Position Vacant

OUR MISSION
“Lead, Engage and Empower”

6.215 Works Coordinator

Full Time (9 days per fortnight, equalling 72.5 hours) | $86,026 per annum plus up to 12% superannuation

Want to enjoy the charm and rewarding community focus of a rurally based job, but don’t want to give up the big city completely? Lockyer Valley is the perfect compromise for your lifestyle and your career.

The Lockyer Valley region is situated 85km west of Brisbane and offers you a broad range of exciting opportunities. All in the beautiful part of South East Queensland, encompassing some of the richest farming land in Australia and with the beautiful backdrop of the Great Dividing Range to the west.

The Lockyer Valley Regional Council has over 300 friendly and very professional staff with a budget of approximately $56 million. The population of approximately 39,000 enjoys excellent dining facilities, museums, schools and medical facilities, in addition to community amenities and services with close access to Brisbane, Toowoomba, Sunshine Coast and Gold Coast regions.

Lockyer Valley Regional Council is currently seeking applications from dynamic, innovative and highly experienced individuals to fill the position of Works Coordinator within our Infrastructure Delivery business unit. This is a fantastic opportunity for the right person who has the relevant qualifications, experience and desire to undertake a challenging but fulfilling role.

Eligibility Requirements
To be eligible for employment, applicants must have the legal right to work in Australia and hold a current drivers licence.

To Apply
Applicants must submit a covering letter, current resume and key selection criteria to the Chief Executive Officer, Mr Ian Church.

Applications for these positions close at 5:00 pm (AEST) on Thursday, 6 December 2018.

For additional enquiries regarding these positions please contact Council’s Organisational Development business unit on (07) 5466 3555.

IAN CHURCH
CHIEF EXECUTIVE OFFICER
PO BOX 82
GATTON QLD 4343

LVRC IS AN EQUAL OPPORTUNITY EMPLOYER
POSITION DESCRIPTION

POSITION DETAILS

POSITION NUMBER: 6.215
POSITION TITLE: Works Coordinator (Construction)
BUSINESS UNIT: Infrastructure Delivery
ORGANISATIONAL UNIT: Infrastructure Works & Services
SALARY CLASSIFICATION: Level 7
AWARD: Queensland Local Government Industry (Stream A) Award – State 2017
AUTHORISED BY: Executive Manager Infrastructure Works & Services

POSITION OBJECTIVE

Lead and manage an operational staff with commitment to Council's key values and performance culture in a wide range of activities including:

- Customer relationship management (CRMs);
- Communication with ratepayers, customers, consultants and developers;
- Road construction and maintenance practices;
- Private works (quotations and construction);
- Traffic management;
- Budget control;
- Quality and environmental control;
- Work health and safety;
- Assisting with emergency response to bush fires, floods, etc.;
- Programming of work crews; and
- Programming of resources.

The critical outcome of this role is that the incumbent is responsible and accountable for all services (as described above).

INDIVIDUAL CHARACTERISTICS

Duties

The incumbent is required to undertake the following duties to function efficiently and effectively in this position:

1. Manage and provide positive leadership to the Infrastructure Delivery Unit including planning, organising, controlling, monitoring and reporting to ensure priorities and timeframes are met within budget and all work is undertaken efficiently and effectively.
2. Foster a culture of high performance by clearly communicating performance standards / benchmarks with operational staff and champion the performance review process.
3. Identify and develop talent to adequately meet succession planning needs.
4. Ensure that all necessary plant, materials and labour are available to support work programs in order to maximise performance times.
5. Supervise staff to ensure quality standards are maintained and develop a work culture that promotes continuous improvement of all processes and procedures.
6. Ensure a safe workplace and meet obligations of a person in control of a workplace as per the Work Health and Safety Act. Ensure that:
   - Regular hazard inspections are undertaken for construction sites;
   - Construction Workplace Plans and Work Method Statements are prepared for construction work and site-specific inductions are undertaken;
   - Regular ‘tool box’ talks are conducted for team members on health and safety topics and issues;
   - Ensure WH&S records are current and available at all times; and
   - Ensure risk assessments are completed.
7. Investigate and report on maintenance and construction issues in response to requests through the Customer Request system.
8. Ensure that CRMs are attended to in a timely and scheduled manner, with external customers updated on progress.
9. Programming of works and management of Council resources to deliver cost effective services within budget constraints.
10. Ensure that team members are adequately trained for the task being asked of them and that they hold the required tickets or licenses, for example, 30215 Qld General Safety Induction (Construction Industry) Card, Traffic Controller ticket, Certificates of Competency to operate plant, appropriate drivers licenses.
11. Have a good understanding of the Manual of Uniform Traffic Control Devices (MUTCD) and ensure that signage complies with these and other relevant standards.
12. Ensure maintenance of Asset Registers and ‘as constructed’ drawings.
13. Undertake “On Call” duties on a rotational basis

In addition to the above, the incumbent is required to undertake any other duties within their skill set as directed by the Manager Infrastructure Delivery.

