

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Technical Projects Engineer (Graduate)
Reference No: 13/20**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

July 2020



Position Vacant

Applications are invited for the below position:

Technical Projects Engineer (Graduate) – PV 13/20

Salary Range: Undergraduate/Graduate - \$64,217p.a to \$73,897p.a commensurate on experience and qualifications + 9.5% superannuation.

A challenging and rewarding position exists for a current undergraduate or graduate to join the Asset & Program Planning section, in the existing vacant role of Technical Projects Engineer, to assist Council's Manager Asset & Program Planning.

You will provide sound Engineering and services to support and ensure Council's ability to effectively deliver projects for our community, by assisting in the timely delivery of engineering project scope/plans, designs and budgets to enable implementation of Council programs, and provide support for the delivery of quality Asset Management for Council infrastructure.

This role provides an opportunity for career progression/professional development, and students currently studying as an undergraduate or graduate are encouraged to apply.

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Asset & Program Planning, or HR, Workforce Development & Safety on 02 6736 6000 (during business hours).

Applications **addressing the selection criteria** should be emailed to the Chief Executive at council@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm 22 July 2020**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect, & Excellence (ICARE).

Applicants must be an Australian citizen/resident, or hold a visa that allows employment in Australia.

Terry Dodds
Chief Executive



**TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 13/20**

Position applied for: **Technical Projects Engineer (Graduate)**

Mr **Family Name:** _____

Mrs **Given Names:** _____

Ms **Preferred Name:** _____

Miss

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e. 9am - 5pm)

Home: _____

Mobile: _____

Other: _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

Chief Executive
Tenterfield Shire Council
**Confidential: Job Ref No: 13/20 – Technical
Projects Engineer (Graduate)**
PO Box 214
TENTERFIELD NSW 2372
council@tenterfield.nsw.gov.au

Job Enquiries:

Manager Asset & Program Planning
Phone: (02) 6736 6000 (during business hours)
Email: council@tenterfield.nsw.gov.au

HR, Workforce Development & Safety
Phone: (02) 6736 6000 (during business hours)
Email: council@tenterfield.nsw.gov.au



Position Description
Technical Projects Engineer (Graduate)

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Director of Infrastructure
Section:	Asset & Program Planning
Position Identifier:	TPE/V2
Classification:	Grade 14 - Grade 15 based on experience and Qualifications.
Industrial Instrument:	Local Government (State) Award
Location:	Administration Building, 247 Rouse Street, Tenterfield.
Date position description approved	July 2020

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

Provision of sound Engineering and Services support to ensure Council's ability to effectively deliver projects for the community.

Key accountabilities

Within the area of responsibility, this role is required to:

1. Provide high quality and timely engineering services relating to the construction and maintenance of roads, bridges, stormwater drainage, water and wastewater, waste, and flood mitigation.
2. Provides support to the Manager Asset and Program Planning in the preparation of asset management plans, grant applications and other engineering functions.
3. Provide technical assistance to scope, define, schedule and acquit projects.
4. Provide technical assistance to pre-construction activities for Council infrastructure annual and forward capital works projects, including but not limited to project scoping/briefs, investigation, survey, design, preparation of drawings, cost estimation, review of environmental factors, as they relate to road, bridges, drainage, water and wastewater, and waste projects.
5. Provide administrative support to contracts relating to roads, bridges, stormwater drainage, water and waste water, and waste
6. Assist with the preparation and review of annual supply tenders.
7. Provide assistance to the Director Infrastructure, Manager Asset & Program Planning and other Departmental Managers in the development and review of policy documents and procedures and engineering guidelines where required.
8. Provide accountable and timely reporting of project status, including risk, barriers, milestones, schedules and actions completed, future actions and expenditure.
9. Prepare grant funding applications for infrastructure projects and facilitate funding acquittals and project status reports as required.
10. Undertake asset inspections for Council infrastructure.
11. Prepare technical reports and other correspondence as required.
12. Undertake analysis and design in accordance with appropriate Australian Standards and codes (for example, AUSTROADS), and best practices.
13. Assist in assessment of Development Applications referred to the Engineering Department for adequacy against Council's adopted Codes and Policies for consent conditions and undertake compliance checks in respect of approved Developments.
14. Investigate and report as appropriate on customer action requests assigned to this position.
15. Liaise with a range of customers in response to enquiries including residents, service authorities, road authorities, contractors and Council officers.
16. Other duties consistent with the skills and competencies of the position holder.

Key challenges

Timely delivery of engineering project scope/plans, designs and budgets to enable implementation of Council programs. Provide support for the delivery of quality Asset Management for Council infrastructure.

Key internal relationships

Who	Why
Director Infrastructure, Works Manager, Manager Asset and Program Planning, Manager Water and Waste, Technical Projects Engineer Water and Waste, Technical Works Engineer, all other Council Managers, including Planning, Finance & IT and HR	Supervision and Guidance, Collaboration, effective task completion

Key external relationships

Who	Why
Road Management and Maintenance Authorities (e.g. TfNSW), Contractors, Other Councils, Engineering Authorities, Government Departments	Task and Scoping, Grant Acquisition

Key dimensions

Decision Making

Technical quality of output/compliance with engineering principles.

Reports to

Manager Asset & Program Planning

Essential requirements





Recent Degree or Advanced Diploma, qualifications in Civil Engineering, or final year – part-time student with good track record (Undergraduate or Graduate).

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Results Create and Innovate	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Assets and Tools	Advanced	<ul style="list-style-type: none">• Considers council and community assets in the design/delivery of services• Facilitates and monitors appropriate deployment of assets and tools in line with community priorities• Implements and monitors compliance with asset management and maintenance plans and policies
Resources Technology and Information	Advanced	<ul style="list-style-type: none">• Implements appropriate controls to ensure compliance with information and communications security and use policies• Implements and monitors appropriate records, information and knowledge management systems• Seeks advice from technical experts on leveraging technology to achieve organisational outcomes• Stays up to date with emerging technologies and considers how they might be applied in the organisation
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none">• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers• Delivers open, transparent, competitive and effective procurement processes• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met• Takes appropriate actions to manage and mitigate procurement and contract management risks

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Recent Degree or Advanced Diploma, qualifications in Civil Engineering, or final year – part-time student with good track record. Australian Engineering recognition (Undergraduate/Graduate).
2. Demonstrated knowledge in civil/structural design and/or construction and/or project management as it relates to roads, stormwater drainage, bridges, water and wastewater or waste projects and the ability to achieve results.
3. Knowledge of the preparation of contract documentation and the administration and supervision of contracts.
4. Knowledge of the preparation of estimates for project implementation or annual budget submissions.
5. Knowledge of asset management principles and practices, including experience preparing asset management plans. Established strategic thinking and problem solving skills.
6. Demonstrated quality written and oral communication skills. Ability to develop productive working relationships.
7. Experience using the Microsoft office suite of software, such as Word, Excel and Project.
8. Knowledge of and commitment to implement Workplace Health and Safety (WHS) practices and Equal Employment Opportunity (EEO) principles. General Construction Induction (White) Card.
9. Current NSW Class C Driver's License or equivalent.
10. Australian Citizenship/Residential status.

Desirable:

1. Demonstrated ability to undertake research and apply analytical and problem solving skills.
 2. Demonstrated ability to plan work and deliver outcomes to meet agreed time, cost and quality targets.
 3. Demonstrated knowledge of relevant legislation applicable to local government.
 4. Project Management experience and/or qualifications, long or short course or equivalent demonstrated experience in the use of project management tools.
 5. Demonstrated experience in contract administration, project planning, budget estimating and work site supervision.
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General Information

Hours of work:

Full time 70 hours per fortnight with the possibility of participating in a Nine Day Fortnight Policy. Standard indoor staff hours are 8:30am to 5:00pm, however this position requires flexibility and at times will require attendance outside these hours e.g. to meet with outdoor work crews. Working times will be negotiated with the Manager. The incumbent shall work such reasonable hours as necessary to carry out the duties and responsibilities of the position.

Some variation in work hours will be required, depending on work status including overtime requirements and variation to RDO's.

Study Leave

Release will be provided to attend formal course activities (Examinations/Group assignments etc.) when required. In addition up to three and one half study days will be provided per quarter to assist course completion. These days can be prorated and taken on an hourly basis, weekly, on block or in a manner to be determined in consultation with the positions Manager and HR.

Leave entitlements:

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols, Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment.

Policies can be accessed on Council's website.

Council Uniform:

Office staff may participate in Council's Corporate Uniform Program (please discuss with the Manager HR, Workforce Development Safety at the time of appointment).

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out their duties and tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.



IMPORTANT INFORMATION FOR INTERNAL APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the selection criteria listed in the Position Description and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria, but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following:-

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are held at Council Chambers. Face to face interviews are preferred; however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually takes 30 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR, Workforce Development & Safety team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed, and addressed to the Chief Executive.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.
