

# City of West Torrens

## Jobs @ council

Do your values match ours?

**FITCORE**

Fun, Innovation, Trust, Care, Openness, Respect, Excellence

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# Welcome to the City of West Torrens

We strive for excellence in serving our diverse community and are committed to being the best place to live, work and enjoy life. In order to achieve this, we believe that the culture within our workplace needs to be reflective of the goals and aspirations we aim to deliver to our residents.

Our internal vision and values are at the core of how we conduct our day to day business with external customers, as well as with each other.

## Our culture

Our culture is one where we:

- Care for and value our people, assets and community.
- Encourage balance between work and life.
- Treat people fairly, equitably and respectfully.
- Provide exceptional customer experiences.
- Act with integrity and hold ourselves and others accountable.
- Actively encourage learning, growth and being open to change.
- Communicate, collaborate and work as one.
- Recognise and celebrate achievements.
- Continually pursue excellence.
- Put safety first in all we do.

Our leaders model the culture through inspiring and motivating people to achieve excellence. Leaders at the City of West Torrens:

- Provide clarity of direction and clear expectations.
- Are open minded, collaborative and receptive to new ideas.
- Act with integrity and hold themselves and others accountable.
- Proactively drive exceptional customer experience.
- Are visible and approachable.
- Value, trust and empower people.
- Give and receive timely constructive feedback.
- Acknowledge and recognise achievements and efforts.
- Actively encourage opportunities for learning and development.

## Vision

In our workplace we value and support each other and provide opportunities to excel.

## Values

### Fun

Positive, vibrant, and fun workplace.

### Innovation

Creativity and continuous improvement.

### Trust

Trust in ourselves and others.

### Care

Care for ourselves, our people and our community.

### Openness

Open, honest and transparent.

### Respect

Integrity and respect.

### Excellence

Passion for excellence.

If your values match ours, we welcome your application to any suitable job vacancy.

## Types of jobs

The City of West Torrens offers a broad range of career opportunities in the following areas:

### The Office of the Mayor and Chief Executive Officer

The Office of Mayor and the Chief Executive Officer provides administrative support to the CEO, Executive Team and to the Elected Council and manages the overall operation of the council including economic development/grants and continuous improvement/lean thinking.

### Governance and Risk

Facilitates the development, implementation and assurance of best practice systems and programs which minimise the organisation's exposure to risk.

Roles include:

- Risk and assurance management.
- Governance including policy, legislative change, Freedom of Information (FOI).
- Strategic resilience - risk management, internal audit, emergency management.
- Insurance management (journey accident insurance).



## People, Procurement and Safety

Promotes and maintains a supportive workplace culture. The team advises on areas including:

- Advice and promotion of a supportive workplace culture.
- Reward and recognition.
- Fair treatment.
- Health and Wellbeing.
- Human Resources.
- Performance management and development (appraisals).
- Recruitment and selection.
- Industrial relations.
- Training and development.
- Work Health and Safety.
- Workers compensation/injury management.
- Procurement and tenders.

## Customer and Engagement

Our Customer Contact Team provides the first point of contact for our community. This is an informative team with an external customer client focus, committed to assisting with customer service, counter, phone and online enquiries, public works maintenance requests and directing all customer enquiries that council receives.

Our Creative Services Team comprises community engagement, media, social media, design, communications and public relations. The team helps keep our community informed of council news, events and issues.

## Financial Services

Implements management systems to maintain economic sustainability. Roles include:

- Budgeting.
- Asset accounting.
- Payroll.
- Debtors/creditors liability.
- Rates administration.

## Information Services

Manages council information and provides information technology support and development across the organisation. Roles include:

- Information/records management.
- GIS.
- IT training, advice and support.
- Information Technology innovation.
- IT network administration.
- Website administration.



## Strategy and Sustainability

Implements strategies and projects to achieve the visions outlined in our council's Community Plan through:

- Environmental sustainability strategies.
- Corporate and strategic planning.
- Community planning and engagement.
- Waste management.
- Circular economy.

## City Development

Facilitates a quality built environment for West Torrens that meets sustainable outcomes including:

- Development planning.
- Building surveys.
- Development assessment.
- Land information management.

## City Assets

Utilises engineering and technical expertise in order to improve and manage the city's infrastructure through:

- Asset management.
- Civil engineering.
- Road reconstruction.
- Traffic engineering.

## City Property

Manages major projects including maintaining and enhancing property and facilities within West Torrens. This team also provides general trade maintenance on council-owned buildings and facilities.

## City Operations

Improves and maintains the city's public infrastructure and amenity assets, including:

- Civil maintenance and construction.
- Horticulture services.
- Cleansing services.
- Fleet.
- Administration.

## Compliance

Ensures Local Government Regulations and Acts of Parliament are adhered to within our council. Roles include:

- Environmental Health.
- Animal Management.
- Compliance and Community Safety.
- Parking expiations.

## Community Services

Works to strengthen the relationship between council and our community through the establishment of networks including:

- Library services.
- Community connections.
- Youth services.
- Community Facilities management.
- Community events.

## Benefits and conditions

We are committed to providing a supportive and safe working environment which recognises that employees often need to balance their career with their personal life.

Some of the benefits of working with us include:

- Study assistance - access to paid study leave and financial support.
- Paid parental leave (in addition to the federal entitlement).
- Flexible working arrangements.
- Rostered/programmed days off for full time employees.
- Nine day fortnight for outdoor workers.
- Employee Assistance Program offering confidential and professional counselling services for employees and their immediate family (3 free visits).
- Corporate health and wellbeing programs.
- Corporate uniform allowance.
- Free parking at council work sites.
- Healthy lifestyle incentives.
- Immunisation programs.
- Journey accident insurance.
- Ongoing professional development opportunities.
- Salary packaging.

These are just some examples of what is offered for different work groups.

For benefits specific to the work group you are interested in, please visit [westtorrens.sa.gov.au/work](http://westtorrens.sa.gov.au/work) and download a copy of the relevant Enterprise Agreement.

## To apply

All vacant positions are advertised on our website at [westtorrens.sa.gov.au/jobs](http://westtorrens.sa.gov.au/jobs)

Note: subscribe for job alerts and you will receive a notification when new vacancies are posted.

## More information

Contact us at [hr@wtcc.sa.gov.au](mailto:hr@wtcc.sa.gov.au) or 8416 6219 / sms 0429 205 943.

## Equal Opportunity Employer

The City of West Torrens is committed to promoting equal opportunity in employment in recognition of the principles of equity and social justice and in conforming with the spirit and intent of equal opportunity and anti-discrimination legislation.





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