

# Banana Shire Council Job Application Package

<b>Position Title:</b>	<b>Senior Design Coordinator</b>
<b>Vacancy Reference Number:</b>	<b>VRN14/15-074</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Permanent, Full Time</b>
<b>Recruitment Commences:</b>	<b>Tuesday 22 September 2015</b>
<b>Recruitment Closes:</b>	<b>Tuesday 6 October 2015</b>
<b>Enquiries to:</b>	 <p>Human Resources Section  Phone: (07) 49 929 500  Fax: (07) 49 923 493  Email: <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p>
<b>How to Apply:</b>	<ul style="list-style-type: none"> <li>• Complete this Job Application Package</li> <li>• Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description)</li> <li>• Submit a detailed Resume</li> <li>• Attach copies of any relevant qualification/tickets/licences</li> </ul>
<b>How to submit your Application:</b>	<p><b>Email:</b> <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p> <p><b>Post:</b> Attention: Ray Geraghty  Chief Executive Officer  Banana Shire Council  PO Box 412  Biloela QLD 4715</p> <p><b>Fax:</b> (07) 4992 3493</p> <p><b>In person:</b> Banana Shire Council Admin Office, Valentines Plains Road, Biloela</p>



# Banana Shire Council

## Application for Employment

APPLICANT DETAILS			
POSITION APPLYING FOR: Senior Design Coordinator		VRN: VRN14/15-074	
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) _____		
<b>LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)</b>			
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR
	<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
<b>PLANT OPERATOR TICKETS (Originals <i>must</i> be presented upon, or prior to, commencement of employment as requested by Council)</b>			
Please list the <b>current</b> Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):			
<b>BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)</b>			
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			
<b>WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)</b>			
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>EMPLOYMENT HISTORY (Please provide details on a separate sheet if necessary)</b>			
Employer	Length of Service	Year Completed Service	Summary of duties

<b>REFEREES</b>	
Name: _____	Telephone No 1: ___ - _____
Organisation: _____	Telephone No 2: _____
Name: _____	Telephone No 1: ___ - _____
Organisation: _____	Telephone No 2: _____
<b>QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)</b>	
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): _____	
<b>DECLARATIONS</b>	
<ul style="list-style-type: none"> <li>• 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.  <input type="checkbox"/> Yes   <input type="checkbox"/> No</li> <li style="margin-top: 10px;">If yes, please indicate persons you have an association with: _____ _____ _____</li> <li style="margin-top: 10px;">• 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.</li> <li style="margin-top: 10px;">• I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.</li> <li style="margin-top: 10px;">• 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.</li> <li style="margin-top: 10px;">• I authorise Council to contact my listed referees for employment purposes only.</li> </ul>	
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.*



## BANANA SHIRE COUNCIL POSITION DESCRIPTION

<b>Position Title:</b>	Senior Design Coordinator
<b>Employment Status:</b>	Permanent Full Time
<b>Level:</b>	Level 6 (\$73,682.12 - \$78,233.96)
<b>Employment conditions:</b>	Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
<b>Department:</b>	Infrastructure Services
<b>Location:</b>	Biloela
<b>Reports to:</b>	Manager Infrastructure Technology
<b>VRN and Position No:</b>	

### **Purpose of the Role**

To provide engineering design and technical expertise accurately and promptly thereby contributing to an effective service delivery for the department.

### **Key Role Functions**

This position is responsible for the following functional areas:

- Investigation and delivery of infrastructure design projects
- Provision of technical advice
- Supervision of design staff

