

Position Description

Cadet Survey Technician



Position Title	Cadet Survey Technician	Role ID	DSCST1
Division	Engineering	Unit	Infrastructure Delivery
Job Grade	3A	Award	35
Reports To	Senior Registered Surveyor		
Revised/Created	December 2021 – Minor Revisions		

Primary Objective

- Provide assistance in the provision of surveying and land related data products as a member of the Survey Section of Council in a cadet environment.
- Undertake the academic requirements of a relevant tertiary qualification to become an associate surveyor.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Position Description



Cadet Survey Technician

Infrastructure Delivery Unit

The Infrastructure Delivery Unit is one of four within the Division and is responsible for the efficient and effective delivery via day labour construction or external contract of infrastructure and other projects. To achieve this, the Unit provides survey, design, construction expertise and resources plus contract document preparation, supervision, administration and procurement advice to the organisation. The Unit includes Council's PMO which champions best practice project management across the organisation.

The Unit also manages Council's remaining operational and non-operational quarries.

As the Tweed Shire is a rapidly growing area, the demand for new infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position reports to Council's Registered Surveyor and is a member of the survey team within the Infrastructure Delivery Unit. The position requires external academic study as well as undertaking field and office activities performed by the Survey Section.

The Survey Section carries out a variety of survey activities including topographic, engineering, cadastral, GNSS and hydrographic surveys.

The position is required to perform survey duties as part of a survey team as directed by Council's Registered Surveyor.

The incumbent is expected to assist in the provision of surveying and land related data products by the Survey Section to satisfy the requirements of clients within Tweed Shire Council.

The position requires external enrolment in the Associate Degree of Spatial Science (Surveying) program at the University of Southern Queensland.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

Position Description

Cadet Survey Technician



The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Survey	<ul style="list-style-type: none">• Provide assistance to Council surveyors for field and office survey activities.• Maintain surveying equipment in good order and adjustment.• Maintain spatial data records.
2. Documentation	<ul style="list-style-type: none">• Assist in filing and file retrieval processes associated with Survey instructions.• Assist with GIS and asset data management.
3. Consultation	<ul style="list-style-type: none">• Consult with officers at all levels from other divisions and units on survey design matters.
4. Tertiary Study	<ul style="list-style-type: none">• Self-manage the completion of the approved tertiary qualification.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017 new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Position Description

Cadet Survey Technician



Organisational and External Relationships

Organisational Relationships

- All levels of the organisation.

External Relationships

- Limited interaction with the general public.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Term Contract

Appointment to this position is made under Clause 35 (i) Term Placements of the Local Government (State) Award, established under situation (e) to undertake training and work as part of an apprenticeship, traineeship or student work experience program in conjunction with an education institution. This job justification could potentially vary throughout the life of the term contract, as such, the employment offer is the authoritative document.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. NSW HSC or equivalent with studies in maths
2. Literacy and numeracy sufficient to be eligible for enrolment in the Associate Degree Spatial Science (Surveying) program at the University of Southern Queensland.
3. Current Vehicle Licence - Car
4. Demonstrated academic capacity to complete the Associate Degree of Spatial Science (Surveying) program at the University of Southern Queensland.
5. Demonstrated interest in the chosen traineeship.
6. Physical and mobility capabilities necessary to carry out rigorous survey field work.
7. Demonstrated capacity to work as a team member.
8. Effective written and oral communication skills.
9. Basic competency in the use of personal computers and Windows based office software.

Desirable:

10. Basic competency in the use of the internet.
11. Demonstrated capacity to work safely.

Position Description



Cadet Survey Technician

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Foundational
Display Resilience and Adaptability	Foundational
Act with Integrity	Foundational
Demonstrate Accountability	Foundational
Relationships	
Work Collaboratively	Foundational
Communicate with a Customer and Community Focus	Foundational
Influence and Negotiate	N/A
Results	
Plan and Prioritise	N/A
Think and Solve Problems	Foundational
Deliver Results	Foundational
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A