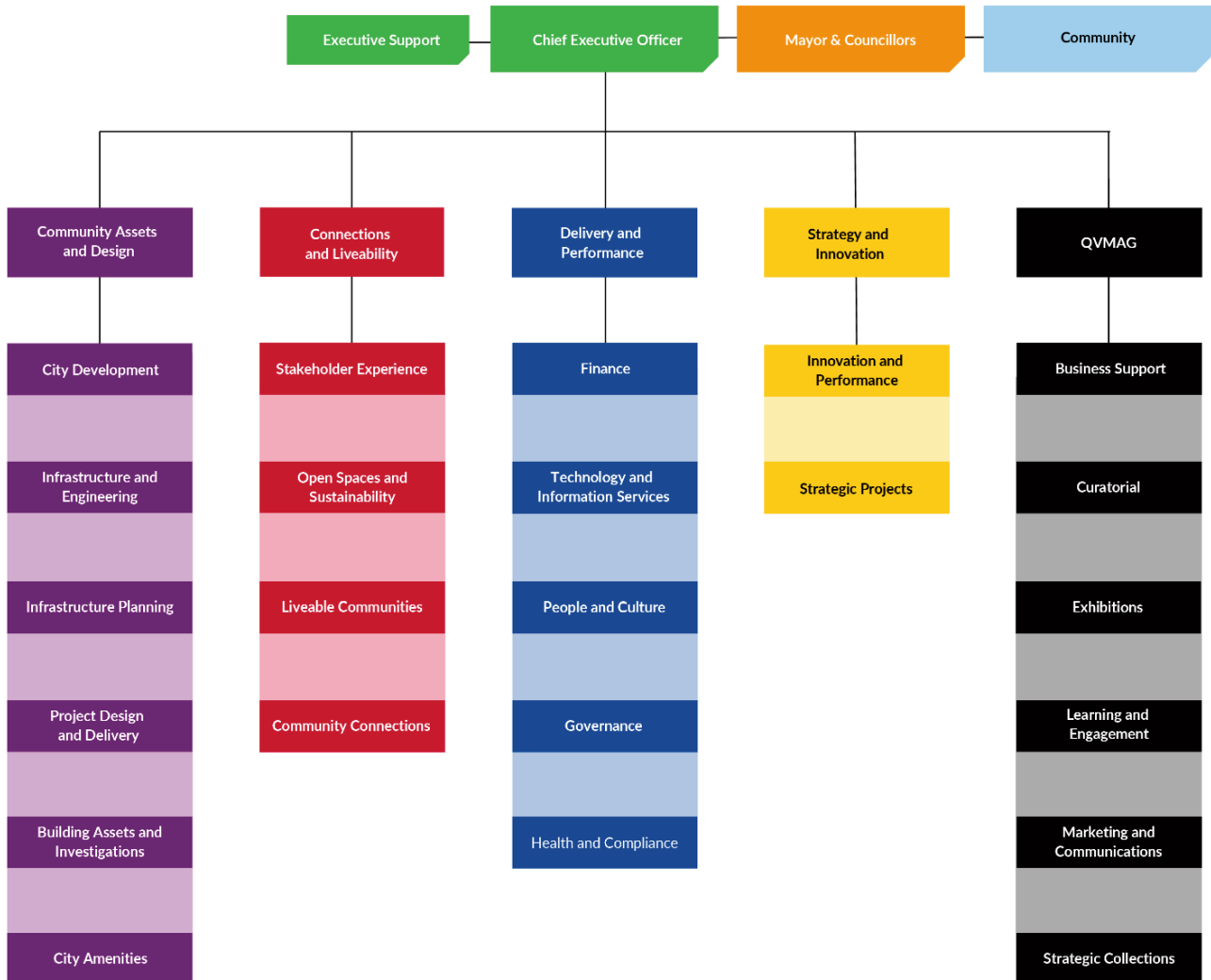
|                        |     |
|------------------------|-----|
| Hard copy distribution | N/A |
|------------------------|-----|





ATTACHMENT

# Organisational Structure







# Leading Roles

People ▶ Performance ▶ Partners

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