



Southern Grampians
SHIRE COUNCIL

Private and Confidential

Special Project Engineer

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

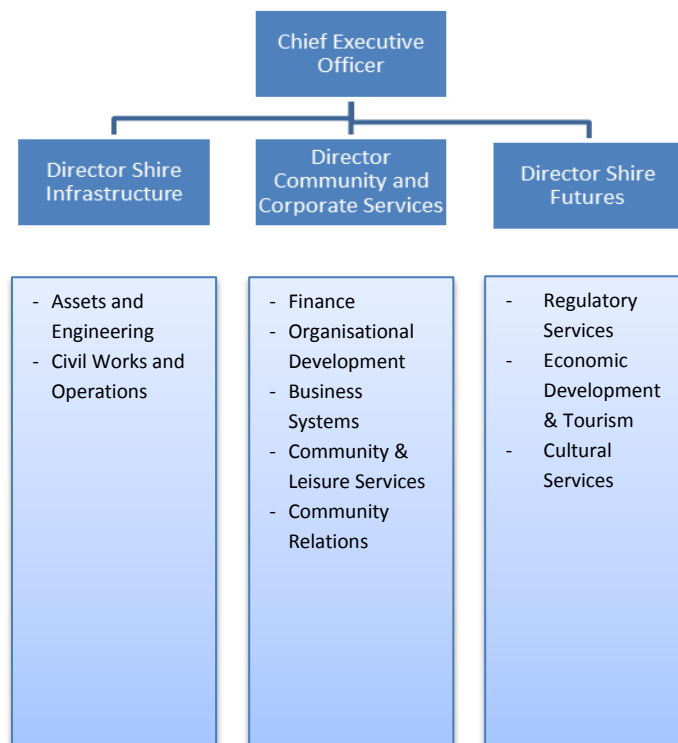
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



Our Values

Innovative

We will be open to new ideas, will welcome creativity and embrace change.

Collaborative

Together we will work smarter to achieve agreed common goals

Respectful

We will be caring, accept differences and value diversity

Trusting

Will be open, honest and brave

Empowering

We will provide opportunities, and deliver and inspire success

INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address, applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

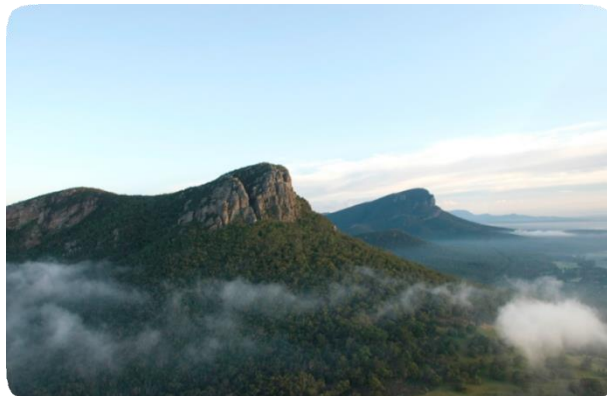
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Special Project Engineer (12 month Fixed term contract)
Classification:	Band 7
Position Number:	030.1
Business Unit:	Infrastructure
Reports to:	Manager Assets
Supervisors:	Contractors Sub-contractors

Position Objectives:

- To effectively and efficiently deliver and manage the Industrial land development, Cox Street Upgrade, King Street Roundabout, Canteen upgrade at Hamilton Saleyard, landfill capping, Dunkeld loop walk construction and other projects as assigned;
- To provide day-to-day supervision ensuring an effective service in the area of scheduling, planning, investigations, customer service, budget and quality control in the delivery of the Services in accordance with priorities;
- To provide high quality professional services relating to liaison/consultation towards co-ordinated and planned project management activities for the above projects; and
- Be self-motivated, proactive, keeps up to date with latest engineering standards & techniques and ensure that all projects and services delivered to meet corporate objectives, organisational goals, time and budget considerations and high standards of engineering and service delivery to the community.

Key Responsibilities

- Preparation of tender specification and construction supervision of the civil engineering projects as required;
- Review of project designs, technical specifications and evaluation of tenders;
- Contract /Project management and ownership of the assigned projects and delivery within budget and timeframe;
- Undertake investigation, prepare reports, planning and implementation of projects / programs as part of the Infrastructure team;
- Provide technical advice and response to engineering matters for Community enquiries and complaints as required on issues of responsibility within accepted time frame;
- Liaise with Manager Assets on construction and programming timeframe;
- Promote a policy of excellence in customer service;

- Review contract performance and make recommendations as appropriate;
- Manage designated contracts relating to the provision of services which are regarded as a high priority, including:
 - Work site visits;
 - Liaison with internal/external contractors;
 - Checking and verifying contract payments and variations;
- Review and report to the Manager Assets on budget performance on a regular basis;
- Carry out other duties as required by the Manager Assets.

