

Banana Shire Council Job Application Package

Position Title:	Cadet Technical Officer
Vacancy Reference Number:	VRN18/19-059
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Maximum Term
Recruitment Commences:	Friday 11 January 2019
Recruitment Closes:	Friday 25 January 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: Cadet Technical Officer	VRN18/19-059	
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: _____

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 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.

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.



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Cadet Design Officer
Employment Status:	Maximum Term, up to four (4) years
Level:	Level 1-2
Employment conditions:	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
Department:	Infrastructure Services
Location:	Biloela, subject to rotation
Reports to:	Manager Infrastructure Technology
VRN and Position No:	VRN18/19-059

Purpose of the Role

To assist with the efficient and effective service delivery of design projects for the Infrastructure Services Department.

Key Role Functions

This position is responsible for the following functional areas:

- Design project investigation and delivery
- Provision of general technical advice

Key Duties

- Assist with the preparation of construction plans using CAD packages for roads, traffic treatments, stormwater, car parks and parks
- Assist team members with field investigations for allocated projects as required
- Assist with the provision of technical advice to the Technical Services team
- Assist with the preparation of engineering computations, estimates and contract specification for roads, stormwater, parks and other infrastructure projects
- Assist with the provision of engineering advice to consultants and developers on development standards and design requirements
- Provide support for investigations and reports on various infrastructure, drainage and traffic related issues associated with the repair, maintenance or construction of Council's civil infrastructure assets
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties
- Perform all tasks in accordance with appropriate technical standards, section 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 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
- 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

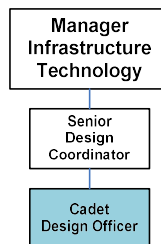
Key Performance Indicators

- Prompt and courteous response to resolve all customer service requests and correspondence relating to matters referred to the Section for action within specified timeframes
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Provision of professional engineering advice in accordance with recognised industry standards
- Consistently assists with facilitating the implementation of engineering solutions to adequately address problems
- Satisfactory and cost effective completion of projects within allocated budgets and specified time frames
- Participation in actively planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently
- High level of participation and commitment to team outcomes
- Adequate and timely progression through the Associate Degree in Civil Engineering
- Consistently meets corporate obligations
- Council's Policies and Procedures are followed
- Work is performed in a manner that ensures the safety and health of employees, contractors, and the community
- Other targets as outlined in the Performance Review are achieved

Delegations of Authority

- Nil

Organisational Reporting Arrangements



Selection Criteria

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

Authorisation

Director Frank Nastasi
Date 13 January 2016
Date originated 29 August 2008
Date reviewed 9 January 2019

Incumbent Signature

Position: Cadet Design Officer

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 Minimum of one year successful progression towards an Associate Degree in Civil Engineering course (external) and a strong commitment to successfully undertake and complete this course in a timely manner.</p> <p>Existing Civil Engineering students strongly encouraged to apply.</p>	MANDATORY
<p>SC2 High level of keyboard and computer skills including MS Office Suite of programs. Experience utilising CAD programs would be advantageous, but not essential.</p> <p>Minimum requirement of a current class C driver's licence.</p>	40%
<p>SC3 Sound level of oral and written communication skills.</p>	30%
<p>SC4 Ability to work effectively in a team environment.</p>	20%
<p>SC5 Ability to display initiative and apply problem-solving techniques.</p>	5%
<p>SC6 Sound understanding of and commitment to EEO and WHS principles and practices.</p>	5%