



Applicant Information Pack

Position: Works & Development Technical Officer
Date: November 2020

Contents

Application Form – Works & Development Technical Officer	2
Pre-Employment Health Disclosure Form	3
Position Description	5
Recruitment and Selection Information.....	7

Application Form – Works & Development Technical Officer



Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

Pre-Employment Health Disclosure Form

Works & Development Technical Officer



November 2020

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard |
| <input checked="" type="checkbox"/> Working under pressure | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours) | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Lifting less than 20kg | <input type="checkbox"/> Lifting 20-35kg |
| <input type="checkbox"/> Lifting more than 35kg | <input type="checkbox"/> Climbing ladders |
| <input type="checkbox"/> Working at heights (greater than 2 metres) | <input checked="" type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input checked="" type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p>Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p>Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p>Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p>Print Name</p>	
<p>Signature</p>	

Position Description

Works and Development Technical Officer

Band 4

Enterprise Bargaining Agreement

Works

Triabunna

October 2020



PRIMARY OBJECTIVE

Assess and evaluate development applications to determine impact on Council infrastructure. Advise ways and write conditions to mitigate risk to Council infrastructure from development works. Carry out technical engineering inspections and liaison with contractors and staff to ensure infrastructure is built to appropriate standards.

ORGANISATIONAL RELATIONSHIPS

Reports to the Works Manager.

The position has nil direct reports.

KEY ACCOUNTABILITIES/CHALLENGES

- > Balancing the workload to review development applications in appropriate time frame.
- > Remaining abreast of planning requirements and the overlay of these to conditions related to Council infrastructure.
- > Problem solving infrastructure issues that arise with and without notice to minimise negative impact to Council assets.

PRIMARY RESPONSIBILITIES

- Assessment and determination of engineering and associated aspects of Development Applications and the determination of appropriate engineering conditions of consent.
- Apply judgement in weighing competing priorities with regards to infrastructure asset management, risk and financial liabilities, legal implications, environmental impacts, technical and sustainability issues in solving development requests.
- Provide input into Council works on specific area plans, rezoning and similar in terms of impact on Council infrastructure assets.
- Assist Works Staff in resolving problems with civil infrastructure design or function that is identified through projects, customer service requests or general/routine maintenance works.
- Inspect civil work completed by contractors to determine if consistent with appropriate standards.
- Assist in investigating complaints relating to infrastructure compliance as per planning approvals/conditions.

- Seek out advice from specialist service providers as required to ensure Council infrastructure assets are built consistent with standards and where possible to minimise Council's risk to maintenance liabilities when work is constructed by others.
- Investigate complaints or faults with infrastructure assets and devise solutions to rectify with relevant Council management.
- Assist with Councils asset management including updating of council's records and plans.
- Project and contract management including acting as Superintendents representative on site for construction of road and stormwater projects.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. A degree in civil engineering with a focus on town planning and civil infrastructure or an equivalent combination of skills and experience in local government and planning/civil works.
2. Between 3-5 years experience in assessing developments with significant civil works or in preparing applications for developers proposing significant civil works.
3. Detailed understanding of drawings, standards and contracts for specific projects and experience resolving noncompliance matters.
4. Extensive experience in problem solving as it relates to civil works and enabling outcomes to be achieved.
5. A high level of attention to detail, timeliness and accuracy in work.
6. Experience working autonomously and an ability to work in team and gain respect for providing sound professional advice.
7. Great interpersonal skills, including experience meeting with customers and being able to explain technical matter in an understandable way.
8. Sound computer skills including an ability to construct own documents, correspondence and similar.
9. A current driver's licence and a willingness to maintain this.

Recruitment and Selection Information



November 2020

The role is offered on an ongoing basis starting as soon as possible. The role can be up to full-time, or can be filled part-time on the basis of a minimum of 20 hours per week.

Applicants should set out in their cover letter their preferred number of hours and working pattern and should also state the remuneration package they believe their skills and experience command in the marketplace.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received, they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involved, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to kristy@hrisesp.com.au with the subject header of Application: Works & Development Technical Officer.

Applicants will be assessed on a weekly basis and the advert will remain live until such time an appointment is made.