

Applicant Information Pack

Position: Technical Coordinator

Date: September 2025

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Application Form – Technical Coordinator

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

Technical Coordinator

September 2025

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 type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

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

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

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.

Print Name	
Signature	

Position Description

Technical Coordinator

Band 4

Enterprise Bargaining Agreement

Works & Infrastructure

Triabunna based

August 2025



PRIMARY OBJECTIVE

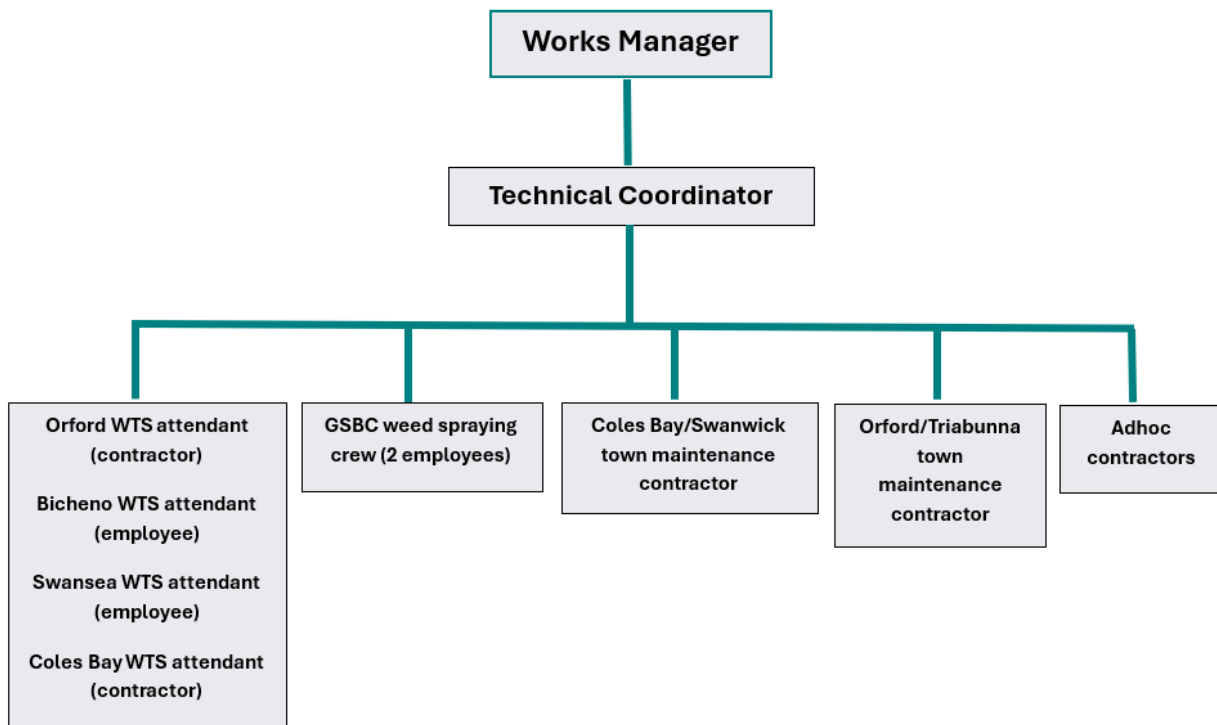
Provide safe and efficient coordination to the works staff on a job by job basis. Work as part of the Works leadership team involving the Works Manager and Team Leaders across disciplines and geographic areas, to determine routine maintenance and capital works requirements as it relates to council's infrastructure and services (roads, bridges, drainage, parks/reserves, cemeteries, waste management, boat ramps and similar). The Technical Coordinator is also required to assist with emergency response as needed.

The Technical coordinator assists the Works Manager and Team Leaders in the safe performance and execution of all outside staff work scopes across the municipality as required.

ORGANISATIONAL RELATIONSHIPS

Position reports to the Works Manager.

Direct Reports



KEY ACCOUNTABILITIES/CHALLENGES

- Ensuring a continued and consistent focus on Workplace Health and Safety (WHS) and continuous improvement within the workplace. Continually monitoring work site WHS to ensure a safe and compliant workplace for employees and public.
- Provide on the job mentoring/coaching to employees of the same or lower levels.
- Ensure safe work practices remain the first priority while also meeting the time and budget expectations of all outputs.
- Remaining abreast of technical practices, changes and trends to deliver sound technical guidance and instruction.
- Good communication and negotiation skills to resolve issues/queries with staff, contractors and the public.
- Lead by example and participate in performance management when required.
- Documentation accuracy and management
- Participate in the on-call roster to coordinate out-of-hours callouts
- Ensure all deliverables are met in a timely manner.
- Resolving issues and/or queries raised by residents and the general public, when needed.
- Plan and co-ordinate required resources and items for approved community events and festivals.

PRIMARY RESPONSIBILITIES

The Technical Coordinator works across construction and maintenance in rural and urban settings. These include, but are not limited to, road/footpath networks, bridges and drainage, or work in the maintenance of public spaces and facilities which includes but is not limited to parks, reserves, sports grounds/facilities, cemeteries, toilets, shelters, waste transfer stations, boat ramps and public furniture, and non-household waste.

The Technical Coordinator is also responsible to:

- Develop resource plans to achieve work schedules.
- Provide on the job technical leadership, instruction, and lead problem solving to ensure outcomes are achieved within approved or revised budgets and timeframes.
- Complete project/task deliverables checklist for leads and/or contractors as needed including work pack documentation, materials and resources.
- Develop capital project estimates and capital construction checklists for review and approval.
- Assist the Works Manager in scoping tender requirements for resourcing of jobs, and assist in selection of suppliers and service providers to deliver on Council requirements.
- As part of the Works leadership team build and promote a safety culture in the workplace particularly as it relates to operational safe work practices and methods.
- Sourcing and engaging fit for purpose contractors as needed.
- Ordering of materials and equipment as needed for routine and capital tasks.
- Assist the Works Manager with capital works scope development
- Support investigations as it may relate to continuous improvement.
- Assist Council in crisis and emergency management as determined by the Emergency Management Coordinator.
- Assist the Works Manager with information for performance management reviews
- Assist the Works Manager with information pertaining to customer complaints or in resolving customer works requests.
- Ensure that Council safe systems of work (policy, processes, work instructions, reporting processes) are adhered to and actively utilised on jobs. Ensure SWMS are onsite for high risk tasks.
- Provide onsite support to, and work with, outdoor staff when required, and report to respective lead during these tasks.
- Actively participate, and provide constructive input, into pre-start, toolbox, and associated meetings, as required.

- Road (sealed and unsealed), footpath, walking track, playground, and reserves, surveys and inspections as needed
- First point of contact for waste transfer station attendants and Glamorgan Spring Bay Council weed spraying crew.
- Participate in required meetings such as, but not limited to, Works and Infrastructure leadership meetings
- Other duties as required.

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. Participate in SWMS, Risk assessment and procedural reviews if required.
- 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.
- Maintain a positive team environment, having constructive input and listening to other opinions/feedback to achieve best outcomes.
- Act in a professional and courteous manner within the community.
- Follow directions/instructions from Works Manager. If a WHS issue is identified in executing the direction/instruction given, the Technical Coordinator is to clearly communicate to Works Manager the issue and have input to a solution.
- Reporting immediately to the Works Manager, all incidents (injuries, asset damage, and environmental damage) that have occurred. Reporting of near misses to the Works Manager before close of business the day of the near miss.
- Maintain good housekeeping of plant and vehicles and GSBC assets including buildings.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. A Certificate III in Civil Construction qualification or an equivalent combination of training and experience in construction, civil engineering, project management or similar.
2. Experience in the civil construction and maintenance field such as roads, drainage, bridge and public spaces/facilities.

3. Evidence of practical technical skills and abilities in the engineering and construction field to problem solve at both a basic and intermediate level.
4. Past leadership positions including accountability for staff and external contractors in construction fields.
5. Ability to make onsite decisions to solve problems as it relates to routine maintenance and capital projects.
6. An ability to contribute to grant applications, budget preparation and reporting against project milestones and general work outputs.
7. Experience in reading plans and specifications.
8. Well-developed communication skills including the capacity to communicate in person, in written form and a willingness to participate in negotiations and lead resolutions of conflict.
9. Certificates and competencies in operating various plant i.e. excavator, loader, backhoe, roller, and associated equipment.
10. A construction card (White card) and first aid certificate.
11. A current medium rigid driver's licence and a commitment to maintaining this.
12. Intermediate computer skills in Microsoft Word, Excel, Outlook and Power Point.

Recruitment and Selection Information

September 2025

The role is offered on a full-time, ongoing basis.

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 involve, 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 people@freycinet.tas.gov.au with the subject header of **Application: Technical Coordinator**.

Applications will be reviewed on a weekly basis in support of an appointment commencing as soon as possible. The advertisement will remain live until such time an appointment has been made.