



**REGIONAL  
AUSTRALIA**  
*at its best!*

# EMPLOYMENT INFORMATION PACKAGE

Technical Officer

Goondiwindi



11 May 2021

### **Technical Officer Works**

Thank you for your interest in applying for the position of Technical Officer Works with the Goondiwindi Regional Council. Currently, we have a full time permanent position for immediate start.

Council is seeking to appoint a motivated and professional individual to work under the direction of the Works Manager that possesses the following traits:

- A friendly and down to earth personality, with a helpful attitude;
- Strong attention to detail;
- Good time management skills;
- A willingness to receive instructions and openness to working as a team member.

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 Works Manager, Luke Tanner 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 Officer (Works)  
DIRECTORATE: Engineering Services  
LOCATION: Goondiwindi  
CLOSING DATE: Monday, 31 May 2021  
ENQUIRIES: Luke Tanner – Works Manager - (07) 4671 7400

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 **Monday, 31 May 2021.**

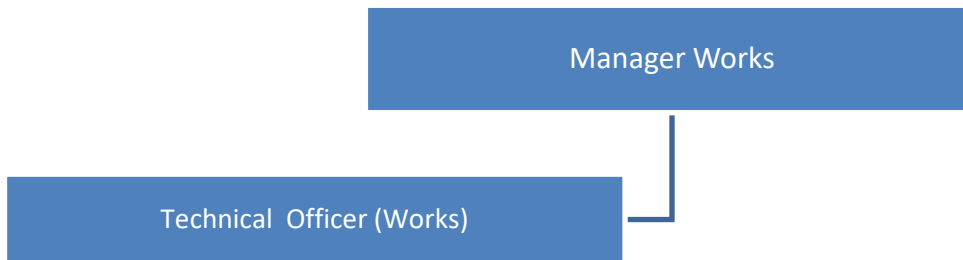
## POSITION DESCRIPTION

**Position:** Technical Officer (Works) - Goondiwindi  
**Section:** Engineering Services  
**Location:** Goondiwindi, Queensland  
**Reports to:** Manager Works

### POSITION OBJECTIVE

To assist in project planning/design and contribute to the management and control of Council's Works functions in an effective and efficient manner in accordance with Council's policies and objectives for the overall benefit of the residents and citizens of the Goondiwindi region.

### ORGANISATIONAL STRUCTURE



### POSITION REQUIREMENTS

EXPERIENCE AND QUALIFICATIONS
<ul style="list-style-type: none"><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>
<ul style="list-style-type: none"><li>Minimum class C drivers licence</li></ul>
KNOWLEDGE
<ul style="list-style-type: none"><li>Knowledge and understanding of the Legislative framework within which a Council operates, or the capacity to quickly identify and respond to those requirements.</li></ul>
<ul style="list-style-type: none"><li>Knowledge of contemporary road, drainage, landscaping, water and sewerage design functions.</li></ul>
<ul style="list-style-type: none"><li>Experience in successfully undertaking local government project delivery and operational services functions.</li></ul>
<ul style="list-style-type: none"><li>Ability to regularly assess and evaluate customer needs and identify opportunities for facilities and service improvement.</li></ul>
<ul style="list-style-type: none"><li>Demonstrated ability to ensure efficient and effective systems and procedures are in place to support all operations in areas of responsibility and the regular review thereof.</li></ul>
<ul style="list-style-type: none"><li>Demonstrated ability to proactively and professionally represent the interests of Council.</li></ul>

