

# How to develop Your Career & Skills in Local Government ...

There is a great career to be had in Local Government, that can grow with your qualifications and experience.

## Step 1

### • Secure your employment

Identify your level of experience in the table below, and gain your qualification to match. (Your prior experience will be recognised)

## Step 2

### • Progress Your Career

Look for promotions & career progression by expanding your qualification level.

## All Office Based Departments Roles in Council

HR, Customer Contact, Corporate Services, Finance...

Position	General Roles	Qualification Recommended
<b>Administration Staff</b>		Cert IV in Business
<b>Senior Admin Officer / Customer Contact</b>		Dip of Local Government + 1 of the following: <ul style="list-style-type: none"> <li>• Dip of Business</li> <li>• Dip of Business Administration</li> <li>• Dip of Human Resources</li> <li>• Dip of Quality Auditing</li> </ul>
<b>Project Manager</b>		Dip of Local Government + Dip of Project Management
<b>Team Leader</b>	Supervise less than 5 workers	Cert IV in Leadership and Management
<b>Supervisor</b>	Oversees or supervise more than 5 staff	Dip of Local Government + Dip of Leadership and Management
<b>Manager</b>		Diploma of Local Government + Diploma of Management
<b>Department Directors/ General Manager</b>		Ad Dip of Leadership and Management

Cert IV = Certificate IV; Dip = Diploma; AD Dip = Advanced Diploma

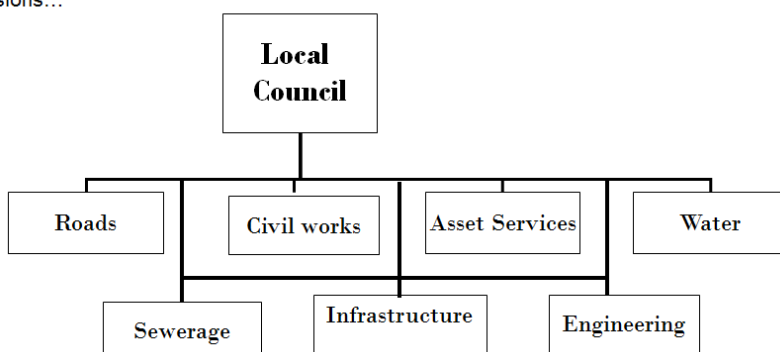
# Operational Works Staff

Construction, Roads, Parks, Asset Services, Water, Safety, Mechanical, Maintenance, Civil Works, Sewerage, Electrical, Infrastructure, Environment, Waste Management/ Recycling...

Position	General Roles	Qualification Recommended
<b>Leading Hand/ Team Leader</b>	Lead a gang/team of under 5 workers  For those who implement systems and oversee people and contractors	Cert IV in Local Government (Operational Works) LGA40404 + Cert IV in Leadership & Management  Civil Divisions: Cert IV in Civil Construction Supervision + Cert IV in Leadership & Management
<b>Supervisor</b>	Oversees or supervise more than 5 staff	Cert IV in Local Government (Operational Works) LGA40404 + Cert IV in Leadership & Management Cert IV in Civil Construction Supervision
<b>Coordinators/ Manager</b>		Dip of Local Government (Operational Works) Dip of Leadership and Management Dip of Civil Construction Management
<b>Foreman, Operational Project Manager</b>	For those who Monitor & Manage - safety, quality, environmental and risk systems, manage projects, oversee people, estimate, administer contracts...	Dip of Local Government (Operational Works) Dip of Project Management Dip of Civil Construction Management
<b>Department Directors/ General Manager</b>	Those that have greater responsibility; provide leadership, create safety, risk management, environmental quality systems, develop strategic plans, direct multiple projects...	Ad Dip Leadership and Management Ad Dip of Civil Construction

Cert IV = Certificate IV; Dip = Diploma; AD Dip = Advanced Diploma

Local Government (Operational Works) + Civil Construction suitable for employees from all listed divisions...



# What our Students say



Christopher Davis

*"The support team were very easy to deal with through the whole process from start to finish. The training was very helpful in teaching me new management skills to be used in the workplace".*

—  
Manager, Glen Innes Severn Council



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(School of Local Government)



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