

# TENTERFIELD SHIRE COUNCIL



**Position Information Package  
Leading Hand (Roads) (12 Months Fixed Term Employment Contract)  
Reference No: 14/21**

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**June 2021**



## POSITION VACANT

Applications are invited for the below position:

**Leading Hand (Roads) – PV 14/21 (12 Months Fixed Term Employment Contract)**

**Salary Range (Broadband):** \$53,409 - \$61,703 + 'Award' Allowances + 9.5% superannuation.

Tenterfield Shire is seeking an experienced and skilled Leading Hand on a fixed term employment contract for a period of 12 months.

This position assists the Infrastructure Division by ensuring efficient team leadership in the implementation of road maintenance, construction and allied activities outlined in Council's Works program, and as required and directed across the Tenterfield Shire.

You will possess a great attitude and work ethic, have effective communication skills and the ability to develop relationships with staff and Council stakeholders, while working collaboratively within our diverse works teams to achieve results.

Experience in the use of Patching and Bitumen Machinery is essential. Grader, Backhoe, Water Cart and or HC Trucks experience is also desirable.

If you possess these qualities, and would like the opportunity to contribute to your community, we encourage you to apply.

Tenterfield Shire offers a supportive workplace culture built around our values of "ICARE", with fantastic working conditions and a range of additional benefits to help you enjoy life in our local community, including:

- A 9 day fortnight;
- Vehicle for work use (also negotiable for commuting purposes);
- 15 days accumulative annual sick leave;
- 4 weeks Annual Leave;
- Relocation assistance (negotiable for the right applicant);
- Further learning and development opportunities in Council's regulatory training program where required.

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

Applications **addressing the selection criteria** should be emailed to the Acting Chief Executive at [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au) quoting the reference number and be submitted by no later than **4.00pm, 24 June 2021**.

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.

Kylie Smith  
**Acting Chief Executive**



**TENTERFIELD SHIRE COUNCIL  
JOB APPLICATION  
COVER SHEET  
Reference No 14/21**

**Position applied for:** Leading Hand (Roads) – (12 Months Fixed Term Employment Contract)

**Mr**  **Family Name:** \_\_\_\_\_

**Mrs**  **Given Names:** \_\_\_\_\_

**Ms**  **Preferred Name:** \_\_\_\_\_

**Miss**

**Other**

**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: 14/21 – Leading Hand (Roads) 12 Months Fixed Term Employment Contract**

PO Box 214

**TENTERFIELD NSW 2372**

[hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)

**Job Enquiries:**

**Manager Works; or**

**HR, Workforce Development & Safety**

Phone: (02) 6736 6000 (during business hours)

Email: [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)



## Position Description **Leading Hand (Roads)**

*Quality Nature - Quality Heritage - Quality Lifestyle*

<b>Division:</b>	Office of the Director Infrastructure
<b>Section:</b>	Transport & Infrastructure
<b>Position Identifier:</b>	LHR/V1
<b>Classification:</b>	Grade 8/9 (Broadband)
<b>Industrial Instrument:</b>	Local Government (State) Award
<b>Location:</b>	Council Depot - Riley Street, Tenterfield, however the position may require frequent work in the northern portion of the Shire which will necessitate camping out, in accordance with Council Policy, for periods of up to 5 days.
<b>Date position description approved</b>	31 May 2021

### **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**

Supervise/leads a small team of operators, and is responsible for ensuring the maintenance of roads, as required and directed across Tenterfield Shire, in a safe and

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efficient manner, as part of Services general construction and maintenance works programs.

### **Key accountabilities**

Achievement of road maintenance outcomes in accordance with Council's Operational Plan and Delivery Plan.

### **Essential Job Requirement**

Certificate IV in Civil Construction Operations or equivalent.

Available for on call duties and out of hours / weekend work and in emergencies.

