

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Automation Specialist	
<b>Classification:</b> Band 8	<b>Effective Date:</b> July 2025
<b>Reports to:</b> Enterprise Architect	<b>Tenure:</b> Permanent Full Time

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

We are seeking a highly skilled Automation Specialist to join our team. The ideal candidate will have expertise in both front-end and back-end technologies, with a strong understanding of software development principles, architecture, and best practices. You will be responsible for designing, developing, and maintaining scalable web applications that meet business needs.

## Key Responsibilities

### *Position Specific Responsibilities*

- Leverage automation software to commoditise repetitive work efforts
- Develop scripts to automate testing, improving workflow across departments
- Analyse system requirements to create effective automation designs
- Collaborate with other engineering teams to integrate automated solutions seamlessly
- Execute thorough testing protocols to validate automation system functionality
- Troubleshoot and resolve issues in existing automation setups
- Continuously evaluate and update automation systems for efficiency
- Document processes and system configurations, enabling easier future modifications
- Monitor, troubleshoot, and enhance system performance, scalability, and availability by testing and debugging systems
- Contribute to technical and IT policy, procedure, standards and documentation development.
- Actively contribute to the Disaster Recovery (DR) plan and the development and testing of DR scenarios.
- Understand the operations and services of a dynamic team and be able to work in a team environment whilst making a positive contribution.

### *Corporate Responsibilities*

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.

- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Ensure appropriate care and use of assets and equipment.

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil

## Judgement and Decision Making

- The incumbent is required to exercise independent judgement and adaptability in evaluating and deciding on appropriate methods, procedures and practices for achieving organisational objectives and in reviewing and recommending improvements to those methods, procedures and practices.
- The position also requires decision making based on an understanding and knowledge of Council's goals and objectives.

## Specialist Knowledge and Skills

- Experience with automation systems and technologies (e.g. UiPath)
- Knowledge of programming or scripting languages such as Python, PHP, PowerShell and VB.
- Ability to read and interpret business requirements, vendor documentation and technical drawings.
- Strong problem-solving and analytical skills, with the ability to troubleshoot complex issues.
- Communicate and collaborate with all levels of the organisation.

## Qualifications and Experience

Qualifications/ Certificates /Licences:

- Bachelor's degree in Computer Science or equivalent experience.
- 3+ years of experience in testing and automation.
- Strong analytical, problem-solving, and communication skills.
- ITIL training and qualifications would be an advantage.

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

#### Other Attributes (Desirable)

- Experience with serverless architecture and functions.
- Knowledge of testing frameworks (Jest, Mocha, Selenium, etc.).
- Exposure to CI/CD tools such as Jenkins, GitHub Actions, or GitLab CI/CD.
- Familiarity with authentication and authorization frameworks (OAuth, JWT, etc.).
- Certification in automation systems or related technologies

### Interpersonal Skills

- Influential in building and maintaining effective relationships including demonstrated experience and skills in liaison, negotiation and problem solving with staff at all levels
- Provide high quality customer service to stakeholders in a friendly, positive and confident manner
- Ability to manage complex collaborative activities including multiple stakeholders from across the organisation, vendors, consultants and contractors.
- High level written and verbal communication skills with a strong customer service ethic
- Demonstrated ability to gain co-operation and negotiate successful outcomes with stakeholders
- Ability to deal with ambiguity, adapt working styles and deal with changing situations.
- Ability to work across multiple business areas, understanding their needs, to find solutions.

#### Key Relationships:

- The incumbent liaises with staff at all levels within the organisation including, Information Technology Manager, Executive, Managers, Business Support teams, peers and the user base. The position is required to maintain a professional relationship with Government departments and agencies, MAV, other Municipalities, service providers, staff associations, suppliers.
- The position may require contact with residents and community group representatives on matters relating to the Whitehorse computer systems.
- The position will liaise with all IT support staff, suppliers and Whitehorse City Council employees.

## Management Skills

- Nil

## Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

## Key Selection Criteria

1. Experience with automation systems and technologies (e.g. UiPath)
2. Knowledge of programming or scripting languages such as Python, PHP, PowerShell and VB.
3. Ability to read and interpret business requirements, vendor documentation and technical drawings.
4. Strong problem-solving and analytical skills, with the ability to troubleshoot complex issues.
5. Communicate and collaborate with all levels of the organisation.

## Physical Requirements

### TASK DESCRIPTIONS (Tick relevant frequency)

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly) - counter		✓	
Walking/standing (extended)		✓	
Driving car/utility/truck		✓	
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)	✓		
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements		✓	
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise		✓	
Repetitive arm/wrist/hand movements		✓	
Other (please specify)			

### Any other relevant comments:

The position includes an inherent physical requirement to complete repetitive office-based activities and also heavy lifting may be required. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.

A clear National Police check is essential, and a driver's licence is desirable.

The position may be required to attend out of hours meeting.

The position may be required to work from different locations within the municipality