SKILLS
<ul style="list-style-type: none"> <li>• Demonstrated proficiency in civil engineering design, documentation and project management.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated computer skills in the area of Spreadsheets, CAD and GIS.</li> </ul>
<ul style="list-style-type: none"> <li>• A high quality in presentation of ideas, thoughts and arguments to individuals and groups, in both oral and written form.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated ability in effective problem solving, to be imaginative and to encourage innovation.</li> </ul>
<ul style="list-style-type: none"> <li>• High personal drive and a proactive approach to issues.</li> </ul>
<ul style="list-style-type: none"> <li>• High standards of personal and professional ethics.</li> </ul>
<ul style="list-style-type: none"> <li>• Strong commitment to workplace health and safety.</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>• Proven track record in the pursuance of the delivery of quality projects and services, including setting high standards and a strong customer focus.</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 position 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>• The Technical Officer (Works) shall be personally responsible for the effective execution of the following specific matters:- <ul style="list-style-type: none"> <li>○ Prepare reports for the Manager Works in relation to operations in the areas of responsibility;</li> <li>○ The planning, design and pre-construction tasks associated with Council's works program within areas of responsibility;</li> <li>○ Control and coordinate the works program within budgetary constraints, exercising a degree of autonomy.</li> <li>○ Liaise closely with District Engineers and Supervisors in relation to the delivery of projects and programs in terms of quality, time, cost and scope;</li> <li>○ Assist in the management and resolution of, routine customer issues and investigations;</li> <li>○ Assist the Manager Works in the project management and delivery of identified engineering projects as required;</li> <li>○ Remain informed of all legal, regulatory and other changes, and implement changes where necessary, in consultation with the Director Engineering Services;</li> <li>○ Exercise operational responsibility for works programs;</li> <li>○ Exercise judgement and initiative where procedures not clearly defined;</li> <li>○ Establish work programs within areas of responsibility;</li> <li>○ Lead teams on moderately complex technical projects;</li> <li>○ Exercise significant initiative and judgement in the selection and application of established principles, techniques;</li> <li>○ Supervise outside workforce and/or contractors;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and result.</li> <li>○ Contribute to the development of new techniques and methodology.</li> <li>○ Undertake all aspects of traffic counts including data collection, interpretation, maintenance and reporting as and when necessary;</li> <li>○ Respond to customer rural addressing applications, update mapping information and arrange installation;</li> <li>○ Investigate customer requests in relation to local roads, airports and town maintenance.</li> </ul>
	<ul style="list-style-type: none"> <li>● Other duties as directed by the Manager Works or the Director Engineering Services.</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>
Safety	<ul style="list-style-type: none"> <li>● Work is to be carried out in accordance with SAFEPLAN2 – Council’s Workplace Health and Safety Management System. Employees must ensure that they do not put the health and safety of themselves or others at risk. Work is to be carried out to meet WHS obligations and responsibilities (WH&amp;S-WP-1.5.1) as detailed in the relevant legislative requirements and standards including Council policies and procedures.</li> </ul>

PERFORMANCE & SKILL STANDARDS	
	<ul style="list-style-type: none"> <li>● Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Chief Executive Officer recognising those standards as outlined in Council’s Corporate Plan and supporting Operational Plan.</li> </ul>
	<ul style="list-style-type: none"> <li>● Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council’s policies, procedures and local laws.</li> </ul>
	<ul style="list-style-type: none"> <li>● Allocated tasks shall be completed consistently within agreed time frames.</li> </ul>
	<ul style="list-style-type: none"> <li>● Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.</li> </ul>
	<ul style="list-style-type: none"> <li>● Demonstration of a spirit of co-operation towards other employees and the achievement of Council’s aims and objectives.</li> </ul>
	<ul style="list-style-type: none"> <li>● Participate in any officer committees or project teams that may be appointed from time to time.</li> </ul>
	<ul style="list-style-type: none"> <li>● Accept such other assignments relevant to their general corporate and specific role as may be issued by the Director Engineering Services from time to time.</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>	Stream A - Level 5 (\$75,706.80) dependent on skills and experience.
<b>HOURS:</b>	<p>Your ordinary hours of work will be 36.25 hours per week, worked Monday to Friday.</p> <p>Council offers a nineteen day month arrangement (RDO), where additional time is worked and banked in a 19 day cycle to accrue a Rostered Day Off.</p>
<b>SUPERANNUATION:</b>	<p>First 12 months Employee contribution of 6% not compulsory Council Contribution 9.5% if no employee contribution is made, otherwise 12%</p> <p>Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12%</p> <p>*Council contribution 9.5% only applies to casuals.</p>
<b>STAFF DEVELOPMENT &amp; TRAINING:</b>	<p>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.</p> <p>Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.</p>
<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 (6) six-month probationary period.
<b>UNIFORM:</b>	<p>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.</p> <p>All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.</p>
<b>SMOKE-FREE WORKPLACE:</b>	<p>It is Council policy that smoking is not permitted in:</p> <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></ul> <p>Other designated areas, which will be notified from time to time.</p>



## 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.

## LOGGING 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.