


# Banana Shire Council Job Application Package

<b>Position Title:</b>	<b>Supervisor – Project Works</b>
<b>Vacancy Reference Number:</b>	<b>VRN18/19-062</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Maximum Term 6 Months</b>
<b>Recruitment Commences:</b>	<b>Friday 1 February 2019</b>
<b>Recruitment Closes:</b>	<b>Friday 15 February 2019</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, Valentine Plains Road, Biloela</p>



# Banana Shire Council

## Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Supervisor – Project Works				VRN18/19-062				
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"/> 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		
<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 ( <b>Please provide details on a separate sheet if necessary</b> ):								
<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>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): _____								

**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.



## BANANA SHIRE COUNCIL POSITION DESCRIPTION

<b>Position Title:</b>	Supervisor - Project Works
<b>Employment Status:</b>	Maximum Term
<b>Level:</b>	3-4 Dependent on qualifications and experience
<b>Employment conditions:</b>	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012 - Certified
<b>Department:</b>	Infrastructure Services
<b>Location:</b>	Biloela, subject to rotation
<b>Reports to:</b>	Works Coordinator
<b>VRN and Position No:</b>	VRN18/19-062

### **Purpose of the Role**

To lead a work team and coordinate resources to deliver construction and maintenance projects for civil works within Council's Works Program and Main Roads Contracts.

### **Key Role Functions**

This position is responsible for the following functional areas:

- Supervision
- Manage projects including costs

## Key Duties

- Provide technical advice and leadership to employees and Contractors in the performance of construction and maintenance
- Liaise with the Works Coordinator to ensure availability of required employees, contractors, plant/equipment and materials, to implement project plans
- Monitor Operators in the care and servicing of Council plant
- Develop and implement project plans and works schedules for works being performed and supervised and report variances to the Coordinator
- Implement project quality control methods to ensure completion of works to relevant quality assurance and environmental standards
- Monitor project costs on a daily basis and report variances to the Coordinator
- Implement and monitor Traffic Management Plans
- Complete and maintain administrative records
- Collate, check and authorise timesheets
- Assist in the preparation of estimates for works projects and private works
- Liaise with property owners on works related matters, including the supply of gravel and water for works activities
- Undertake site survey and set out of projects
- Maintain an awareness of relevant industry standards eg. Main Roads Specifications
- Implement on-the-job training programs for employees
- Participate in the recruitment and induction of employees
- Conduct Performance Reviews for the work team
- Participate in Council's internal audit process
- Participate in training, exercises and response to Disaster Management and Recovery as required
- Liaise with workplace representatives and employees to continuously improve work practices.
- Actively contribute to the team within the Department and workforce, promote best practice and maintain professional standards and integrity.
- 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 Workplace Health and Safety Management system – (*Reference WH&S Obligations and Responsibility Statement – Managers & Supervisors*)
- 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
- 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

- Deliver expected outcomes within identified constraints
- Conducted works meet required standards at all times
- Equipment is maintained to identified standards
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- Effective and efficient supervision of staff, including responsibility and accountability for the health and safety of employees, contractors, visitors and volunteers
- Performance Reviews for the work team undertaken on time
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Council's policies and procedures are followed
- Other targets as outlined in the Performance Review are achieved

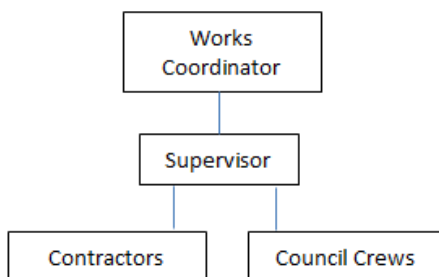
Note: These key performance indicators will inform the annual performance review associated with the position.

## Delegations of Authority

- As per delegations register

## Organisational Reporting Arrangements

This position reports to the Works Coordinator



## Selection Criteria

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

**Authorisation**

Director                    John McDougall

Date originated:        15 January 2019

Date reviewed            15 January 2019

**Incumbent Signature**

**Position:                Supervisor – Project Works**

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><b>SC1</b> Demonstrated experience leading civil infrastructure construction projects.</p> <p>Certificate III/IV in Local Government (Operational Works) or higher, and/or equivalent experience.</p> <p>Qld Construction White Card or Blue Card (General Safety Induction).</p> <p>Current class C manual drivers licence.</p>	Mandatory
<p><b>SC2</b> Demonstrated knowledge of relevant industry standards and specifications for road construction and maintenance works.</p>	40%
<p><b>SC3</b> Demonstrated organisational ability, including the ability to develop, implement, monitor and review project specific plans.</p>	30%
<p><b>SC4</b> Demonstrated ability to exercise initiative and to lead and motivate a team to maximise performance.</p>	20%
<p><b>SC5</b> Sound level of oral and written communication skills.</p> <p>Participate in mandatory training as nominated by Council and willingness to participate in learning and development opportunities.</p>	5%
<p><b>SC6</b> Good working knowledge of WHS &amp; EEO principles</p>	5%