

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Technical Projects Engineer (Water & Waste)
Reference No: 18/20**

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| Important Information for Applicants All applicants are requested to read this information |

November 2020



Position Vacant

Applications are invited for the below position:

Technical Projects Engineer (Water & Waste) - 13 Months Employment Contract (Maternity Relief) – PV 18/20

Salary Circa: \$65,764p.a to \$73,902p.a + 9.5% super, relocation assistance (negotiable for the right candidate), and a 9 day fortnight.

Are you an experienced Technical Projects Engineer in the services of Water & Waste looking for your next opportunity?

Tenterfield Shire currently has an integral opportunity for an experienced Technical Projects Engineer to join our Water and Waste section on a full time 13 month employment contract basis.

To be considered for this position, you must have a minimum of a Degree/Advanced Diploma in Environmental/Engineering or equivalent Civil Engineering Qualifications with substantial demonstrated water/waste experience. Local Government experience is also desirable.

As an experienced professional, you will be confident in your ability to support and maintain regulatory compliance, be a strong communicator and community-oriented individual, and be comfortable working out of the office, developing relationships with staff and Council stakeholders, while also undertaking community engagement activities relating to environmental matters.

This is an opportunity to **advance your career** with a supportive council that enjoys great staff retention and an inclusive work culture. You will be joining a passionate, multi-skilled team to excel your career.

Further information on the position can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Water & Waste, 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 hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm 10 December 2020**.

Please Note: The successful candidate must have a current, unrestricted Australian driver's licence and hold, or be willing to obtain, a National Criminal History Record Check prior to commencing employment. 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 18/20**

Position applied for: **Technical Projects Engineer (Water & Waste) –
13 Months Employment Contract (Maternity Relief)**

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: 18/20 – Technical
Projects Engineer (Water & Waste) 13 Months
Employment contract (Maternity Relief)**
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries:

Manager Water & Waste
Phone: (02) 6736 6000 (during business hours)
Email: hr@tenterfield.nsw.gov.au

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



Position Description
**Technical Projects Engineer
(Water & Waste)**

Quality Nature - Quality Heritage - Quality Lifestyle

| | |
|---|---|
| Division: | Office of the Director of Infrastructure |
| Section: | Water-Cycle & Waste Management |
| Position Identifier: | TPEWW/V3 |
| Classification: | Grade 15 |
| Industrial Instrument: | Local Government (State) Award |
| Location: | Council Depot, Riley Street, Tenterfield. |
| Date position description approved | 25 November 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 leading edge Project, Engineering and Contract Management Services to ensure Council's ability to effectively deliver projects for the community.

Key accountabilities

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

- The provision of high quality and timely engineering services relating to the construction and maintenance of water and wastewater, waste, and flood mitigation.
 - The position also provides support to the Manager Water & Waste and Director of Infrastructure in the preparation of asset management plans, grant applications and other engineering functions.
 - Provide project management and technical assistance to the Manager Water & Waste, Director of Infrastructure and Infrastructure Services Managers. Scope, define, schedule and acquit projects.
 - Undertake the required pre-construction activities for Council infrastructure annual and forward capital works projects, including but not limited to project scoping/briefs, investigation, consideration of options, survey, design, preparation of drawings, cost estimation, review of environmental factors, preparation of Environmental Management Plans, the development of agreements, negotiating property acquisitions etc. as they relate to water and wastewater, and waste projects.
 - Provide administrative support to contracts relating to water and waste water, and waste
 - Assist with the preparation and review of annual supply tenders.
 - Provide assistance to the Manager Water & Waste, Director of Infrastructure and Infrastructure Services Managers to develop and review policy documents and procedures and engineering guidelines where required.
 - Provide high quality, accountable and timely reporting of project status, including risk, barriers, milestones, schedules, actions completed, future actions and expenditure.
 - Prepare grant funding applications for infrastructure projects and facilitate funding acquittals and project status reports as required.
 - Provide technical support to the Manager Water & Waste, Director of Infrastructure and other Infrastructure Services staff as required.
 - Develop, maintain and update implementation plans and schedules for the pre-construction phase of capital projects and the procurement phase of works to be delivered under contract.
 - Undertake asset inspections and assist with the preparation and review of Asset Management Plans for Council infrastructure.
 - Prepare technical reports and other correspondence as required.
 - Prepare public information items where required and undertake consultation processes and evaluate responses.
 - Undertake analysis and design in accordance with appropriate Australian Standards and codes and referring to recent research and/or best practices.
 - Process approved land acquisitions including arranging survey, processing plans, reporting to Council and undertaking the requisite external liaisons.
 - Assess Development Applications referred to the Infrastructure Services department for adequacy against Council's adopted Codes and Policies and make recommendations as to Consent Conditions to the Manager Water & Waste, Director of Infrastructure.
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- Investigate and report as appropriate on customer action requests assigned to this position.
- Liaise with a range of customers in response to enquiries including residents, service authorities, road authorities, contractors and Council officers.
- Undertake compliance checks in liaison with the Community Planning and Regulation Section in respect of approved Developments.
- Maintain technical equipment and tools including survey instruments and software programs to meet industry standards, and make recommendations to the Manager Water & Waste, Director of Infrastructure as to the updating or replacement.
- Other duties as assigned by the Manager Water & Waste, Director of Infrastructure 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 and Construction by Council Works teams or Contractors, facilitate Grant Application and asset management.