### **Operational Duties and Activities:**

1. Supervise, co-ordinate, plan and implement the activities of sealed and gravel road maintenance including the Patchmobile to meet Council's obligations for maintenance of roads within the Shire, and under the RMS Single Invitation Maintenance Contract.
  2. Implement and report on maintenance activities performance against the fortnightly program, including completion of Daily Running Sheets.
  3. Undertake site inductions as required by WHS Management Plans.
  4. Provide input into the development of section procedures, practices, standards and operating systems including Road Management Plan, WHS, EEO, Environmental policies and other applicable Council Policies.
  5. Ensure that section procedures, practices, standards and operating systems, especially WHS and environmental practices and EEO principles are being implemented by staff under control.
  6. Ensure security and custodianship of the Council's assets under their control.
  7. Communicate, cooperate and coordinate with both internal staff and external organisations.
  8. Provide excellent customer service to both internal and external customers.
  9. Assist in the preparation of estimates for private works including liaising with the applicant as required.
  10. Supervision of activities of contractors as required.
  11. Coordinate and plan activities in a cost and operationally effective manner to achieve Works objectives.
  12. Take an active role in ensuring that safe working conditions are maintained on work sites for the general public, staff and contractors involved in Council works and use all safety equipment as provided for in accordance with Council's policies and statutory requirements.
  13. Receive jobs and obtain full understanding as to job objectives.
  14. Implement jobs and adhere to operating practices and processes.
  15. Identify and recommend opportunities for cost saving and improved efficiencies in operations.
  16. Identify variations to instructions and advise Maintenance Supervisor with recommendations.
  17. Undertake daily costing of jobs and report to the Maintenance Supervisor as required.
  18. Supervise private works being undertaken to ensure that works meet time, quality and cost constraints.
  19. Identify and recommend opportunities for the cost saving and/or efficiencies in operation.
  20. Check that all staff and visitors (including contractors) on worksites have received induction, hold relevant certification and have received training appropriate for the work to be undertaken.
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21. Promote good working relationships within the Section, with staff in other sections and with the public sector including rate payers, public utilities (TELSTRA etc.), government departments (RMS) and so on.
  22. Implement approved Traffic Control Plans for activities being undertaken.
  23. Actively implement improvements to works practices.
  24. Promote the Council as a caring service provider.
  25. Carry out all sealed and gravel road maintenance activities including the repair, patching of potholes, edges pavement defects, cracks, minor sealing works, driveways etc. with bitumen emulsion and aggregate using Council's Patchmobile and/or towed emulsion sprayer and truck to meet time, cost and quality objectives and to meet WHS and environmental requirements.
  26. Work from drawings and markers and establish levels. Proven ability to read and understand plans and drawings, levels and markers correctly laid out in accordance with plans, and assist in the preparations of estimates for private works including liaising with applicants as required.
  27. Installation and maintenance of signs and guideposts.
  28. Supervise and ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting, and other WHS requirements for area of work for all staff, visitors/volunteers and contractors.
  29. Supervise and undertake traffic control duties, including stop/go operations, erection and maintenance of temporary road signage.
  30. Apply and undertake traffic control plans, modify existing traffic control plans and design new traffic control plans, upgrade standard plans and inspect traffic control plans.
  31. Implement and report on maintenance and general construction activities performance against the delivery plan and identify and recommend any variations to instructions/efficiencies to immediate supervisor.
  32. Completion of timesheets with job numbers, plant checklists and other work related documentation. Write up procedures as required and complete assigned projects.
  33. Operate, maintain and undertake user maintenance on medium sized tipper truck and other plant used when required, eg. Patchmobile, front end loader, forklift and/or Backhoe when required.
  34. Use, maintain and undertake user maintenance on small plant and equipment such as wacker plate, chainsaw, rollers, etc.
  35. Undertake other road maintenance activities including, but not limited to, the following:-
    - Bitumen sealed and other footpath maintenance and repairs.
    - Installation and maintenance of signs and guideposts.
    - Traffic control including the implementation of approved Traffic Control Plans and the erection and maintenance of temporary road signs.
    - Urban and rural drainage, maintenance and repairs including structures and erosion and sediment control measures.
    - Installation, maintenance and repair of fencing and guardrails.
    - Street cleaning including leaf removal.
    - Vegetation control including slashing, mowing, brush cutting and using herbicides.
  36. Work in confined spaces when required including undertaking entry procedure.
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37. All procedures, process and behaviour complies with Council's Code of Conduct, EEO and Anti-discrimination principles.
38. Cooperate with emergency services during emergencies.
39. Assist Council staff as requested/directed by Manager/Supervisor/Engineer.
40. Any other duties as assigned compatible with employee's skills, competency and training.

