TENTERFIELD SHIRE COUNCIL

Position Information Package

Technical Projects Engineer (Assets)

Reference No: 8/23

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

March 2023

POSITION VACANT

Applications are invited for the below position:

Technical Projects Engineer (Assets) – PV 8/23
Annual Salary Range - $68,421.60p.a - $89,694.80p.a + 10.5% Superannuation commensurate to experience and qualifications is envisioned for the right candidate.

Tenterfield is a well-renowned historical district surrounded by spectacular bush lands, and enjoys mild alpine summers, sunny winter days and crisp winter nights, blazing red autumns with stunning tree lined roads and bright wildflower springs, along with the benefits of a 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.

ABOUT THE ROLE - The Technical Projects Engineer is primarily responsible for delivering quality project, engineering and contract management services to ensure Council's ability to effectively deliver projects for the community.

ABOUT YOU – As a highly motivated professional, you will possess relevant qualifications and demonstrated experienced in the provision of providing technical engineering services, project and contract management, with knowledge of asset management plans and environmental management plans. You will bring with you a positive attitude and be able to work within our 'fast paced' environment, be able to provide solutions to complex problems and have effective communication and time management skills with the ability to work with people of diverse backgrounds and build strong working relationships with stakeholders.

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:

- 9 day fortnight;
- 15 days accumulative annual sick leave;
- 4 weeks accumulative Annual Leave;
- Relocation assistance (negotiable for the right candidate);
- Further learning and development opportunities; and
- Access to onsite monthly counselling through our Employee Assistance Program (EAP).

HOW 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 hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm, 20 April 2023**.

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.

Daryl Buckingham
Chief Executive

TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 8/23

Position applied for: Technical Projects Engineer

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: 8/23 – Technical Projects Engineer
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries: **Manager Asset & Program Planning, or**
HR, Workforce Development & Safety
Phone: (02) 6736 6000 (during business hours)
Email: hr@tenterfield.nsw.gov.au

Division:	Office of the Director of Infrastructure
Section:	Asset & Program Planning
Position Identifier:	TPE/V2
Classification:	Band 3 – (Technical Specialist) Grade 15– 17 based on experience and qualifications
Industrial Instrument:	Local Government (State) Award
Location:	Depot Administration Building, Riley Street, Tenterfield.
Date position description approved	March 2023

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:

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 Assets and Program Planning in the preparation of asset management plans, grant applications and other engineering functions.

3. Provide project management and technical assistance to Engineering Management, relevant Council staff to scope, define, schedule and acquit projects.

4. 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 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 Assets and other Departmental Managers in the development and review of policy documents and procedures and engineering guidelines where required.

8. Provide high quality, 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. Provide technical support to Engineering and Infrastructure Services as required.

11. 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.

12. Undertake asset inspections and assist with the preparation and review of Asset Management Plans for Council infrastructure.

13. Prepare technical reports and other correspondence as required.

14. Prepare public information items where required and undertake consultation processes and evaluate responses.

15. Undertake analysis and design in accordance with appropriate Australian Standards and codes (for example, AUSTROADS), and referring to recent research and/or best practices.

16. Process approved land acquisitions including arranging survey, processing plans, reporting to Council and undertaking the requisite external liaisons.

17. Investigate and report as appropriate on customer action requests assigned to this position.

18. Assess Development Applications referred to Infrastructure for adequacy against Council's adopted Codes and Policies and make recommendations as to Consent Conditions.

19. Liaise with a range of customers in response to enquiries including residents, service authorities, road authorities, contractors and Council officers.

20. Manage records and databases, complying with Council's administrative systems, processes and policies to ensure that all information is recorded for management reporting needs, with an aim toward a paper-free workspace.

21. Maintain technical equipment and tools including survey instruments and software programs to meet industry standards and make recommendations as to the updating or replacement.

22. 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 and Construction by Council Works teams or Contractors. Facilitate Grant Applications and comprehensive, quality Asset Management.

Key internal relationships

Who	Why
Director Infrastructure, Works Manager, Manager Assets and Program Planning, Manager Water and Waste, Technical Projects Officer (Water and Waste), 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.

In line with approved delegations.

Reports to

Manager Asset & Program Planning.

Essential requirements

Degree or Advanced Diploma, qualifications in Civil Engineering. Experience in design, contract / project management, and asset management processes.

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	Advanced
	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 Manage Self	Advanced	• 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	• 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	• 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	• 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	• 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	Advanced	• Demonstrates 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	Advanced	• 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	Advanced	• 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-empts and minimises conflict by working towards mutually beneficial outcomes

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Advanced	• 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
Results Think and Solve Problems	Highly Advanced	• Quickly grasps unfamiliar concepts and deals comfortably with complexity • Demonstrates deep knowledge and expertise across numerous subject areas • Critically analyses information and seeks diverse perspectives to formulate effective responses to policy issues • Identifies and evaluates broader impacts of proposed policies and solutions • Makes good decisions based on available evidence, observed patterns and evaluation of risks and benefits
Results Create and Innovate	Advanced	• 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	Highly Advanced	• Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of sustainable outcomes

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Advanced	• 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
Resources Assets and Tools	Advanced	• 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	Highly Advanced	• Ensures effective governance enables efficient and effective applications of technology in the organisation • Ensures effective governance of information and communications security and use policies • Encourages research and expert advice on the application of emerging technologies • Critically assesses business cases to introduce new technologies
Resources Procurement and Contracts	Advanced	• Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors

Supplementary Information

Selection Criteria
(Applicant must address all selection criteria)

Essential:

1. Degree or Advanced Diploma, qualifications in Civil Engineering, experience in design, contract and project Management. Australian Engineering recognition.

2. Demonstrated experience and 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.

3. Project Management experience and/or qualifications, demonstrated experience in the use of project management tools.

4. Experience in the preparation of contract documentation and the administration and supervision of contracts.

5. Experience in the preparation of estimates for project implementation or annual budget submissions.

6. Demonstrated knowledge of asset management principles and practices, including awareness of asset management plans.

7. Demonstrated quality written and oral communication skills. Ability to develop productive working relationships.

8. Demonstrated ability to work unsupervised and be self-motivated.

9. Experience using the Microsoft office suite of software, such as Word, Excel, Project.

10. Knowledge of and commitment to implement Workplace Health and Safety (WHS) practices and Equal Employment Opportunity (EEO) principles. General Construction Induction (White) Card.

11. Current NSW Class C Driver's License or equivalent.

12. 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. Demonstrated knowledge of asset management systems and equipment used for recording asset information.

5. Traffic management accreditation (PWZTMP Card).

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.

Criminal Record Check:
The successful applicant will be required to undergo a Criminal 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: -

- 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:
Administrative staff may participate in Council's Corporate Uniform process (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 daily tasks in an ergonomically safe and healthy manner and carry out any safety drill or rescue.

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 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 normally held at a Council facility. 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 can take between 30-45 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 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 and security check. 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 Position 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.