Key internal relationships

| Who | Why |
|---|--|
| Director of Infrastructure, Manager Water & Waste, Works Manager, Manager Assets and Project Planning | Supervision and Guidance, Collaboration, effective task completion |

Key external relationships

| Who | Why |
|--|-------------------------------------|
| Road Management and Maintenance Authorities (e.g. RMS), 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 Water & Waste

Essential requirements





Degree or Advanced Diploma in Civil Engineering, demonstrated engineering, design, contract and project Management Experience.

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 | Advanced |
|  Results | Plan and Prioritise | Advanced |
| | Think and Solve Problems | Highly Advanced |
| | Create and Innovate | Advanced |
| | Deliver Results | Highly Advanced |
|  Resources | Finance | Advanced |
| | Assets and Tools | Advanced |
| | Technology and Information | Highly Advanced |
| | Procurement and Contracts | Advanced |

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 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. |

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|-----------------|--|
| | | <ul style="list-style-type: none"> Coaches team members to take responsibility for addressing and resolving challenging situations. Oversees implementation of safe work practices and the risk management framework. |
| Relationships Community and Customer Focus | Advanced | <ul style="list-style-type: none"> Demonstrate a thorough understanding of the interests, needs and diversity in the community. Promotes a culture of quality customer service. Initiates and develops partnerships with customers and the community to define and evaluate service outcomes. Ensures that the customer is at the heart of business process design. Makes improvements to management systems, processes and practices to improve service delivery. Works towards social, environmental and economic sustainability in the community/region. |
| Relationships Work Collaboratively | Highly Advanced | <ul style="list-style-type: none"> Communicates the expectation of collaboration across the organisation. Celebrates successful outcomes of collaboration across the organisation, region and sector. Establishes systems, structures and practices to facilitate sharing and learning across the organisation, region and sector. Develops respectful relationships with stakeholders who hold different, even directly conflicting, views. Sets a tone of inclusiveness and an expectation that all staff respect diversity in people, experiences and backgrounds. |
| Relationships Influence and Negotiate | Advanced | <ul style="list-style-type: none"> Builds and maintains professional relationships inside and outside the organisation. Makes a strong personal impression and influences others with a fair and considered approach. Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise. Identifies key stakeholders and tests their level of support in advance of negotiations Uses humour appropriately to enhance professional relationships and interactions. Pre-empted and minimises conflict by working towards mutually beneficial outcomes. |
| 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. |

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|----------|--|
| Resources Finance | Advanced | <ul style="list-style-type: none"> • Uses own professional knowledge and the expertise of others to drive results. • Implements and oversees quality assurance practices. • Ensures the design/delivery of services is within budget. • Explains the organisation's financial drivers to others in plain language. • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services. • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions. |
| Workforce Leadership Manage and Develop People | Advanced | <ul style="list-style-type: none"> • Knows the individual strengths, weaknesses, goals and concerns of member of the team. • Fosters high performance through effective conversations and feedback and by providing stretch opportunities. • Identifies and develops talent across the organisation. • Coaches and mentors staff to foster professional development and continuous learning. • Implements performance development frameworks to align capability with the organisation's current and future priorities. • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way. |

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Degree/Advanced Diploma in Environmental/Water/Sewerage/Waste Engineering or equivalent civil engineering qualifications with substantial water/waste water and or waste experience.
2. Experience in the provision of public infrastructure in an engineering team-based environment.
3. Demonstrated experience and knowledge in civil/structural design and/or construction and/or project management as it relates to stormwater drainage, water and wastewater or waste projects and the ability to achieve results.
4. Project Management experience and/or qualifications, long or short course or equivalent demonstrated experience in the use of project management tools.
5. Experience in the preparation of contract documentation and the administration and supervision of contracts.
6. Experience in the preparation of estimates for project implementation or annual budget submissions.
7. Demonstrated knowledge of asset management principles and practices, including experience preparing asset management plans. Established strategic thinking and problem solving skills.
8. Demonstrated quality written and oral communication skills. Ability to develop productive working relationships.
9. Demonstrated ability to work unsupervised and be self-motivated
10. Experience using the Microsoft office suite of software, such as Word, Excel and Project.
11. Knowledge of and commitment to implement Workplace Health and Safety (WHS) practices and Equal Employment Opportunity (EEO) principles. General Construction Induction (White) Card.
12. Current NSW Class C Driver's License or equivalent.
13. 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. Traffic management accreditation.
-

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.

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.
