



Employment Application Pack

Position Title:	VRN24/25-074
Vacancy Reference Number:	Technical Administration Officer (Water Services)
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	Level 3 LGIA Stream A \$78, 640.42 - \$83, 242.44
Recruitment Commences:	20 February 2025
Recruitment Closes:	6 March 2025

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS								
POSITION APPLYING FOR: Technical Administration Officer (Water Services)						VRN 24/25-074		
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"/> Facebook		<input type="checkbox"/> SEEK			<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> 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) _____						
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>								
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>								
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 must 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 institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of institution: _____ Country (If outside Australia): _____								

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?
Yes No

If yes, please state details:

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 service completed	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 nominated medical practitioner if required.
- 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 and 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.

Technical Administration Officer (Water Services)

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Technical Administration Officer (Water Services)		
Classification:	Level 3	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2018		
Department:	Council Services	Location:	Biloela
Reports to:	Manager Water Services	Number of reports:	0

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

Our Values

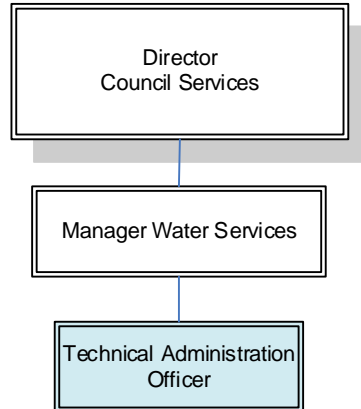
- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To provide technical advice to customers (both internal and external) together with a high level of administrative support to Council's Water Services team.

Technical Administration Officer (Water Services) POSITION DESCRIPTION

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Respond to enquiries from internal and external customers promptly and professionally
- Develop and maintain a sound knowledge of Water Services matters and processes
- Draft routine correspondence including memos, letters, agendas and minutes and assist with report preparation
- Provide primary support to Manager Water Services and the team in relation to budgetary matters (operational, maintenance, and capital), safety compliance and chemical stock management
- Input data and extract data to produce reports from a range of proprietary (e.g. MS Excel) and specialised software applications (e.g. Aqualas Water, SWIMS)
- Extract relevant data from Council's financial management system and assist with the preparation financial reports and summaries
- Assist Water Services personnel to prepare and organise quotes for various goods and services
- Preparation of purchase orders
- Assist with preparation of monthly reporting and contract administration support for water and sewerage operations
- Assist with the preparation of financial extracts for subsidy claims and other associated reports associated with funded projects
- Assist with the extraction, collation and review of water meter readings for half-yearly billing. Respond to queries from rates section
- Assist with maintaining SWIMS database (including water quality data, and operation task management)
- Assist with extraction of data and population of Annual SWIMS reporting
- Collate chemical quantity audits, prepare reports and liaise with key personnel
- Assist with safety related tasks, logging of incidents in Myosh, updating Myosh
- Assist with applications and approvals for Water Services section
- Undertake and/or prepare internal quality system audits as required for managerial consideration
- Undertake background research and compile statistical information relevant to Water Services operations
- Schedule and coordinate appointments, diary and travel arrangements
- Liaison and customer service to ratepayers, customers and other Council staff, the public, consultants, utility and government authorities
- Assist with the management of trade waste including annual renewals and inspections
- Initiate, complete and review all Quality Assurance documentation for managerial consideration
- 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
- Undertake routine administrative tasks as required by the position e.g. timesheets

Technical Administration Officer (Water Services) POSITION DESCRIPTION

- Assist senior staff to continuously improve work processes and develop new practices as required
- 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.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Current class C manual drivers licence
- Certificate IV in Business Administration or relevant equivalent experience

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- High level computer skills (including use of MS Office Suite)
- High level of literacy, numeracy, oral and written communication skills, including the ability to prepare documentation and technical reports
- Demonstrated ability to work effectively within a busy team; establish work priorities and manage changes to work schedules; meet deadlines; exercise sound judgement and initiative; and maintain confidentiality
- Demonstrated organisational ability, high level attention to detail and excellent customer service skills
- Sound understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Proven ability to acquire new skills and learn new software programs and processes
- High level of experience in financial management and reporting in operational / construction context
- Working knowledge of specialist database / task management software (eg. SWIMS Local, Mi Water/Aqualas Water)

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental and Sustainability Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council

Technical Administration Officer (Water Services) POSITION DESCRIPTION

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: