



HINCHINBROOK
SHIRE COUNCIL

Applications are hereby invited for the position of:

Infrastructure Engineer
12 Month Fixed Term Full Time
(Maternity Relief)
Vacancy Reference: 101311

Applications close 5.00pm Friday 24 November 2017

Please read the "Application Guidelines" to assist you in the preparation of your application

Privacy Information:

Hinchinbrook Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

About the Position

Vacancy Reference Number:	101311
Position Title:	Infrastructure Engineer
Closing Date:	5.00pm Friday 24 November 2017
Employment Status:	Fixed Term 12 month Maternity Relief
Classification:	Attractive Salary available dependant, on skills and experience
Award:	Contract - Local Government Officers Award
Agreement:	The current Hinchinbrook Shire Council Certified Agreement or it's successor
Salary:	Negotiable on Skills an experience
Leave:	Five weeks annual leave (pro rata) Three weeks paid sick leave (pro rata)
Superannuation:	Superannuation of 9.5%
Applications:	Your application must contain:

- Completed Application for Employment Form
- A copy of your current resume
- Responses to the selection criteria
- Two (2) work related referee names and contact details

Please note: Applicants must specifically and individually address the essential and desirable selection criteria within this package and provide a current Resume and two recent referees in order to be considered for interview.

Apply via:

Attention: Human Resource Services
Hinchinbrook Shire Council
PO Box 366
Ingham Qld 4850

Marked "Confidential"

Or by:

Email: applications@hinchinbrook.qld.gov.au

Online: <http://www.hinchinbrook.qld.gov.au>

Position Summary:	This position operates under limited direction, this position undertakes a range of functions for which operational policies, practices and guidelines may need to be developed. The position is responsible for coordinating the development and implementation of a range of whole-of-Council asset management strategies, asset management plans, policies, processes, and business system improvements. The position also provides technical and professional advice, and input, to the technical services team and organisation, in accordance with organisation's needs and priorities..
Additional Information:	<p>Applicants for this position are advised that Criminal History Checks and Pre employment Medicals will be undertaken prior to an offer of employment being made.</p> <p>Please note that people with criminal records are not automatically disqualified from applying for this position. Each application will be considered on its merits.</p>
Enquiries:	Human Resources (07) 4776 4767.

Selection Criteria must be addressed as part of the application process to be considered for this role. Please address and demonstrate your knowledge the questions below.

Vacancy Reference No.: 101311

Position Title: Infrastructure Engineer
12 month Fixed Term Maternity Relief

Key Selection Criteria:

Your application for this position must specifically address each of the key selection criteria listed below. Short listing and selection will be based upon responses to the selection criteria.

Essential:

1. Demonstrated experience in asset management.
2. Working knowledge of statutory requirements such as the Local Government Act and Local Government Regulation required for engineering works in a Local Government environment.
3. Generalised understanding of road construction and maintenance, civil construction techniques, concrete works and hydraulic services.
4. Working knowledge of contract administration, and preparation of contract documentation.
5. High level written and verbal communication skills in internal and external dealings.
6. Specialised knowledge of the use of databases, spreadsheets, word processing, presentation, and technical design packages.
7. Degree in Civil Engineering or Equivalent qualification or equivalent experience.
8. Hold a Current 'C' class drivers licence (valid in Queensland).

Desirable:

1. Ability to undertake asset audits.
 2. Practical knowledge of developing and maintaining an asset register, and asset management system.
 3. Ability to effectively utilise graphical software such as computer based design programs (CAD), and geographical information systems (GIS).
 4. Registration as a Professional Engineer, Queensland or the intent to obtain this registration.
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HINCHINBROOK
SHIRE COUNCIL

FORM
Employment Application

Vacant Position:		Vacancy Reference No.	
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PERSONAL DETAILS:			
Prefix: (Mr, Mrs, Ms...)		First Name:	
Middle Name/s:		Last Name:	
Preferred Name:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Postal Address:			
		Postcode:	
Contact Details:	Mob:	Hm:	Email:
Have you been employed at this Council previously?		<input type="checkbox"/> No <input type="checkbox"/> Yes – dates:	
EMPLOYMENT HISTORY: Council requires at least 5 years history. Can be left blank if included in your resume.			
Most Recent Employer:		Location:	
Start Date:		End Date:	
Position Title:	Leaving Reason:		
Employer:		Location:	
Start Date:		End Date:	
Position Title:	Leaving Reason:		
Employer:		Location:	
Start Date:		End Date:	
Position Title:	Leaving Reason:		
SECONDARY & TERTIARY EDUCATION: Can be left blank if included in your resume. Copies of transcripts will be required in due course			
Name of Education Institution	Complete/Incomplete	Date Completed	Qualification Achieved
LICENCES/TICKETS: Can be left blank if included in your resume. You will be required to present originals if you are offered employment.			
Name of Issuing Authority	Complete/Incomplete	Date Completed	Qualification Achieved

Electronic version current. Uncontrolled Copy current only at time of printing

Form Number: HR_F_200 Employment Application Form

Authorised By: Strategic Management Team

Document Maintained By: Human Resources

Version No: 2.0

Initial Date of Adoption: 2009

Current Version Adopted: 3 November 2010



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SHIRE COUNCIL

FORM
Employment Application

WORK RIGHTS: Immigration legislation requires Council to obtain and retain relevant evidentiary documents for all foreign nationals. Council must also confirm your identity. It is a condition of employment that you provide this information, which will be asked of you upon offer of employment.									
I am: <input type="checkbox"/> An Australian or New Zealand Citizen. You will need to provide Australian Birth Certificate, Citizenship Certificate or NZ Passport <input type="checkbox"/> An Australian Permanent Resident. You will need to provide your permanent visa and passport. <input type="checkbox"/> A Foreign National With Working Rights. You will need to provide your working visa and passport.									
For those on a working visa, please complete the section below:									
Passport Number:		Country of Issue:							
Issue Date:		Expiry Date:							
Type of Visa:		Restrictions:							
HEALTH: In order to meet our duty of care toward employees in the workplace we need to minimise the risk of workplace injuries occurring. As part of our recruitment process, we must ascertain your ability to perform the inherent requirements of the job. This ensures that employees are not placed in positions which are highly likely to cause injury or aggravation of existing injuries. It also provides us with the opportunity to consider any necessary workplace adjustments which may need to be made to accommodate any special needs you may have.									
Are there any factors that will affect your ability to perform the inherent requirements of this position? We may discuss this information with you. Upon being offered employment you will be required to complete a statutory declaration concerning your health.									
<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a brief overview for discussion:									
Are there any adjustments that would need to be made to the position/workplace to accommodate your needs:									
<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a brief overview below:									
EMERGENCY CONTACT DETAILS: You hereby authorise us to contact these persons in the event of an emergency or unauthorised absence affecting you if you are employed by Council. It is your responsibility to advise of us any changes to your emergency contacts.									
Contact Name 1:		Telephone: <table border="1"><tr><td>H</td><td></td><td>W</td><td></td><td>M</td><td></td></tr></table>		H		W		M	
H		W		M					
Contact Name 2:		Telephone: <table border="1"><tr><td>H</td><td></td><td>W</td><td></td><td>M</td><td></td></tr></table>		H		W		M	
H		W		M					
EMPLOYMENT REFEREES: We require two recent EMPLOYER references, ideally from your current or past Supervisor/Manager. We will not contact your referees without your express permission.									
Name:		<table border="1"><tr><td>1</td><td></td><td>2</td><td></td></tr></table>		1		2			
1		2							
Position Title:									
Contact Number/s:									
Relationship:									
ADVERTISEMENT SURVEY DATA: How did you first become aware of this vacancy?									
<input type="checkbox"/> Herbert River Express <input type="checkbox"/> Townsville Bulletin <input type="checkbox"/> Council Website <input type="checkbox"/> SEEK <input type="checkbox"/> Referral <input type="checkbox"/> LG Website <input type="checkbox"/> Other:									
EMPLOYMENT DECLARATION:									
I hereby declare that the information contained in this document and resume (if applicable) I have provided is true and correct and is not misleading. I acknowledge that the provision of false information may be sufficient cause for instant dismissal if I am employed by Hinchinbrook Shire Council.									
SIGNATURE: _____ DATE: _____									

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PRIVACY AND APPLICATION FOR EMPLOYMENT

The information collected on this form will be used by Hinchinbrook Shire Council ["Council"] in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009), as required by Federal or State Government or as outlined below. This information may be stored in Council payroll and human resources databases. The information collected will be retained as required by the Public Records Act 2002.

In this statement, "Information" means all of the information about you which is provided by you pursuant to or in relation to this application and also the details of your health, and any information provided by you or by any other person about you during the course of, or in relation to, this application for employment with Council.

1. I understand and agree that:

- (a) If any information provided by me is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, Council may refuse to employ or engage me, or if I am already employed or engaged, may terminate my employment or engagement immediately and without notice or payment in lieu of notice.
- (b) Where my employment or engagement with Council is subject to passing a pre-employment health assessment or other medical or related test, I authorise the medical practitioner or other person nominated by or on behalf of Council to pass complete details of the examination to Council, who may use the information in relation to assessing my application, and if I am employed or engaged, for any purpose relating to my employment or engagement.
- (c) An offer of employment is not deemed valid unless formally made in writing by an authorised officer of Council and signed by me as an indication of my acceptance of the offer and conditions set out therein.
- (d) If I am employed in any capacity other than casual, my employment will be subject to a probationary period.

2. I agree that if my application for employment is accepted, the terms and conditions of my employment or engagement will be regulated by:

- (a) Any term of employment or engagement which I sign; and
- (b) The provisions of any certified Enterprise Agreement or industrial award applicable to employment.

3. I consent to:

- (a) the provision, collection and use of the Information by Council for the purpose of considering me for employment or engagement; and
- (b) Council retaining the Information on its files in the event that this application is unsuccessful for a period of 12 months for the purpose of considering me for future employment opportunities (during the first three months), and as required under the General Retention and Disposal Schedule for Administrative Records;
- (c) Council disclosing the Information to a third party for example a medical practitioner, referee, recruitment agency, insurer, legal representative or other person for purposes relating to assessment of my application for employment or engagement; and to that third party collecting, using and disclosing the Information for purposes relating to my assessment; and
- (d) Council obtaining information from the referees listed in this application or in my resume, but only when I agree to provide express permission to contact them, for the purposes of considering my application.
- (e) Council obtaining, for Foreign Nationals, information from the Department of Immigration & Citizenship to verify my eligibility to work in Australia.

4. I acknowledge that:

- (a) Information collected by recruitment agencies will be provided to Council for the purpose of considering me for employment opportunities with Council; and in my capacity as an applicant I may apply to access the Information, including correcting or updating the Information by contacting the Information Privacy Officer at Council.

Name: _____ Signature: _____ Date: _____

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Position Title	Infrastructure Engineer
Employment Status	Fixed Term 12 month Maternity Relief
Hours	80 hours per fortnight
Annual Salary and benefits	Attractive Salary available dependant, on skills and experience
Department	Infrastructure Services Delivery
Section (if applicable)	Assets and Infrastructure

Position Objectives

Operating under limited direction, this position undertakes a range of functions for which operational policies, practices and guidelines may need to be developed. The position is responsible for coordinating the development and implementation of a range of whole-of-Council asset management strategies, asset management plans, policies, processes, and business system improvements. The position also provides technical and professional advice, and input, to the technical services team and organisation, in accordance with organisation's needs and priorities..

Organisational Relationship

Reports to:	Executive Manager Infrastructure Services Delivery
Directly Supervises:	Compliance and Technical Officer, Technical Assistant (Assets & Asset Management Coordinator) and Technical Officer(GIS)

Delegations

Delegations are in accordance with Hinchinbrook Shire Council's Register of Delegations.

Key Responsibilities

Engineering and Technical Advice	<p>Participate in the activities of the technical services team via:-</p> <ul style="list-style-type: none"> • Providing professional engineering and technical advice as requested and required; • Undertaking and/or managing allocated projects and sections of projects within established priorities and agreed timelines; and • Undertaking investigations, preparing reports, submissions, and related activities. • Undertake various technical projects and tasks of significant complexity, as allocated in accordance with established priorities and timelines. • Initiate the preparation of contract documents, supervise, and administer contract works as directed by the Manager Engineering Services. • Assist in serving the Engineering and technical needs of the organisation via:- • Provision of information in a timely manner to other departments • Establishing effective working relationships with internal and external clients. • As directed, developing and operating compatible systems, and procedures, with other departments where responsibilities overlap.
Asset Management	<ul style="list-style-type: none"> • Manage and develop Council's Asset Management systems. • Prepare data for the development of Forward Works Program for assets. • Manage onsite inspections of key infrastructure assets across the Shire as part of a condition evaluation process and the determination of effective rehabilitation and maintenance treatments.

Asset Management	<ul style="list-style-type: none"> To co-ordinate the implementation, maintenance, and ongoing development of Council's geographical information systems and deliver a service that is effective, efficient, and responsive, to the needs of the organisation.
Financial Responsibilities	<ul style="list-style-type: none"> Assist with the development and monitoring of engineering and Infrastructure budgets.
People Management	<p>Supervising and training to ensure individual and team performance and behaviour are optimum, including:</p> <ul style="list-style-type: none"> setting team direction and goals and motivating employees to achieve them; prioritising, coordinating and monitoring workflow; approving timesheets and leave and managing absences according to business need; conducting annual performance reviews; managing issues relating to unsatisfactory performance or conduct; facilitating the resolution of grievances and other workplace relations issues; Promoting and upholding the requirements of the Code of Conduct; Promoting and upholding a safe working environment with attention to the requirements of Workplace Health & Safety legislation, WH&S Council policies, procedures, guidelines and the SAFEPLAN; and Taking appropriate actions and measures so as to comply with Council's human resource policies.
Work Health & Safety (WHS)	<p>Responsible for working safely at all time to protect own WHS and that of any other person in the workplace. This will include:</p> <ul style="list-style-type: none"> Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements. Abiding by Council WHS Policies, procedures and training at all times. Complying with instructions given for WHS Reporting any personal injury, third party or vehicle incidents or damage to the Ganger/Supervisor immediately. Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs. Not wilfully or recklessly interfering with or misusing anything provided for WHS Not wilfully or recklessly placing at risk the WHS of himself/herself or others Reporting any WHS concerns and hazards to the Ganger/Supervisor immediately.
Record Management	<p>Council requires its employees to make and keep records that fully and accurately document their operations and administration, this includes:</p> <ul style="list-style-type: none"> All forms of records created or received either written or verbal Electronic mail (email, internal and external) All Policies, Procedures and Processes Facsimiles Voicemail Customer requests and complaints Social media, including Facebook, Blogs, Twitter, You Tube Maps, plans, drawings, film/videos, photographs or images
Quality Management	<p>Council requires its employees to follow corporate business rules to educate and instil Quality management responsibilities, this includes</p> <ul style="list-style-type: none"> Work according to agreed quality standards within your team Contribute towards setting quality standards within your team Monitor your work and identify opportunities for improving quality Suggest improvements through the customer request system Implement strategies for improving quality Monitor implementation of strategies for improving quality and take necessary corrective action.

Knowledge, Skills and Abilities Required	
Essential:	<ol style="list-style-type: none"> 1. Demonstrated experience in asset management. 2. Working knowledge of statutory requirements such as the Local Government Act and Local Government Regulation required for engineering works in a Local Government environment. 3. Generalised understanding of road construction and maintenance, civil construction techniques, concrete works and hydraulic services. 4. Working knowledge of contract administration, and preparation of contract documentation. 5. High level written and verbal communication skills in internal and external dealings. 6. Specialised knowledge of the use of databases, spreadsheets, word processing, presentation, and technical design packages.
Desirable:	<ol style="list-style-type: none"> 7. Ability to undertake asset audits. 8. Practical knowledge of developing and maintaining an asset register, and asset management system. 9. Ability to effectively utilise graphical software such as computer based design programs (CAD), and geographical information systems (GIS).

Education/Qualifications Required	
Essential:	10. Degree in Civil Engineering or Equivalent qualification or equivalent experience.
Desirable:	11. Registration as a Professional Engineer, Queensland or the intent to obtain this registration.

Licences Required	
Essential:	12. Valid "C" Class drivers license
Desirable:	Nil

Physical Requirements/Environment of Position
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Office based

Organisational Commitment

Work Health and Safety

All employees, contractors and volunteers have a duty to comply with WHS Legislation and Council's WHS policies, procedures and lawful instructions or directions given for WHS in the workplace.

General

All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council's Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time.

Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Description Acceptance

Position descriptions cannot provide a definitive list of duties and responsibilities and as such these will vary from time to time. On an annual basis the employee and Manager should review the position description for currency.

Council expects employees to accept minor variations to the work value of their position. Managers may initiate changes through consultation and agreement with the position holder.

To be signed by the successful applicant upon acceptance

I hereby acknowledge that I have read, understood and agree to be bound by the duties, responsibilities and requirements of my position as outlined in this document.

Incumbents Name:		Date:	
Incumbents Signature:			

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Prepared by	D.Jackson	Human Resources		31/10/2017
Approved by Management				
File Location: T:\11. Position Descriptions\Office of CEO		Document maintained by: Human Resource Services		