

Banana Shire Council Job Application Package

Position Title:	Senior Design Coordinator
Vacancy Reference Number:	VRN18/19-061
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Recruitment Commences:	Friday 1 March 2019
Recruitment Closes:	Friday 15 March 2019
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 your responses to the Selection Criteria (found at the end of the attached Position Description) • 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: Senior Design Coordinator				VRN18/19-061				
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

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

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.



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Senior Design Coordinator
Employment Status:	Permanent Full Time
Level:	Level 6
Employment conditions:	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
Department:	Infrastructure Services
Location:	Council Offices, Biloela
Manager:	Manager Technical Services
VRN and Position No:	

Purpose of the Role

To coordinate the engineering aspects of internal and external infrastructure works within the Shire in accordance with Council policy, industry standards and Legislative requirements.

Key Role Functions

This position is responsible for the following functional areas:

- Investigation and delivery of infrastructure design projects
- Infrastructure planning and assessment
- Provision of technical advice and customer service

Key Duties

Shall include but not be limited to:

- Provide technical advice and strategies to internal and external customers on operational works design plans, development standards, design requirements, and minor work projects (including grids and school bus routes)
- Preparation of construction plans, engineering computations, estimates and contract specifications for roads, traffic treatments, stormwater, parks and other infrastructure projects
- Investigate and report on infrastructure related issues associated with the repair, maintenance and construction of Council's infrastructure assets
- Coordinate surveying tasks
- Coordinate traffic count data collection and database
- Conduct Heavy Vehicle Route Assessments for road manager consent, Level 2 bridge inspections and Road Safety Audits
- Conduct traffic management design
- Monitor and review rain/river gauge minor maintenance program
- Supervise, train and mentor Infrastructure Technology team members
- Provide technical support for the Infrastructure delivery team in the preparation, implementation and maintenance of engineering activities
- Project Manage Technical Consultants and Infrastructure Projects
- Prepare, submit and manage Infrastructure funding applications
- Contribute to the development, documentation and continuous review of work practices, procedures, policies and systems.
- Assist with the preparation of the Infrastructure Technology budget
- Represent Council in Government, business and Community forums and public meetings
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- Undertake routine administrative tasks as required by the position
- Participate in training, exercises and response to Disaster Management and Recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Organisational Commitments

Workplace Health and Safety

- Be aware of Banana Shire Council's Work 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 Work 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
- 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

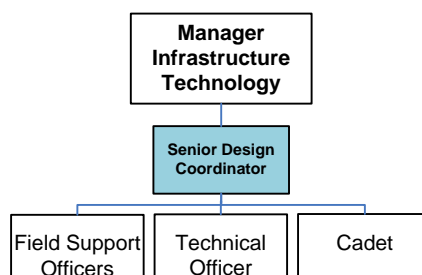
- Assigned tasks are completed in a timely and professional manner
- Provision of professional engineering advice in accordance with recognised industry standards
- High quality engineering assessment and reporting of Council's infrastructure, including support documentation, accuracy and application of standards
- High level of participation and commitment to team outcomes
- High quality customer service is achieved
- Performance reviews for employees are undertaken by the nominated timeframe each year.
- Confidentiality is maintained.
- All liaison is carried out in a professional manner being a positive ambassador for Council
- 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 apply to the annual performance review associated with the position.

Delegations of Authority

As per delegations register.

Organisational Reporting Arrangements



Selection Criteria

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

Authorisation

Director: John McDougall
Date: 01 February 2019
Date originated: 20 January 2014
Date last reviewed: 09 January 2019

Incumbent Signature

Position: Senior Design Coordinator

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 Degree in Civil Engineering or related discipline and significant professional post graduate experience.</p> <p>Qld General Safety Induction (Construction Industry) Certification.</p> <p>Minimum requirement of a current class C driver's licence.</p>	MANDATORY
<p>SC2 Demonstrated experience in engineering, in particular infrastructure planning/design, project management, asset management, and surveying.</p>	40%
<p>SC3 High level of keyboard and computer skills including engineering, survey and design software, GIS and the MS Office Suite of programs.</p>	30%
<p>SC4 Demonstrated ability to supervise a team in an environment of change, establish work priorities and meet deadlines.</p>	20%
<p>SC5 Knowledge of Council Departments, policies and procedures and relevant legislative requirements</p>	5%
<p>SC6 Sound understanding of and commitment to EEO and WHS principles and practices.</p>	5%