


Banana Shire Council Job Application Package

Position Title:	Director Infrastructure Services
Vacancy Reference Number:	VRN17/18-108
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Contract (Four Years)
Recruitment Commences:	Friday 2 November 2018
Recruitment Closes:	Friday 16 November 2018
Enquiries to:	 <p>Human Resources Section Phone: (07) 49 929 500 Fax: (07) 49 923 493 Email: enquiries@banana.qld.gov.au</p>
How to Apply:	<ul style="list-style-type: none"> • Complete this Job Application Package • Include a cover letter and overview (no more than 3 pages long) regarding suitability to role, with consideration of key duties, KPIs and selection criteria. • Submit a detailed Resume • Attach copies of any relevant qualification/tickets/licences
How to submit your Application:	<p>Email: enquiries@banana.qld.gov.au</p> <p>Post: Attention: Ray Geraghty Chief Executive Officer Banana Shire Council PO Box 412 Biloela QLD 4715</p> <p>Fax: (07) 4992 3493</p> <p>In person: Banana Shire Council Admin Office, Valentine Plains Road, Biloela</p>



Banana Shire Council

Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Director Infrastructure Services				VRN: VRN17/18-108				
FAMILY NAME:				GIVEN NAME(S):				
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
MAILING ADDRESS:				MOBILE NO:				
POSTCODE:				TELEPHONE NO:				
EMAIL ADDRESS:								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> The Central Telegraph		<input type="checkbox"/> Gladstone Observer			<input type="checkbox"/> Brisbane Courier Mail			
<input type="checkbox"/> Rockhampton Morning Bulletin		<input type="checkbox"/> Chinchilla News			<input type="checkbox"/> Western Star			
<input type="checkbox"/> Other Newspapers _____		<input type="checkbox"/> Posters/Mail outs			<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____						
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional			<input type="checkbox"/> Learners			
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals <i>must</i> be presented upon, or prior to, commencement of employment as requested by Council)								
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):								
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a Blue Card issued by the Commissioner for Children and young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:				Year Qualification Obtained:				
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of Establishment: _____ Country (If outside Australia): _____								

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;
1. Length of Service
2. Position Title held at time of resignation

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PERMISSION / DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

 Yes No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees & the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.
Council is an Equal Employment Opportunity Employer



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Director, Infrastructure Services
Employment Status:	Full Time
Award Classification:	Contract
Department:	Infrastructure Services
Location:	Biloela (with site visits across the Shire)
Reports to:	Chief Executive Officer
VRN and Position No:	17/18-108

Purpose of the Role

- To provide effective leadership of Council's Infrastructure Services Directorate to meet Council's key Corporate and Operational Plans.
- To identify and develop strategic plans and formulate policies ensuring compliance with infrastructure, technical and works requirements.
- To build and maintain a collaborative culture, which delivers successful whole of organisation outcomes.
- To effectively work with key stakeholders, including the community, to ensure that the cost / value equation is well understood in terms of Council's operations.
- To optimise the efficient and effective use of resources, in the delivery of Directorate services.
- To establish and maintain appropriate productive working relationships with relevant internal and external parties, in order to deliver the works program in a timely and cost efficient manner.

Key Role Functions

This position is responsible for the following functional areas:

- Operational Management
- Technical Operations
- Infrastructure Operations
- Directorate Financial Management
- Directorate WH&S Management
- Disaster Management

Key Duties

Operational Management

- Responsible for the management and review of Council's Infrastructure Services operations
- Provide leadership to the Directorate
- Provide high level of service standards to meet Industry Best Practice
- Develop and maintain relationships with key stakeholders including development and participation in industry alliances
- Preparation of Directorate reports for Council
- Responsible for policies and procedures related to the Directorate
- Assist the Chief Executive Officer and undertake duties as directed

Technical Operations

- Responsible for the operation and delivery of Council's Technical Services function
- Responsible for meeting Council's quality assurance requirements

Infrastructure Operations

- Responsible for the operation and delivery of Council's Infrastructure Services portfolio
- Ensure long-term sustainability of Council's roads, streets, drainage and parks and open spaces
- Ensure infrastructure is designed to, constructed to, and meets Australian and Council standards
- Responsible for Council's Contract and Private Works operation

Departmental Financial Management

- Develop Directorate budget annually in line with Council's Corporate Plan and Operational Plan
- Responsible for monitoring and compliance with approved Directorate budget

Disaster Management

- Ensure effective and efficient response to natural and man-made disasters within the Shire
- Ensure responses are in accordance with legislative requirements
- Oversee Council's overall Disaster Management function
- Fulfil all responsibilities of the role of Council's Local Disaster Co-Ordinator
- Participate in training exercises and responses to Disaster Management and Recovery as required

Departmental WHS Management

- Responsible for the management of Council's Workplace Health & Safety activities / functions
- Drive WH&S outcomes in line with Council's Safety Management System, demonstrating high personal commitment and performance in safety outcomes

Specific Requirements

Specific requirements of the position may include:

- Bachelor degree or postgraduate studies in Engineering, or a related discipline would be highly regarded, combined with extensive experience in an equivalent position, preferably in a similar sized organisation operating a diverse range of functions / operations
- Eligible for corporate membership of IEAUST [Institute of Engineers Australia]
- Demonstrated ability to lead a multi-disciplinary team to achieve the objectives of Council
- RPEQ registration in Civil Engineering
- Current 'C' class Driver's Licence

Organisational Commitments

Workplace Health and Safety

- High level demonstrated commitment to Banana Shire Council's Workplace Health and Safety Management system
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

Corporate

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Comply with all legislative and regulatory requirements
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

Key Performance Indicators

- Effective completion of all activities contained within the Corporate and Operational Plans
- Operate within budget constraints
- Ensure business practices meet legislative compliance
- Ensure the administration of Council's services within the Directorate are managed effectively and expeditiously consistent with relevant legislation
- High level of participation and commitment to EMT outcomes
- Effective in the Directorate's delivery of outcomes through leading and supporting your team, including the personal demonstration of commitment to organisational change and Organisational Values
- Effective management of stakeholder expectations with a Local Government environment
- Commitment to Council's Human Resources policies and procedures, eg. Performance reviews completed effectively (quality and on time)
- WH&S compliance achieved for the Directorate, including contribution to the broader organisation
- Delivery of services within budget and within approved / agreed timeframes
- Provision of an effective whole of organisation disaster management function
- Ensuring funding agreements are completed and acquitted in a timely manner
- Establish and maintain effective communications within the Directorate, and with other operational sections of Council and other stakeholders
- Timely preparation of Directorate budgets and subsequent budget reviews

Note: These key performance indicators will form the annual performance review associated with the position.

Delegations of Authority

- As per Council's Delegations of Authority
- Authorise timesheets and leave for employees within the approved budget
- Sign correspondence in relation to particular areas of control/service
- Other delegations as approved

Direct Reports (4)

- Manager Technical Services
- Manager Infrastructure Works
- Personal Assistant
- Disaster Management Co-ordinator

Organisational Reporting Arrangements

This position reports directly to the Chief Executive Officer

Selection Criteria

The details of the Selection Criteria may be found in Appendix A

Authorisation

CEO: Ray Geraghty

Date: 24 April 2018

Date originated: 01 March 2010

Date reviewed: 24 April 2018

Incumbent Signature

Position: Director, Infrastructure Services

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name: _____

Signature: _____

Date: _____

Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p>SC1 Bachelor degree or postgraduate studies in Engineering or a related discipline would be highly regarded with extensive experience in an equivalent position, preferably in a similar sized organisation operating a diverse range of businesses.</p> <p>Current "C" Class Licence</p>	MANDATORY
<p>SC2 Demonstrated effective strategic leadership and management experience within a technical and Infrastructure Services environment.</p>	25%
<p>SC3 Highly developed and demonstrated understanding of strategic business and operational planning methods and processes, in a technical and infrastructure environment.</p>	15%
<p>SC4 Demonstrated and proven experience in managing projects, contracts and private works operations and functions.</p>	20%
<p>SC5 Experience in the management of the effective and efficient response to natural and man-made disasters, including the management of a disaster management function.</p>	15%
<p>SC6 High level and effective skills in verbal, written and interpersonal communication, with the ability to write and present reports to Council and key stakeholders, as well as successfully interact with the community.</p>	25%

ADDRESSING SELECTION CRITERIA

Candidates must respond to the selection criteria. Guidelines for addressing selection criteria include:

- Address each criterion separately;
- Some responses may require more than half a page per selection criterion;
- Outline how your work experience, skills, knowledge and qualifications meet the requirements of the position; and
- Provide evidence e.g. copies of qualifications.

You may like to utilise the **STAR model** to address the Selection Criteria being:
Situation – Briefly explain the context e.g. where you were working/what your position was.
Task – Explain what task you were required to perform in this situation.
Action – Describe what you did and the steps you took in performing the task.
Result – Describe the outcomes and what happened as a result.

Please refer to the Applicant Information Package for more information.