Interpersonal

The incumbent required to possess the following interpersonal qualities and attributes to function efficiently and effectively in this position:

- An ability to work effectively with a range of stakeholders both within Council and the broader community to produce positive outcomes.
- Strong interpersonal skills and ability to apply these skills to create the environment necessary to motivate and promote effective performance of staff and resolve conflicts.
- Sound written and verbal communication skills.
- Ability to use initiative and remain calm under pressure.
- A customer focused approach to assisting internal and external customers in a courteous and helpful manner.

Direction

Limited supervision is provided by the Manager Infrastructure Delivery.
Skills

The position will require the incumbent to have substantial people management, interpersonal and technical skills, operational knowledge and capabilities in the following areas:

- Extensive experience and knowledge in the road building industry at a supervisory level in local government and/or the civil industry.
- Extensive experience and knowledge of construction and maintenance practices of local government and/or the Department of Transport and Main Roads (DTMR).
- Working knowledge of statutory requirements relevant to the work area, in particular the Work Health and Safety Act and Regulations, the Environmental Protection Act and the Manual of Uniform Traffic Control Devices.
- Project management skills which include the ability to plan, prioritise, develop cost estimates, monitor and control budgets and delegate work to ensure deadlines and quality standards are met.
- Good level of computer and keyboard skills in MS Word, Excel and Outlook.

Initiative

The incumbent must formulate and implement new ideas, program works, implement continuous improvement initiatives and resolve problems as they arise, within the scope of Council’s established policies and procedures.

ROLE REQUIREMENTS

Business Unit

Comprehensive knowledge of long term Council goals and structure and a comprehensive knowledge of relevant policies are required.

Statutory

A comprehensive knowledge of the legal frameworks of the Infrastructure Works and Services group and other government authorities is required to function effectively in this position.

Discipline

High level knowledge of road maintenance, civil engineering and people management is required.

RELATIONSHIPS

Upward

- This position reports to and is under limited supervision of the Manager Infrastructure Delivery.

Downwards

- This position is responsible for the “Construction” function in the Infrastructure Delivery Unit within the Infrastructure Works and Services group. Direct reports to this position include three Works Supervisors.
EXTENT OF AUTHORITY

Outcomes

Outcomes of this position are based on the successful completion of ensuring road construction and maintenance within the region are achieved on time and within budget.

Freedom to Act

The incumbent is required to exercise a significant degree of autonomy within budget constraints. The incumbent is required to refer to established practices, procedures and precedents.

Solutions

When unable to find a solution reference is normally made to the applications of proven techniques or precedents. This includes the reallocation of resources as required.

Assistance

Assistance for difficult questions is available from within the unit, but the incumbent will be required to undertake a high level of investigation on their own. Assistance external to Council may be necessary for highly complex matters.

CORPORATE ACCOUNTABILITIES & RESPONSIBILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Lockyer Valley Regional Council’s Employee Code of Conduct, all Council policies and supporting Council’s overall Corporate Plan and objectives.

This position requires compliance with the Public Records Act 2002 to make and keep full and accurate records of business activities. It is the responsibility of all staff to comply with these obligations.

In addition, fraud and corruption is not tolerated at Lockyer Valley Regional Council. It is the responsibility of all employees of Lockyer Valley Regional Council to detect and prevent fraud and corruption. All employees have a duty to report suspected fraud and corruption.

Vision

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

Everything we do should contribute towards achieving our vision.

Mission

Lead, Engage and Empower

We achieve our Vision by demonstrating leadership, engaging and empowering our community and staff.

At Lockyer Valley Regional Council Our Values Are:

Leadership

We lead through excellence and partner with the community to achieve Council’s vision and mission.
Accountability
We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.

Integrity
We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.

Communication
We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.

Customer Focus
We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.

Teamwork & Collaboration
We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.

Competitive Business Practices
- Actively support Council policies and initiatives for pursuing competitive business practices;
- Support the organisation in the development of effective management strategies and practices; and
- Represent the business/organisational unit and Council in a professional manner when negotiating with external stakeholders (i.e. government departments, industry representatives, ratepayers and the community).

