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AUSTRALIA**  
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# EMPLOYMENT INFORMATION PACKAGE

Technical Assistant  
Works



15 July 2020

### **Technical Assistant Works - Goondiwindi**

Thank you for your interest in applying for the position of **Technical Assistant Works** with the Goondiwindi Regional Council. Currently, we have a full time permanent position to commence in August, 2020.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

- Advertisement
- Position Description
- General Conditions of Employment
- Recruitment and Selection Process

For general details of the Council, please visit our website: [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

For further information about the position or duties involved, please contact Council's Human Resources on (07) 4671 7400 or via email on [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au).

I look forward to receiving your application.

Debbie Elliott  
Human Resources Officer



Council currently has the following vacancy:

POSITION: Technical Assistant Works  
DIRECTORATE: Engineering Services  
LOCATION: GOONDIWINDI QLD  
CLOSING DATE: Friday, 31 July, 2020  
ENQUIRIES: Manager Works

Employment Information Packages and options on how to apply can be found on Council's website at [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies)

Applications must be in writing and be addressed to the Chief Executive Officer, LMB 7, Inglewood Qld 4387.

Applications must be received by 5:00pm **Friday, 31 July 2020.**

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Technical Assistant Works</b>
<b>DEPARTMENT</b>	Engineering
<b>LOCATION</b>	Goondiwindi
<b>AWARD STREAM</b>	Stream A
<b>REPORTS TO</b>	Technical Officer - RMPC

### POSITION OBJECTIVE

To contribute to the Council's road construction and maintenance activities in particular and to Council's overall Engineering operations in general. All duties are to be carried out in an effective and efficient manner in accordance with Council's policies and objectives and in accordance with the conditions of any contract works for the overall benefit of the residents and citizens of the Goondiwindi region. All activities will be subject to relevant legislative provisions. In addition, provide advice; carry out investigations and inspections and undertake survey and monitoring relating to Council's road maintenance and construction functions.

### POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Drivers Licence essential;</li> <li>• Current Blue/White Card (Construction Safety Induction) essential;</li> <li>• The Incumbent shall desirably hold Tertiary qualifications in a relevant discipline; and/or such other qualifications or experience as would be advantageous to the carrying out of the duties of the position.</li> </ul>

KNOWLEDGE & SKILLS
<ul style="list-style-type: none"> <li>• Demonstrated knowledge of road maintenance and construction activities.</li> <li>• Demonstrated knowledge of survey and design as it relates to civil infrastructure.</li> <li>• Demonstrated knowledge of Council obligations under the Transport and Main Road Routine Maintenance Performance Contract and any other works delivery methods used by TMR.</li> <li>• Demonstrated knowledge of the service delivery function of the department of engineering.</li> <li>• Demonstrated experience in the execution of works projects and task completion of specific jobs safely and efficiently.</li> <li>• High level of energy and enthusiasm and ability to work effectively under pressure and meet deadlines.</li> <li>• Ability to work unsupervised and contribute to the development of Council practices and procedures to improve safety and efficiency.</li> <li>• Sound knowledge of Road defect inspections, recording and reporting.</li> </ul>

<ul style="list-style-type: none"> <li>• Satisfactory level of IT proficiency including, but not limited to, Microsoft products</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge of the Workplace Health and Safety requirements in relation to the position responsibilities</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge in the contents and use of the Manual of Uniform Traffic Control Devices</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of Council's work procedures and quality system.</li> </ul>

OTHER
<ul style="list-style-type: none"> <li>• Proficiency in the analysis and implementation of operational policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated performance in the development, motivation, coaching and support of staff to achieve objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven track record in the pursuance of the delivery of quality services, including setting high standards and a strong customer focus.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated ability to respond positively to changes and provide strong change management leadership to staff.</li> </ul>

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> <li>• Responsible for providing technical and other assistance to the Goondiwindi Regional Council.</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation of cost estimation for specific projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation of documentation and supervision of Council's works programs in respect to works on state controlled roads.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assistance in the completion of traffic management plans.</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide technical support and advice on road inspections and logging of defects and deficiencies.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist the Technical Officer RMPC with planning for construction and maintenance activities as required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist with the calling for quotations and tenders in accordance with Council's purchasing policy.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist with the preparation of estimates in relation to Transport and Main Roads contracts and associated documentation requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Regular monitoring of RMPC performance measures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist the Technical Officer RMPC with the preparation of progress reports and works program updates as required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist Management, other Technical staff and supervisors with routine miscellaneous tasks.</li> </ul>

	<ul style="list-style-type: none"> <li>Where required obtain verbal and written quotes on behalf of Council and order and receive goods and materials as necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>Carry out regular supervision of other specific projects as required.</li> </ul>
	<ul style="list-style-type: none"> <li>Attend regular RMPC meetings and continually liaise with Transport and Main Roads Engineers and other staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Any other duties as directed by the Manger Works or the District Engineer.</li> </ul>
Service	<ul style="list-style-type: none"> <li>Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.</li> </ul>
Work	<ul style="list-style-type: none"> <li>To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>Identify exposures, recommending solutions, implementing approved programs, promoting risk prevention measures, updating and monitoring compliance with procedures and managing safety/risk management reporting requirements.</li> </ul>
Quality	<ul style="list-style-type: none"> <li>Ensure works are carried out in accordance with Council's work procedures and quality management system.</li> </ul>

#### WORKPLACE HEALTH & SAFETY OBLIGATIONS

All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:

- Being aware of the council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WH&S to your Supervisor.

## GENERAL CONDITION OF EMPLOYMENT

<b>AWARD:</b>	Queensland Local Government Industry Award – State 2017
<b>SALARY:</b>	Between Level 2.1 (\$58,899.70pa) – Level 2.4 (\$62,321.03pa) (Stream A) plus allowances. Salary will be dependent on Skills and Qualifications.  (under 21 years - Junior rates apply)
<b>SUPERANNUATION:</b>	First 12 months Employee contribution of 6% not compulsory Council Contribution 9.5% if no employee contribution is made, otherwise 12%  Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12%  *Council contribution 9.5% only applies to casuals.
<b>STAFF DEVELOPMENT &amp; TRAINING:</b>	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals.  Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
<b>WORKPLACE HEALTH &amp; SAFETY:</b>	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
<b>PROBATION:</b>	All appointments are subject to a six (6) month probationary period.
<b>UNIFORM:</b>	Permanent full time staff will receive the uniform allowance. Permanent part time staff, trainees and casual staff will receive a relevant pro-rata entitlement to be determined by their director having regard to their role and its interaction with the public and the length of their employment.  All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
<b>SMOKE-FREE WORKPLACE:</b>	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none"><li>• Council buildings;</li><li>• Council vehicles, road plants;</li><li>• Water and sewerage plants and designated confined entry spaces;</li><li>• Other designated areas, which will be notified from time to time.</li></ul>

## RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

### STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

### STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

### STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

## APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

## LODGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies). Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

<b>Post to:</b> Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	<b>Personally deliver to:</b> Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	<b>Email to:</b> <a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a> Attention: Debbie Elliott
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**As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.**

## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.