Extent of Authority

- Management of significant engineering projects that deliver measurable outcomes according to plans, and within budget;
- Accountable to Manager Assets for the satisfactory completion of duties within the budget and set time schedule to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply;
- Encourage independent decisions relating to implementation, planning and organisational aspects of various projects under own control;
- Freedom to act is subject to conforming to broad goals, policies and budget guidelines and established engineering principles.
- Responsible for financial administration details of projects under own control, under annual budget guidelines.
- Responsible for quality and quantity of outcomes of projects under own control.
- Provision of technical input and assist in the management of designated contracts;
- Provision of timely and professional advice;
- Efficient and effective management and supervision of internal, external contractors and consultants;
- Regular reports on the projects, or as required on matters of concern;
- Delivery of outcomes according to plans, timeframes, and within budget;
- Accuracy, technical soundness, quality and timelines of all services and advice given, including conformity with Council policies and standards;
- Ensuring a high level of customer service on strategic infrastructure issues.
- Commit to and adhere with Councils Child Safe Requirements.

Judgement and Decision Making

- This position requires technical input into problem solving and contract management issues;
- Required to make recommendations on work priorities.

Specialist Skills and Knowledge

- Proven skills in managing significant engineering projects and contracts;
- Extensive experience in a local government or other engineering environment, with an understanding of the relevant legislative and administrative processes;
- A sound knowledge of works administration, budgeting and financial procedures;
- A good knowledge of and ability to apply theoretical and scientific approaches to solve problems;
- A sound knowledge of all work practices required in municipal works and the management of municipal assets, including civil and structural design, road, drainage design and traffic issues;
- Knowledge of and familiarity with the principles and practices of budgeting to assist in the preparation of the budget for the project;
- Ability to utilise Microsoft Office Suite including Project Management;
- Knowledge of contract and project management principles and practices;
- Knowledge of tender preparation, contract documentation and preparation of tender evaluation reports;
- Highly developed analytical and investigative skills;
- Ability to analyse, comprehend and research data.

Management Skills

- Responsible for ensuring the health, safety and wellbeing of self and employees by:
 - Implement and Monitor compliance with workplace policies and procedures;
 - Engage with and support HSRs, OHS committees, supervisors and managers;
 - Conducting safety inductions and local topic specific training;
 - Support/mentor HSRs and supervisors;
 - Support staff awareness of OHS responsibilities and accountabilities;
 - Assist with implementing OHS plans and strategies;
 - Supporting managers in activities that foster a positive OHS culture.
- Ability to efficiently and effectively plan, organise and manage own time, set priorities and monitor to achieve targets with available resources, and within a set time frame, despite conflicting pressures;

- Ability to manage and supervise civil engineering contractors, consultants and others to provide both general and detailed instructions and advice to staff and the public;
- Demonstrated skills in contract and project management in delivery of major civil engineering projects.
- Able to manage time and timelines for projects;
- Ability to establish a rapport and gain cooperation of other members of staff, and be part of a customer-focused team;

Inter-personal skills

- Verbal communication skills of an order sufficient to effectively:
 - Establish rapport and gain the cooperation of customers, other employees and members of the public, and be part of a customer focused team;
 - Liaise with counterparts within the industry and at all levels of Council to resolve problems and deliver outcomes;
- Written communication skills of an order sufficient to effectively prepare clear and concise reports and correspondence on matters relating to the operation of the Unit.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- ✓ Degree in Civil Engineering, Project Management or equivalent with at least five years' experience in municipal or civil engineering;
- ✓ Use conceptual and analytical skills to proactively identify planning, operational issues, monitor and prepare reports on the physical progress and financial status of projects;
- ✓ Exercise professional independent judgement in pre-construction, construction and contract administration of projects, including an understanding of quality management principles;
- ✓ Knowledge in the application of contract/quotation specification preparation;
- ✓ Experience in Microsoft Office suite including Microsoft Project.
- ✓ A high level of written and verbal English communication skills;
- ✓ An ability to work as part of a team, as well as individually, with a minimum of direct supervision;
- ✓ Current Victorian drivers licence.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____