Customer Service
- Apply Council policies, initiatives and practices relating to Customer Service;
- Ensure that all internal and external customer requirements are identified and met in a realistic, cost effective and timely fashion; and
- Participate in the ongoing review of customer service practices within the business/organisational unit to ensure that they meet Council requirements.

Work Health & Safety
- Apply Council policies, initiatives and practices relating to Work Health & Safety; and
- Comply with all aspects of Work Health and Safety Legislation, Regulations and Codes of Practice.

PERFORMANCE STANDARDS
Performance standards are to be determined by your immediate supervisor and reviewed at your annual performance appraisal.
KEY SELECTION CRITERIA

The criteria that must be satisfied by applicants for this appointment include the following:

1. The following qualifications, practical experience and licences:

   **Essential Requirements:**
   - Significant experience in a similar position, preferably in local government and/or a similar environment;
   - A 30215 Queensland General Safety Induction (Construction Industry) Card; and
   - A current drivers’ licence (Class C).

   **Desirable Requirements:**
   - Certificate IV in Civil Construction (Road Maintenance & Construction);
   - Certificate IV in Operational Works; and
   - A current LR, MR, HR, or HC Class drivers’ licence.

2. Well-developed interpersonal, leadership, communication and conflict resolution skills. The ability to create an environment/culture necessary to motivate and promote effective workplace performance.

3. Technical and operational management skills in all aspects of road and drainage maintenance and road construction, with considerable experience at a senior supervisory level ideally within local government or similar environment.

4. Possess a high level knowledge of the legislative requirements associated with this role, including the Work Health and Safety Act and Regulations, the Environmental Protection Act, the Manual of Uniform Traffic Control Devices and other relevant legislation and quality standards.

5. Ability to manage projects including ability to plan, prioritise and delegate work to ensure deadlines and quality standards are met.

6. Experience in works programming and the formulation and monitoring of annual budget for maintenance and capital works projects.
Preparing Your Application

This information sheet has been developed to assist you in preparing your application.

Information is also provided on the following page about the Lockyer Valley Region and the structure of Council.

Applications are selected on the information contained in your application. You will need to sufficiently demonstrate your skills in your application to be considered on the shortlist for an interview.

Your application will need to consist of:

1. A brief covering letter – you might like to draw attention to one or two of your major attributes relevant to the position for which you are applying.

2. A resume covering your work history, education and contact numbers for at least two professional referees.

3. A separate statement address the key selection criteria (see more information on key selection criteria in the last section of this information sheet).

Applications not addressing key selection criteria will not be processed.

Please note that a skill, qualification, or ability listed in the position description is generally deemed a pre-requisite necessary for the position.

If you do not have those requirements or you do not address the key selection criteria we may not be able to consider you for the position.

There is no need to bind your application or display it in a folder as it will be copied or scanned when it is received and the original will be placed on file.

Lodging Your Application

You can lodge your application in any of the following ways:

Post to: Mr Ian Church
Chief Executive Officer
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343

Email: od@lvrc.qld.gov.au

Online: Visit Council’s website at www.lockyervalley.qld.gov.au. Click on the ‘Career’ section link at the top of Council’s webpage, and then click on the ‘How to apply’ link.

Fax: (07) 5462 3269

Deliver to Council’s Offices:

26 Railway Street
GATTON QLD 4343

OR

9 Spicer Street
LAIDLEY QLD 4341

Any Questions?

If you have any queries regarding the progress of your application, you can contact Council’s Organisational Development business unit on (07) 5466 3555.
Location
The Lockyer Valley is located in South East Queensland, approximately 60km west of Brisbane. The region has an area of 2,273km squared and a population of approximately 39,000.

The Lockyer Valley is boarded by Toowoomba, Ipswich, Scenic Rim, Somerset and Southern Downs Councils. The township of Gatton (approximately 16,000 people) is the main business centre of the region and also services as the sub-regional centre of the Lockyer Valley.

Features of the Region
The Lockyer Valley is a beautiful and productive part of South East Queensland, encompassing some of the richest agricultural land in Australia. The area is increasingly well known overseas and with domestic tourists for its attractive landscapes, particularly its patch worked irrigated cropping areas.

In recent years, many visitors to the region have used the Lockyer Land Care’s and weekend farm stays to see the farms of the Lockyer Valley first hand. Many people also visit unique attractions in the region; the Spring Bluff Railway Station, during the Toowoomba Carnival of Flowers in September and the Laidley Spring Festival also held in September each year.

Local Economy
The region’s economic base is primary production, being small cropping, fruit production, grazing animal production, sandstone quarry and forestry. Other associated industries include agricultural supplies and farm and irrigator equipment.

In addition to primary industry, tertiary education provides a significant source of local employment through the University of Queensland Gatton Campus located 5km from Gatton.

The region also has a number of other major employers who make a significant contribution to the local economy. These include plant nurseries, an abattoir and meat processor, large poultry farms, general agricultural farms and munitions factory.
Information about Lockyer Valley Regional Council

Lockyer Valley Regional Council is a medium sized local government organisation, employing over 300 staff, with an annual budget of approximately $56 million. Council’s offices are located in Railway Street, Gatton and Spicer Street, Laidley, with a Works Depot also located in Gatton.

Council has a broad range plan for its community and has adopted the following goals to describe what we are here to achieve:

- To enhance the economy, quality of life and wellbeing of the Lockyer Valley Community.
- To promote community awareness and participation in Council activities.
- To ensure value for money in the delivery of Council services.
- To promote and develop a strong community spirit within the Lockyer Valley Region.
- To protect the natural beauty and diversity of the area.
- To promote social, environmental, economic, financial and educational viability within the region.

Organisational Structure

Council consists of 7 elected representatives (6 Councillors and a Mayor).

Council’s Executive Team consists of:

- Chief Executive Officer: Mr Ian Church
- Executive Manager Corporate and Community Services: Mr David Lewis
- Executive Manager Infrastructure Works and Services: Mr Angelo Casagrande
- Executive Manager Organisational Development and Planning Services: Mr Dan McPherson
Key selection criteria are standards used to measure applications against a set of predetermined questions. From this process, Council will select the best candidates to be interviewed, from all of those applying for the position. By asking you to address the selection criteria, we are asking you to describe your knowledge, skills, abilities and experience related to each of the criteria. Each selection criteria must be addressed separately.

Applications not addressing the selection criteria will not be processed.

Your responses to the selection criteria provide you with the opportunity to include all relevant information that will show that you are capable of doing the job. You need to read the selection criteria carefully as each one may contain a number of parts. Some criteria will be asking about your knowledge, or your skills, or abilities or experience or possibly even a combination of these.

You may wish to structure your written response to the selection criteria in four sections:

1. **An Initial Statement** – this should be a clear statement of why you meet the criterion. (e.g. ‘I have skills in…’ or ‘I have a good knowledge of…’)
2. **Supporting Argument** – this should be further information that shows how you meet the criterion. Provide specific clear examples of what you have done or can do that proves you meet the criterion. (e.g. ‘In my role as X I demonstrated by ability to…’ or ‘When working as X I showed that I have skills in…’)
3. **Validity Statement** – Validate your example by showing supporting evidence. (e.g. ‘My customer service skills were demonstrated by increased sales…’ or ‘Feedback from my supervisor was…’) You may wish to attach examples of work you have done and refer to this in your response criteria.
4. **Concluding Statement** – Reinforce again why and how you meet the criterion. Relate your response back to the question. (e.g. ‘I believe that this demonstrates I…’)

An Example…

As an example, a position description for a job as a security guard might list the following as one of the key selection criteria: “KSC 1 A knowledge of, or the ability to rapidly acquire knowledge of, protection/security systems and emergency procedures.”

What is being asked in simple terms is ‘What do you know about security work and emergency procedures, and can you show that you learn this type of information easily’. Your response to a selection criteria should show that you have the skills, information, ability or experience that is being asked about. So in this case, your response might be something like this.

The above information has been adapted from the Queensland Department of Employment and Training’s publication ‘Guide to Getting a Job’.

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KSC 1 A knowledge of, or the ability to rapidly acquire knowledge of, protection/security systems and emergency procedures.

I have worked as a security guard for 5 years. In 1994 I completed a three week security guard course run by Smith Security. From doing this course and through my work as a security guard, I have acquired a good knowledge of most aspects of security work. The course I did at Smith Security included training in emergency procedures including evacuations, bomb threats and hostage situations.

My work as a security guard has been conducted in a variety of environments and I have developed expertise in both home and commercial security. On completion of my security guard course at Smith Security, I worked for ANZ Bank for three years, for Home Secure Services for one year, and for the last two years have been employed by the National Bank. I have experience of a wide variety of security work and have been involved in a number of emergency situations. My referee reports, which are attached, testify to my skills in coordinating a response to such situations.

I have a First Aid Certificate and work as a volunteer for St Luke’s Ambulance Service. By doing this, I have kept my skills up to date. I have the ability to acquire any further knowledge of security systems required for this position. I have demonstrated through my employment in the security industry that I have a good knowledge of security and emergency procedures.
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