## Key Duties

- Undertake field investigations for allocated projects and assist other team members where necessary including Road Safety Audits
- Supervise and provide technical advice to the Cadet Designer and the Design Services Team
- Prepare engineering computations, estimates and contract specifications for roads, stormwater, water and sewerage, parks and other infrastructure projects
- Liaise with external customers regarding engineering issues and undertake investigations and computations to provide practical, cost effective and timely solutions
- Liaise with and provide support to internal stakeholders including members of the Infrastructure Technology, Infrastructure Delivery, Water and Sewerage sections of Council
- Provide design and drafting support to the Water Services activities of Council
- Assist in the development of strategic infrastructural plans where needed
- Assist with the preparation of funding submissions to State and Federal Government departments for infrastructure improvements and development projects
- Investigate and report on various infrastructure, drainage and traffic related issues associated with the repair, maintenance or construction of Council's civil infrastructure assets
- Prepare reports, letters and correspondence on engineering matters in liaison with key stakeholders
- Undertake project management of specific projects, as required
- Supervise the design program to deliver project documentation in accordance with the adopted Capital Works Program
- Develop, implement and review quality processes relating to Infrastructure Design
- Implement on-the-job training programs for design employees
- Participate in the recruitment and induction program for new employees
- Conduct Performance Reviews
- Organise meetings and consultations with necessary stakeholders/ community members addressing any project concerns
- Liaise and negotiate with external engineering designers
- Provide engineering advice to consultants and developers on development standards and design requirements
- Undertake inspections of Operational Works in accordance with Council's development guidelines, as required
- Actively collaborate with the works crew to complete projects and provide any advice/assistance required to understand prepared design plans.
- Ensure the accurate and prompt management and distribution of records, documents and other information as required to internal and external customers
- Liaise with workplace representative and employees to continuously improve work practices
- Contribute to the continuous improvement of office administration systems
- Actively contribute to teams within the Infrastructure Services Department and workforce, promote best practice and maintain professional standards and integrity
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## Specific Requirements

Specific requirements of the position may include:

- Current Class C Manual Driver's Licence
- Associate Degree in Civil Engineering or equivalent
- Significant experience in civil engineering design utilising CAD software
- Qld General Safety Induction (Construction Industry) Certification.

## Organisational Commitments

### Workplace Health and Safety

- Be aware of 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
- Undertake regular WHS assessments as directed 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
- 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

## **Key Performance Indicators**

- Prompt and courteous response to resolve all customer service requests and correspondence relating to matters referred to the Section for action
- Provision of professional engineering advice in accordance with recognised industry standards
- Consistently facilitates the implementation of engineering solutions that adequately addresses problems
- Satisfactory and cost effective completion of projects within allocated budgets and specified time frames
- Actively plans and recommends possible methods through which allocated tasks and responsibilities can be performed in a carried out more effectively and efficiently
- Performance Reviews for the design team undertaken on time
- All liaison is carried out in a professional manner being a positive ambassador for Banana Shire Council
- Work is performed in a manner that ensures the safety and health of employees, contractors, and the community
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- Consistently meets corporate obligations
- Council's Policies and Procedures are followed
- Other targets as outlined in the Performance Review are achieved

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

## **Delegations of Authority**

- Authorise timesheets and overtime for employees within prescribed limits





## Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p><b>SC1</b> Associate Degree in Civil Engineering or equivalent</p> <p>Qld General Safety Induction (Construction Industry) Certification.</p> <p>Current class C driver's licence.</p>	MANDATORY
<p><b>SC2</b> Demonstrated ability to prepare civil design drawings and knowledge of relevant engineering standards, legislative and statutory requirements for:</p> <ul style="list-style-type: none"> <li>• Rural roads and urban streets including stormwater (Essential); and</li> <li>• Water and sewerage reticulation (Desirable).</li> </ul>	40
<p><b>SC3</b> High level of keyboard and computer skills including the use of engineering survey and design software, GIS and the MS Office Suite of programs</p>	20
<p><b>SC4</b> Demonstrated time management skills and the ability to lead and motivate a team to achieve set and agreed performance and service standards.</p>	15
<p><b>SC5</b> Demonstrated experience in conducting Road Safety Audits.</p>	10
<p><b>SC6</b> Well developed oral and written communication skills, together with excellent customer service skills.</p>	10
<p><b>SC7</b> Sound understanding of and commitment to EEO and WHS principles and practices</p>	5

### 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.