



EMPLOYMENT AND LIFESTYLE  
INFORMATION PACKAGE

*Shire of opportunity*





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## ABOUT

Banana Shire Council Employment and Lifestyle Information Package 2020 highlights Council's commitment to assisting employees to achieve a satisfying work/life balance by outlining a range of work, lifestyle and livability benefits available to employees of the Banana Shire Council.

The Employment and Lifestyle Information Package is reviewed annually and is current at the time of publication.

## MESSAGE FROM THE CEO

Banana Shire is a most welcoming community with excellent educational, health and community facilities. The economy of Banana Shire is thriving with more innovative opportunities in renewable, recycling, energy and circular economy. Banana Shire Council is about to commence its journey to implement a new Enterprise Resource Planning System that will transform Council's operations to the next level. We are looking for a leader with a strong project management background to join our team to lead the ERP implementation.



Our current focus is a 'Refresh and Refocus' approach to current operations which will enable sustainable growth and opportunities for all employees.

If you are a values-led leader committed to operational excellence through technology governance, I encourage you to explore the opportunity to join our team

Kind regards  
Tom Upton  
CEO  
Banana Shire Council



## IDYLIC REGIONAL LIFESTYLE

Banana Shire provides the best of both worlds - a safe, comfortable regional lifestyle in communities that provide all the essentials, while being only a short drive away from some of Queensland's best beaches and busy regional cities.

### LOCATION

Banana Shire is situated in Central Queensland, Australia. It is 120 km west of the growing industrial city and port of Gladstone and an easy drive to the city of Rockhampton.

### DIVERSE RANGE OF JOB OPPORTUNITIES

The region is blessed by a diverse range of mining, manufacturing and agricultural industries which provide employment for various professionals, qualified trades people and also provides entry level opportunities for interested individuals.

### PREMIUM SERVICES

The Shire is supported by high quality service providers. These include numerous child care facilities, eleven public primary schools, three private primary schools, two high schools, three prep to year 10 schools. The Shire also possesses hospital and GP services the envy of most rural and regional communities with the hospitals in Biloela and Moura recently under going multi-million upgrades. In addition the Shire hosts most churches and their associated

groups, five public hospitals, and most business and popular sports. Biloela has an excellent PCYC complex.

### MYRIAD SPORT & RECREATION

Banana Shire provides a variety of recreation, employment, education and lifestyle options. Sport and recreation play a major role in the lifestyle of Banana Shire residents with over 470 different community and sporting groups to choose from.

### MULTI-CULTURAL MIX

Biloela is internationally recognised for the warm welcome it provides to foreign and non-english speaking residents. This has develop a wonderfully multi-cultural community which is celebrated by all its residents

### NATURAL WONDERS

The Shire has many natural attractions including gorges, rivers and National Parks such as the Dawson River and Expedition National Park, Kroombit Tops National Park, Lake Murphy and Mt Scoria Conservation Parks, and Isla Gorge.

### OUTDOOR ADVENTURES

The Dawson River and Callide Dam provide opportunities for fishing and water sports. The Shire can also provide many adventures for the 4WD enthusiast.



## WHY WORK AT COUNCIL?

Council offers its employees a balance of rewarding roles, career development opportunities, a commitment to providing a healthy and safe work environment and has a driven culture. There are job opportunities for people who like working outdoors to create a better environment, jobs working with people of different ages and cultural backgrounds and jobs planning services that will shape the community in the future.



### ENTERPRISE AGREEMENT

Where stated, the provisions of Council's Enterprise Agreement apply, providing expanded entitlements and conditions of employment not covered by the Award.

### SUPERANNUATION

Council offer attractive superannuation packages for all employees of Council, making contributions of up to 12% to the superannuation fund of the employee's choice.

### LEAVE ENTITLEMENTS

Employees are entitled to various types of leave including Annual Leave, Long Service Leave, Parental Leave, Domestic Violence Leave and Personal Leave.

### EMPLOYEE ASSISTANCE

A confidential employee assistance program is available to all Council employees (and direct family members of staff). This service is free of charge and assists staff with any work related or personal issues.

### FLEXIBILITY AND ROSTERED DAY OFF

Council operates a nine-day Accrued Day Off Scheme (more commonly referred to as an RDO in our organisation). Flexible working arrangements may also be available to employees.

### SALARY SACRIFICE

Eligible employees of Council can access salary sacrifice options that include novated leases and personal superannuation contributions.

### PROFESSIONAL DEVELOPMENT

Council is committed to the career development of its employees, and is active in identifying and supporting opportunities for employees to develop within their role and upwards within the organisation. Support including internal and external training, payment of professional fees and study assistance programs are available.

### EQUAL OPPORTUNITY EMPLOYMENT

Council is proud to be an equal opportunity employer. We ensure that equal employment opportunity principles are incorporated into all policies, procedures and processes within the organisation. Council commits to a working environment that is free from discrimination and harassment.

### HEALTH AND FITNESS INITIATIVES

Council provides employees with access to programs such as flu vaccines, skin checks and discounted private health insurance options. Corporate discounts at Anytime Fitness and assistance to employees interested in quitting smoking is also available.



# ABOUT THE POSITION

## Manager ERP Implementation

**Vacancy Reference Number:** VRN2021-127

**Department:** Corporate and Community Services

**Location:** Biloela

**Employment Status:** Contract

**Recruitment Commences:** 20 April 2022

**Recruitment Closes:** 4 May 2022

**Remuneration:** \$150K (circa)

Banana Shire Council has an exciting opportunity for a suitably experienced and motivated individual to lead the Enterprise Resourcing Plan implementation. This is an opportunity to implement effective project management, strategic planning and operational management of contemporary ICT services.

