

DOUGLAS

SHIRE COUNCIL

POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Project Engineer (Fixed Term)

DEPARTMENT: Infrastructure

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

APPLICATIONS CLOSE: FRIDAY 19 AUGUST 2022

Your application must consist of the following information:-

CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
 - ☞ *Qualifications*
 - ☞ *Knowledge, Skills and Expertise*
 - ☞ *People Oriented Skills and Attributes*
- Copy of Current Resume**



Applications should be addressed to:

**Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873**

humanresources@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

**Project Engineer
(Fixed Term)**

Position Number: 339

Closing Date: Friday 19 August 2022

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas 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.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

- POSITION:** Project Engineer (Fixed Term)
- POSITION STATUS:** This is a fixed term engagement for a period up to July 2023
- LOCATION:** Mossman Depot
- CLASSIFICATION:** Level 6 / 7 / 8
- SALARY:** Salary ranging from \$93,226.87 to \$125,823.55 pro-rata per annum. Level of appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
- AWARD:** Queensland Local Government Industry (Steam A) Award – State 2017.
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary.
- Employer contributions – 10.5% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Applications can be submitted by:
- Addressed to:
Douglas Shire Council
Human Resources
PO Box 723
MOSSMAN QLD 4873
- or
- humanresources@douglas.qld.gov.au
- CLOSING DATE:** **Friday 19 August 2022**

Position Applied for: **Project Engineer (Fixed Term)**

Position Number **339**

Mr
 Mrs
 Ms
 Miss

Date: _____
Given Names: _____
Family Name: _____
Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:
Home: _____
Work: _____
Mobile: _____
Preferred Contact Number:

Email:

Have you previously worked for Douglas Shire Council? No Yes **Dates:** _____

Are you a current employee of Douglas Shire Council? No Yes **Dates:** _____

Current Employees must complete: **Employee No:** _____ **Classification Level:** _____

Position Title: _____

Department: _____ **Supervisor:** _____

Are you currently being represented by an external recruitment agency? No Yes **Name of Agency:** _____

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*

Port Douglas & Mossman Gazette Douglas Shire Council Other Newspapers:
 On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? *(Please tick)*

Aboriginal / Torres Strait Islander Disability English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature:

Position No: 339
Last Updated: June 2022

<u>POSITION:</u>	Project Engineer (Fixed Term)
<u>DEPARTMENT:</u>	Infrastructure
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to: Coordinator Civil Operations Supervises: No direct reports however the position oversees and manages project teams, contractors and consultants including consultant engineers as required.
<u>AWARD CLASSIFICATION:</u>	Level 6 / 7 / 8 Level of appointment will be dependent on qualifications and experience.
<u>CONDITIONS OF EMPLOYMENT:</u>	Salary and conditions of employment will be in accordance with Queensland Local Government Industry (Steam A) Award – State 2017 Commitment to Council's policies, procedures, Certified Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<u>HOURS OF DUTY:</u>	Nominal 72.50 hours per fortnight, nine (9) day fortnight as per agreement.
<u>DELEGATIONS:</u>	Delegations as per the Delegations Register.
<u>EXTENT OF AUTHORITY:</u>	Expenditure authority limit is \$22,500 for a single purchase / transaction. Position has significant authority. Selection methods and techniques are based on sound judgement as decisions and actions may have a significant effect on project/ work area being managed.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons. This position will require the employee to be vaccinated against Covid-19 or provide an Australian Immunisation Medical Exemption form completed by an eligible health professional. Where vaccinations are required – you must provide documentary evidence.
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• Lead and manage the successful planning, and delivery of Council's infrastructure projects/ programs.• Undertake design, preconstruction, inspection and project management activities on technically complex projects/programs, including those with long time frames (greater than 12 months) and which may require involvement in sub-programs.

KEY DUTIES AND RESPONSIBILITIES:

- Assist the Manager Infrastructure and Coordinator Civil Operations in the overall management of projects and programs.
- Apply sound technical knowledge and experience to competently assess, comment and report on development approvals, operational works and permit applications.
- Provide expert advice to other council officers, stakeholders and management on infrastructure matters.
- Manage internal and external resources to achieve desired project outcomes.

Shall include but not be limited to:

- Work under limited direction from the Manager Infrastructure and Coordinator Civil Operations.
- Prepare forward works program and budget estimates for Council.
- Manage project teams as required comprising both external and internal team members/consultants to achieve Department and Corporate objectives.
- Undertake project cost control and review functions for capital works projects and major capital initiatives.
- Coordinate the scoping, planning, preconstruction, consultation, programming, design and documentation of projects required to enable construction of operational and capital works.
- Lead a relevant project team or individually manage preconstruction and project delivery activities for significant capital works including setting and validating work outcomes of stakeholders and carrying out regular on-site inspections.
- Provide expert advice and recommendations to Manager Infrastructure and Coordinator Civil Operations, as required.
- Assist in the preparation of reports and briefs detailing works for Capital and Operational Works Programs based on grant income, asset condition, asset valuation, remaining life inspections, asset system reports, customer complaints, site validation inspections and corporate defect data bases.
- Effective interaction and provision of expert advice and technical support to the:
 - Community.
 - Management
 - Staff and project teams within the organisation.
 - Relevant inter-government working and/or technical committees, state government departments/agencies.
- Deliver outcomes according to the operational work plans and in line with industry standards.

- Manage assigned projects to agreed results, timelines and budgets.
- Prepare detailed project reports for management and Council.
- Organise meetings as required with project stakeholders.
- Liaise with operational and construction Team Leaders to ensure their expectations are known and met for specific projects.
- Manage and consult with public, groups, public authorities and other Government departments related to specific projects and act as the delegated Council authority.
- Develop and maintain implementation plans and schedules for projects.
- Application of a sound knowledge of relevant Statutory Approval Legislation and develop productive working relationships with Approval agencies.
- Provide accurate, timely and concise technical advice to relevant staff when requested.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Other duties as specified by the Manager Infrastructure and Coordinator Civil Operations.

SELECTION CRITERIA:**Essential:****Qualifications**

- Bachelor of Engineering (Civil) or a relevant field.
- Current Drivers License.

Knowledge, Skills & Expertise

- Bachelor of Engineering (Civil) or a relevant field.
- Current Drivers License.
- Demonstrated ability to manage multidisciplinary project teams to achieve project and corporate objectives.
- Working knowledge and understanding of relevant Standards and Legislation.

People Orientated Skills & Attributes

- Good oral and written communication skills.
- Good negotiation skills.
- Strong customer focus with an ability to effectively communicate with technical and non-technical stakeholders to achieve project aims.

- Ability to set and achieve demanding personal and team milestones.
- Demonstrated understanding of and commitment to equal employment opportunity and workplace health and safety principles, practices and legislation.

Desirable:Qualifications & Experience

- Registered Professional Engineer of Queensland (RPEQ) or working to achieve.
- Relevant experience in project management.

PERFORMANCE INDICATORS:

It is expected that the incumbent will:

- Commitment to a work environment based on Council's values, guiding principles and code of conduct.
- Practise a leadership style that supports, motivates and inspires individual, team and corporate achievements.
- Demonstrate good communication and negotiation skills that establish and maintain effective working relationships with staff, customers and stakeholders.
- Foster and promote a strong focus on customer service.
- Effective interaction, timeliness and quality of advice and technical support to:
 - Internal staff and external stakeholders.
- In consultation with Manager Infrastructure and Coordinator Civil Operations develop personal performance objectives and achieve set targets.
- Ensure the proficient undertaking of Preconstruction activities such as planning, design, cost estimation and "constructability" consideration to minimise variation claims.
- Delivery of assigned projects and program on time and within budget each financial year.
- Compile and maintain thorough and concise documentation and records for all projects undertaken.
- A commitment to continuous professional development.