### Key internal relationships

Who	Why
Maintenance Supervisor/Coordinator, Leading Hands/Team Leaders, Manager Works, Works Staff, Engineers, relevant Council Departments.	Job/Task Performance.

### Key external relationships

Who	Why
Ratepayers, Road and infrastructure users, contractors.	Job/Task Performance.

### Key dimensions

#### Reports to

Maintenance Works Coordinator (Tenterfield), and ultimately accountable to the Manger Works.






#### Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:-

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
 <b>Personal attributes</b>	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 <b>Results</b>	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 <b>Workforce Leadership</b>	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Foundational

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



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <li>• Is flexible, showing initiative and responding quickly to change.</li> <li>• Accepts changed priorities and decisions and works to make the most of them.</li> <li>• Gives frank and honest feedback / advice.</li> <li>• Listens when challenged and seeks to understand criticisms before responding.</li> <li>• Raises and works through challenging issues and seeks alternatives.</li> <li>• Stays calm and acts constructively under pressure and in difficult situations.</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> <li>• Champions and acts as an advocate for the highest standards of ethical and professional behaviour.</li> <li>• Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation.</li> <li>• Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use.</li> <li>• Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour.</li> <li>• Acts promptly and visibly in response to complex ethical and people issues.</li> </ul>
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority.</li> <li>• Takes an active role in managing issues in the team.</li> <li>• Coaches team members to take responsibility and follow through.</li> <li>• Is committed to safe work practices and manages work health and safety risks.</li> <li>• Identifies and manages other risks in the workplace.</li> </ul>
<b>Relationships</b> Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience.</li> <li>• Clearly explains complex concepts and technical information.</li> <li>• Adjusts style and approach flexibly for different audiences.</li> <li>• Actively listens and encourages others to provide input.</li> <li>• Writes fluently and persuasively in a range of styles and formats.</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community.</li> <li>• Takes responsibility for delivering quality customer-focused services.</li> <li>• Listens to customer and community needs and ensures responsiveness.</li> <li>• Builds relationships with customers and identifies improvements to services.</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services.</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation.</li> <li>• Creates an atmosphere of trust and mutual respect within the team.</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units.</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation.</li> <li>• Identifies opportunities to work together with other teams/units.</li> <li>• Acts as a resource for other teams/units on complex or technical matters.</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation.</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships.</li> <li>• Negotiates from an informed and credible position.</li> <li>• Influences others with a fair and considered approach and sound arguments.</li> <li>• Encourages others to share and debate ideas.</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans, with clear performance measures.</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects.</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines.</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans.</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning.</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems.</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems.</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports.</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions.</li> <li>• Anticipates, identifies and addresses risks and issues with practical solutions.</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness.</li> </ul>
<b>Results</b> Create and Innovate	Adept	<ul style="list-style-type: none"> <li>• Produces new ideas, approaches or insights.</li> <li>• Analyses successes and failures in the organisation for insights to inform improvement.</li> <li>• Identifies ways in which industry developments and trends impact on own business area.</li> <li>• Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation.</li> <li>• Identifies, shares and encourages suggestions for organisational improvement.</li> <li>• Experiments to develop innovative solutions.</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products.</li> <li>• Ensures team understands goals and expectations.</li> <li>• Shares the broader context for projects and tasks with the team.</li> <li>• Identifies resource needs, including team, budget, information and tools.</li> <li>• Allocates responsibilities and resources appropriately.</li> <li>• Gives team member's appropriate flexibility to decide how to get the job done.</li> </ul>
<b>Resources</b> Finance	Foundational	<ul style="list-style-type: none"> <li>• Shows respect for the value of public money.</li> <li>• Calculates and records financial information accurately.</li> <li>• Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines.</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set.</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately.</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes.</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Technology and Information	Adept	<ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks.</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes.</li> <li>• Ensures team understands their obligations to use technology appropriately.</li> <li>• Ensures team understands obligations to comply with records, information and knowledge management requirements.</li> </ul>
<b>Resources</b> Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> <li>• Helps others understand and comply with basic ordering, receipting and payment processes.</li> <li>• Contributes to the identification of business requirements, deliverables and expectations of suppliers.</li> <li>• Provides objective input to evaluation processes for proposals and tenders.</li> <li>• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements.</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Foundational	<ul style="list-style-type: none"> <li>• Clearly explains work required, expected behaviour and outputs.</li> <li>• Gives regular feedback about positive behaviour and areas for improvement.</li> <li>• Provides appropriate support to enable development.</li> <li>• Recognises ongoing performance issues and seeks advice on managing them.</li> </ul>
<b>Workforce Leadership</b> Inspire Direction and Purpose	Intermediate	<ul style="list-style-type: none"> <li>• Explains the organisation's mission and how the team's work relates</li> <li>• Promotes the organisation's direction and goals and encourages a positive attitude in the team</li> <li>• Discusses organisational issues with the team and helps them understand decisions in context</li> <li>• Recognises and acknowledges individual and team achievements</li> </ul>
<b>Workforce Leadership</b> Optimise Workforce Contribution	Adept	<ul style="list-style-type: none"> <li>• Develops team / project plans that take into consideration individual capabilities, strengths and preferences</li> <li>• Identifies opportunities for stretch assignments to help grow the capabilities and experience of staff</li> <li>• Plans and monitors team resource allocation in line with organisational priorities</li> <li>• Makes informed contributions to workforce planning and resource allocation processes</li> <li>• Makes good recruitment decisions based on the capabilities, knowledge and experience required in the role</li> </ul>
<b>Workforce Leadership</b> Lead and Manage Change	Foundational	<ul style="list-style-type: none"> <li>• Supports change initiatives through words and actions</li> <li>• Shares information and communicates change processes</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Supports the team to accept and manage uncertainty and change</li><li>• Identifies and implements improvements to work processes and practices</li><li>• Identifies and reports potential barriers to change</li></ul>

### Supplementary Information

#### Selection Criteria (Applicant must address all selection criteria)

##### Essential:

The minimum requirements for this position at Grade 8-9 level are:

1. Certificate IV in Civil Construction Operations or equivalent.
2. Demonstrated knowledge of structural, drainage, maintenance and construction techniques with the ability to achieve results.
3. Sound knowledge of concrete, timber and steel construction techniques.
4. Proven ability to operate earthmoving plant, trucks and other relevant equipment.
5. Proven ability to organise and carry out tasks set by a program of works.
6. Assessed ability to operate Backhoe, Front End Loader, Forklift and/or Skid Steer Loaders and related maintenance of construction equipment.
7. NSW Class HR Drivers Licence.
8. Demonstrated experience in the supervision of staff.
9. Current Traffic Controller, Implement Traffic Control Plans and Prepare a Work Zone Traffic Management Plan cards.
10. Sound written and oral communications skills and ability to develop positive working relationships.
11. Demonstrated experience using computer software and technology devices (i.e. Microsoft Word, Outlook, Database systems, Tablets and/or iPads).
12. Demonstrated knowledge of and ability to implement WHS work practices. Hold a General Construction Induction (White) Card.
13. Demonstrated knowledge of and ability to implement environmentally sensitive work practices.
14. Demonstrated knowledge of EEO principles and the ability to implement EEO practices at the workplace level.
15. Experience and demonstrated ability to work within a team environment and solve problems.
16. Ability to supervise Contractors.
17. Ability to organise, schedule and complete works within programs set in conjunction with the Works Manager, Maintenance Works Coordinator.

18. Sufficiently fit to carry out any safety drill or rescue.

**Desirable: (to attain Grade 9)**

1. Certificate IV in Frontline Management or equivalent, related Trade Certificate e.g. Carpentry or Diploma.
2. Over five (5) years proven experience of working within a team environment in maintenance and construction activity.
3. Current First Aid Certificate.
4. Chainsaw Certificate.

**General Information**

**Classification:**

The Local Government (State) Award and Tenterfield Shire Council Salary System Grade 15, plus a 9.5% contribution to superannuation.

**Hours of work:**

Full time position with Council operating a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work hours are generally 7:15am to 4:30pm, Monday to Thursday inclusive and 7:15am to 4:00pm on Fridays with every second Friday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, 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.

**Criminal Record Check:**

The successful applicant will be required to undergo a Criminal/Security Check prior to appointment to the position.

**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:-

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- 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 and 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:**

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 administrative 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.

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## IMPORTANT INFORMATION FOR 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.

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**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 facilities. 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 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 Acting Chief Executive.

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

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