To be considered for this role you must be able to demonstrate or possess:

- A Bachelor's degree or equivalent in Computer Science, Business Administration/Project Management or related discipline.
- Queensland C class drivers licence
- Strong leadership and project management experience in delivering organisation-wide IT projects
- Excellent interpersonal skills including collaboration, and innovation
- Ability to assess service levels and resource requirements for and allocate appropriate resources to achieve the service levels
- Strong contract management skills
- Experience in systems procurement and administration
- Ability to work across functional and technical groups, effectively managing expectations, facilitating negotiations and establishing team priorities

In addition to conditions that are the envy of the private sector, we offer flexible work arrangements, an unbeatable work/life balance and education and professional development support. Banana Shire Council also assists eligible employees with costs of relocation (as well as rental assistance for up to six months).



## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences

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

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



## ADVICE TO APPLICANTS

You will be shortlisted in consideration of your merit and suitability to the role based on information provided in your application.

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

Successful applicants are assessed through the written application, followed by the recommendation of the interview panel and reference checks. Some positions may also require a pre-employment medical as part of the process.



*Shire of opportunity*



PO Box 412, Biloela Qld 4715



Telephone (07) 4992 9500



Email - [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)  
[www.banana.qld.gov.au](http://www.banana.qld.gov.au)

## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS			
POSITION APPLYING FOR: <b>Manager ERP Implementation</b>		VRN: <b>20/21-127</b>	
FAMILY NAME:		GIVEN NAME(S):	
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____			
MAILING ADDRESS:		MOBILE NO:	
POSTCODE:		TELEPHONE NO:	
EMAIL ADDRESS:			
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?			
<input type="checkbox"/> Facebook	<input type="checkbox"/> SEEK	<input type="checkbox"/> LinkedIn	
<input type="checkbox"/> Newspapers _____	<input type="checkbox"/> Posters/Mail outs	<input type="checkbox"/> The Australian Local Government Job Directory	
<input type="checkbox"/> Banana Shire Council Website	<input type="checkbox"/> On-Line (Please specify website) _____		
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>			
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR
	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC
	<input type="checkbox"/> RE/R		
<input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland	<input type="checkbox"/> Another State/Territory	<input type="checkbox"/> Another Nation
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):			
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No			
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)			
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School			
Course Name:		Year Qualification Obtained:	
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School			
Name of Establishment: _____ Country (If outside Australia): _____			

### REASONABLE ADJUSTMENTS

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

If yes, please state details:

#### WORK RELATED REFEREES

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

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

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

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

#### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

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

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

#### PERMISSION/DECLARATIONS

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

☐ Yes ☐ No

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

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

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

#### PRIVACY COLLECTION NOTICE:

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

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

# Manager ERP Implementation

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title:	Manager ERP Implementation		
Classification:	Contract (\$150K Circa)	Position Status:	2 years
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2018		
Department:	Corporate and Community Services	Location:	Biloela
Reports to:	Director Corporate and Community Services	Number of reports:	2-3

### ABOUT COUNCIL

#### Our Vision

“Shire of Opportunity”

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

#### Our Mission

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

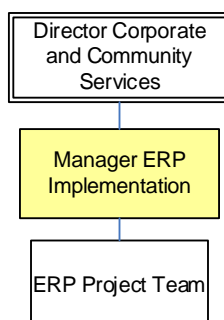
#### Our Values

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

### GENERAL POSITION INFORMATION

To lead the implementation of the Enterprise Resource Planning System (ERP) at Banana Shire Council.

### ORGANISATIONAL REPORTING ARRANGEMENTS



### DUTIES AND RESPONSIBILITIES

- Lead the project to implement the ERP System
- Manage the contract with the IT provider/s of the ERP system
- Lead the process re-engineering using the ERP System
- Manage project budget and project risk
- Report the progress of the project with senior management and the project control committee/s
- Deliver the change management process with the support from senior leadership and Human Resources
- Design and deliver the ICT capacity management with wider council staff to achieve sustainable management of ERP
- Comply with relevant legislation, corporate goals and best business practices
- Drive innovations and motivation within IT
- Support team member in identifying training needs, encourage pro-active development of competencies, set and monitor performance targets, and provide constructive real-time feedback
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position e.g. timesheets
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

### QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

#### Compulsory

- A Bachelor's degree or equivalent in Computer Science, Business Administration/Project Management or related discipline.
- Queensland C class drivers licence (minimum requirement – provisional licence)

#### Desirable

- Formal qualifications in Project Management or Operational Management
- Masters Degree in Information Technology or Business

### ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

#### Compulsory

- Strong leadership and project management experience in delivering organisation-wide IT projects
- Excellent interpersonal skills including collaboration, and innovation
- Ability to assess service levels and resource requirements for and allocate appropriate resources to achieve the service levels
- Understanding of Local Government processes and IT requirements
- Strong contract management skills
- Can-do attitude and ability to deliver on time within the budget
- Experience in systems procurement and administration
- An analytical approach and ability to work effectively to problem-solve
- Ability to work across functional and technical groups, effectively managing expectations, facilitating negotiations and establishing team priorities
- Good understanding of and commitment to EEO and WHS principles and practices.

#### Desirable

- Knowledge of popular ERPs within Local Government context
- Local Government experience and knowledge

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a minimum of a class 'C' drivers licence and that the loss of licence may jeopardise employment with Council
- Commitment to and satisfactory progression through training modules in appropriate timeframes.

## ACKNOWLEDGEMENT

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

Name:

Signature:

Date: