



Employment Application Pack

Position Title:	Manager Technical Services
Vacancy Reference Number:	VRN22/23-040
Department:	Infrastructure Technology
Location:	Biloela
Employment Status:	Full Time, Contract Position
Recruitment Commences:	27 October 2022
Recruitment Closes:	Open until position filled

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 Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Manager Technical Services					VRN 22/23-040		
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? ☐ Yes ☐ 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)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:

Year Qualification Obtained:

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment: _____ Country (If outside Australia): _____

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of 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 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

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 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 return

POSITION DETAILS

Position Title:	Manager Technical Services		
Classification:	Contract	Position Status:	Full time
Employment Conditions:	Contract		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Director Infrastructure Services	Number of reports:	3

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.

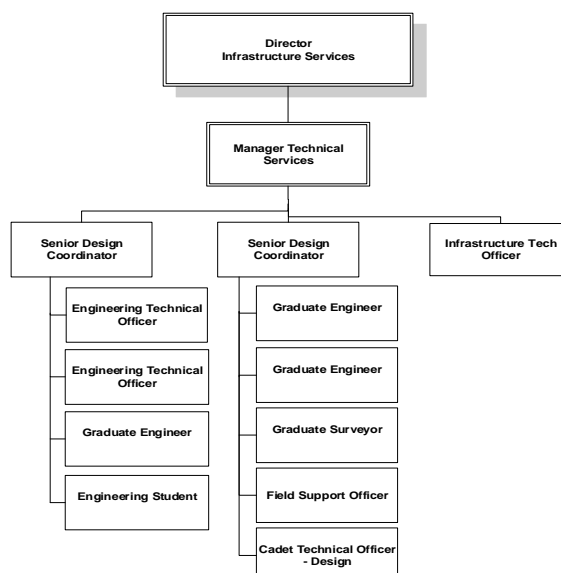
Our Values

- 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

Assist Council to achieve a high level of customer service, productivity and efficiency by providing strategic direction, expert advice and leadership to the Information Technology section

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Lead and maximise performance of the Technical Services team
- Develop strong, high performing relationship within technical services and construction crews
- Participate in the initiation/establishment and implementation of Council's Corporate and Operational Plans for the department.
- Initiate and manage projects relevant to the strategic and operational objectives of Council,
- Manage the design team to ensure all designs are compliant with relevant engineering standards and available 6 months prior to construction.
- Manage projects and secure appropriate resources. These projects include, but are not limited to:
 - Develop and implement the design programme
 - Develop and implement the street lighting strategy
 - Develop and implement pathways and bikeways strategies
 - Develop and implement the Stormwater Management Plan
 - Develop and implement the Local Area Traffic Management Plan
 - Develop and implement flood studies including high level use of Water Ride,
- Maintain 5 year works program in accordance with the A.M.P
- Provide policy and management advice to the Director and the Department in relation to matters affecting the department.
- Draft submissions and reports for presentation to Council and /or external agencies
- Ensure all department projects undertaken by employees and external consultants are completed on time and within the allocated budget
- Ensure compliance with statutory obligations including the Local Government Act, Planning and Environment Acts, Environment Protection Act, Workplace Health and Safety Act and Industrial Relations Act
- Liaise with government agencies, community representatives and relevant business and industry groups as required, including functions held out-of-hours and committee meetings conducted at different venues, specifically Road Safety Committees
- Prepare and monitor the Section's budget, including providing quarterly budget review reports and timely reports on variations to the Director
- Manage all aspects of grant funded projects including monthly reporting. Lead the development of Council's long term Infrastructure Development Program
- Coordinate the smooth flow of project delivery from concept to plans approved for construction
- Provide leadership during disaster events in Council's response and recovery
- Develop, document and continuously review the Section's practices, policies, procedures and systems
- Participate in the recruitment, induction and training of employees'
- Conduct Performance Reviews of employees within the Section
- 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 eg. timesheets
- 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

- Bachelor's degree in civil Engineering and be registered as a current RPEQ, and to maintain this registration at all times whilst undertaking this role.
- Postgraduate studies and extensive experience in an equivalent position preferably in a similar sized organisation operating a diverse range of businesses would be highly regarded.
- Queensland C class drivers licence (minimum requirement – provisional licence)

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated effective strategic leadership and management experience in an Engineering / Design environment across a multi-disciplinary workforce, in particular rural and urban roads, stormwater and traffic management.
- Demonstrated experience in the management of technical planning projects including:
 - Design
 - Strategic Project Management
 - Strategic Infrastructure Planning
 - Quality Assurance (engineering systems)
- Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
- Excellent interpersonal skills, verbal and written communication skills, together with high level negotiation and conflict resolution skills.
- Good understanding of and commitment to EEO and WHS principles and practices.

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 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
- The employee agrees to be available for work on weekends and public holidays as required

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: