



## INFORMATION PACKAGE

### POSITION VACANT

### SENIOR PROJECT ENGINEER

REF NO: ESC333

**CLOSING DATE: 4.30PM THURSDAY 6 AUGUST 2020**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Warren Sharpe on 02 4474 1206



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

## Position Description

# Senior Projects Engineer






<b>Position Code</b>	88
<b>Division</b>	Technical Services
<b>Location</b>	Based at Moruya Depot
<b>Band/Level</b>	Professional / Specialist Band 3 Level 3

### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

<b>Our values</b>	 <b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	 <b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	 <b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	 <b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	 <b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To deliver civil and other construction projects.

## Main duties and key result areas (KRA)

1. Provide leadership in the management and development of staff within the project team including monitoring performance of work plans and corporate indicators  
*KRA: Staff effectively managed in accord with Council's values with appropriate work plans in place. Training plans developed and implemented.*
2. Deliver major civil and other projects using both day labour and/or contract.  
*KRA: All projects fully scoped. Performance outcomes achieved including agreed safety, customer, stakeholder, environment, quality requirements and budget compliance. Contracts managed to achieve customer needs. All legislative requirements met. Monthly reporting provided on time, of a high quality and consistent with response required to the DP/OP. Activities well coordinated with other infrastructure activities.*
3. Coordinate and mentor the training of cadets and operational staff undertaking Australian Qualification Framework training.  
*KRA: Tutoring and training support sessions to cadets and operational staff in association with Council's HR Officer – Learning & Development meet organizational need.*
4. Prepare, submit and manage budgets within the area of responsibility and assist the Director Infrastructure in other areas of the works budget as required including effectively managing grant funding of projects.  
*KRA: Budgets submitted on time. Regular reviews, including quarterly Management Plan reviews and Annual Reporting, completed on time. All significant budget issues communicated to the Director Infrastructure in a timely manner. Projects completed within budget.*
5. Develop, review and update standard project management documentation for use on own projects and where appropriate, for use more broadly across Council by providing a 'centre of excellence'.  
*KRA: Project documentation provides best value outcomes including WHS, environment, quality, budget control, customer service and stakeholder communication, and manages all foreseeable risks positively. Legislative requirements met.*
6. Review, update and recommend policy to Council and effectively communicate and monitor the implementation of the same.  
*KRA: Policies appropriate to the need. Review deadlines achieved. Legislative compliance.*

7. Assist the Director Infrastructure in the preparation and implementation of benchmarking, service delivery and continuous improvement strategies  
*KRA: Work plan achieved. Activities completed in a timely manner. Best practice identified and assessed for suitability.*
8. Actively participate in the ongoing development, monitoring and review of systems that ensure the application of EEO and Diversity principles.  
*KRA: Demonstrated support for and compliance with EEO principles and practices.*
9. Ensure the health and safety of all persons through the continual improvement and implementation of Council's WHS Policy and WHS System, and associated WHS procedures.  
*KRA: WHS Policy and WHS system implemented and WHS practices improved at a local level.*
10. Within area of responsibility, show leadership in, and ensure the enforcement of Environmental legislative requirements and Council's Environmental Management systems and Quality management objectives, associated policies and procedures.  
*KRA: Legal requirements met. Council's Environmental system and Quality Management objectives, associated policies and procedures implemented and complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Degree in Civil Engineering (or equivalent).
2. Proven project management skills.
3. Experience in road, bridge, building construction.
4. Experience in policy development and implementation.
5. Demonstrated ability in the preparation and/or management of contracts.
6. Proven ability to communicate effectively both orally and in writing, including preparation of complex reports and ability to liaise with the public and other government agencies.
7. Demonstrate a high level of interpersonal skills including an ability to motivate and effectively manage teams and individuals to meet customer needs.
8. A genuine focus on achieving and maintaining high levels of customer service.
9. Ability to work unsupervised across a broad spectrum of engineering related responsibilities.
10. Sound supervisory skills and experience including the ability to lead and work harmoniously in a team environment.
11. Sound computing skills including Excel, Access, Word and GIS applications.
12. Demonstrated knowledge of Environmental legislation together with the ability to lead in this area and a detailed knowledge of, or an ability to quickly gain knowledge of Council's environmental management systems, associated policies and procedures.

13. Demonstrated knowledge of Quality Management objectives and implementation in Technical support, buildings, associated contracts and other activities.
14. Successful completion of (or willingness to complete) competency based WHS training at manager level as well as other WHS professional development for managers.
15. Demonstrated and significant contributions to promoting a safe and healthy workplace, and the ability to quickly gain a thorough knowledge Council's WHS Policy and WHS System.

#### Desirable

1. Experience in the design, construction and/or maintenance of concrete structures.
2. Experience in the development of Project Management Plans/documentation.
3. Experience in managing plant and associated equipment.
4. Demonstrated working knowledge of the Local Government Act, Roads Act and other relevant legislation.

#### Licence requirements

The following is the list of licence requirements for this role:

##### Mandatory licences required prior to commencement

1. Class C drivers licence.
2. Workcover approved General Induction for Construction Work in NSW certificate (White Card) accreditation or ability to obtain prior to commencement.

##### Mandatory licences required to obtain with Council assistance if not currently held

1. Traffic - Prepare a Work Zone Traffic Management Plan

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Warren Sharpe – Director Infrastructure Services  
**DATE:** July 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Senior Projects Engineer
Reference Number:	ESC333
Grading:	Grade 17- 19 of Council's salary system
Salary Range:	In the range of \$96,621.61 to \$118,006.99 gross per annum comprised of: <ul style="list-style-type: none"> <li>* \$85,254.99 to \$104,124.58 base salary,</li> <li>* \$2,983.92 to \$3,644.36 Civil Liability Allowance</li> <li>* \$8,328.70 to \$10,238.05 superannuation (calculated at 9.5%)</li> </ul>
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday  ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

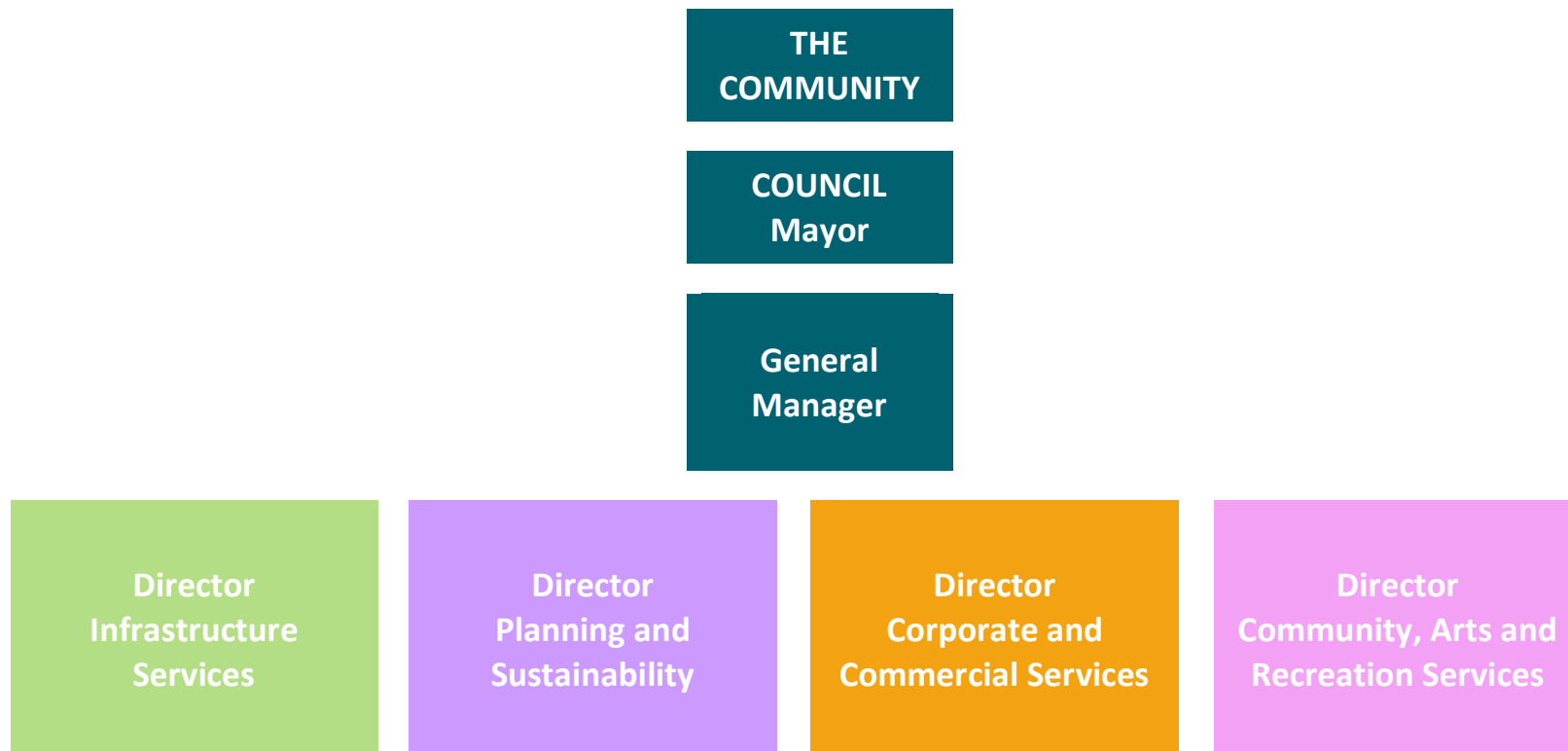
3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

