



**Leading
Roles**

›Executive ›Management ›Professional

Information Pack for the role of Senior Design Technician

Tablelands Regional Council



Closing date for Applications is Monday 21st January 2019 at 5pm

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Gillies Range Philip Warring, photo courtesy of Tourism and Events Queensland

THE POSITION OBJECTIVE AND KEY RESPONSIBILITIES

Live, discover and invest in a Tablelands Community

The Tablelands Regional Council is seeking an experienced Senior Design Technician to form part of a growing team, producing quality, economical designs for various medium to large civil projects within the Tablelands Regional Council area.

You will have highly developed 12D and AutoCAD software skills for the development of design documentation suitable from concept design through to tender and construction. A specialist in your field, adept at engaging with Engineers, Surveyors and Investigating Teams as well as external stakeholders and with a willingness to create design related solutions that contribute to achieving the long-term objectives of Council.

Key Responsibilities

- Prepare design concepts, construction drawings, estimates and specifications for Council Works projects which demonstrate innovation and an in-depth knowledge of Council objectives
- Provide general and/or technical assistance across other departments within Council
- Supervise the updating and maintenance of master records, plans and statistical data.
- Undertake field work for council works and projects including onsite technical advice for construction staff.
- Attend to complaints, queries and other matters associated with design service activities.
- Undertake activities which required sound judgement and skills where procedures are not clearly defined.
- Liaise with service and government authorities for coordination and location of services.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster

Required Skills and Experience

- Associate degree in Civil Engineering or equivalent
- Demonstrated high level efficiency in the use of CAD & 12D Design software

About You

You will be a forward-thinking team player with the ability to liaise at all levels whilst representing Tablelands Regional Council in a professional manner. Your team is supportive and social and you will enjoy learning from a range of peers who have varied experiences and roles within the project space.

This is a great opportunity to contribute to the region and make a difference to the way in which Civil Projects are completed and rolled out.



Leading Roles

•Executive •Management •Professional

Tablelands Regional Council is reshaping itself as a forward thinking, progressive and inclusive organisation, delivering a range of services and programs for the community. Council has a highly skilled workforce who provide innovative solutions to problems. Council seeks to recruit people who are passionate about the region, work well in a team environment and have the skills and abilities to produce quality outcomes.

Council encourages applicants from all backgrounds including Aboriginal and Torres Strait Islander peoples, people from different cultural backgrounds and people with disabilities.

Further information about the role is included in the **Position Description** at Attachment 1.

TABLELANDS REGIONAL COUNCIL

Tablelands Regional Council is made up of six divisions, with a Mayor and Councillors elected every four years. Mayor Joe Paronella and his team are focussed on sustainable growth of the Tablelands, providing services that meet community needs whilst preserving the unique cultural, social and environmental values that make living in this region ideal.

Key strategic goals include enabling strong economies, vibrant communities, smart centres and long-term planning towards Council 2050.



Council's website

<https://www.trc.qld.gov.au>

Council Document Library

<https://www.trc.qld.gov.au/document-library/>

Regional Features and Attractions

<http://www.athertontablelands.com.au>

Short video about the region

<https://www.trc.qld.gov.au/business-industry/>



Careers at Council

Tablelands Regional Council is a forward thinking, progressive and inclusive organisation, delivering a range of services and programs for the community. We have a highly skilled workforce who provide innovating solutions to problems.

We seek and recruit people who are passionate about the region, work well in a team environment and have the skills and abilities to produce quality outcomes.

Family friendly working conditions

Council currently offers up to 10 weeks paid Maternity Leave depending on years of service and encourages staff to return to work when they are ready, through the provision of part-time work and job share opportunities. Fulltime employees are entitled to two weeks sick leave annually which can be used to care for family members.

Leave opportunities

Employees receive five weeks annual year.

Excellent superannuation

Council provides 9.5% of the annual base rate as a superannuation contribution to LGIA Super. When you commence contributions of 6% of your salary (compulsory after 12 months of employment), Council will increase their contribution to 12%, thereby matching your contributions \$2 for every \$1.

Flexible working conditions

We encourage a healthy work-life balance and can negotiate flexible working arrangements that support this. The standard working hours for the office-based workforce is a 19-day month and for the outdoor workforce, a 9-day fortnight.

Safety focused culture

Council is committed to maintaining a safety focused culture, underpinned by best practice.

Wellness programs

The wellbeing of our employees is a priority. Programs to foster employee fitness and wellbeing are run regularly. Council also provides an Employee Assistance Program and Queensland Country Health offers a corporate rate to Council employees.

Employment security

As one of the largest employers in the region, Council offers long term employment opportunities and encourages staff to build a career in Local Government. Some staff have worked with Council for over 30 years and have moved through various career paths whilst maintaining employment within the region.

Diverse training opportunities

Both in-house and externally run training programs are regularly undertaken to support staff in their roles. Council provides learning and development opportunities in the form of cadetships, apprenticeships, plant operator tickets, customer service skills, leadership skills and much more.

Allowances

A variety of allowances are offered however the value and types of allowances is dependent on your role and personal circumstances.

Active Social Club

The Social Club runs regular activities from bowling to Race Days and boat cruises. Membership is \$5 per fortnight through payroll deduction.



Useful Links

www.realestate.com.au/buy

www.realestate.com.au/rent

<https://www.facebook.com/TablelandsRegionalCouncil>

THE TABLELANDS REGION

Located in Far North Queensland, about 100 kilometres west of Cairns International Airport, the Tablelands region has good road networks with endless opportunities to explore, year-round great climate, rich history, new world-class infrastructure, an assortment of accommodation options and friendly hospitality - making it a great place to live and raise a family.



Ellinjja Falls Chris Brumby, photo courtesy of Tourism and Events Queensland

The considerable range in elevation, rainfall and soil types produce an incredibly diverse and beautiful region encompassing World Heritage rainforests, crater lakes, dry savannah, wetlands, tropical waterfalls and unique birdlife and wildlife. Our region is renowned for agri-tourism developments, charming cafes, award-winning restaurants, boutique shops and quaint villages.

We are nurturing some innovative start-ups and developing as an outdoor adventure destination. Many people come for a holiday and return for a lifetime.



Atherton Tableland, Tourism and Events Queensland



Business & Industry

The Tablelands region is emerging as one of the most exciting places in North Queensland to do business. Due to our varied climate, rich agricultural soils and plentiful water, this region plays a leading role in providing agriculture commodities to Australia and the world, particularly the growing markets of Asia.

Our diverse natural features, enviable lifestyle and sound economic base makes the Tablelands region an extremely attractive option for new investment and opportunities.

Tablelands Regional Council supports the development of a strong, competitive and diverse economy throughout the region and works collaboratively with industry, community and business groups to achieve this.

Important statistics:

- GRP \$1.2 billion
- 25,000 population
- 11,334km² land
- 2,650 businesses
- 10,161 local jobs
- \$102K worker productivity

Largest industries are agriculture (13.3%), retail (12.3%), health and social services (10.9%), education and training (10.2%), manufacturing (6.8%) and public services (5.8%).

Malanda Tony Gwynn-Jones, photo courtesy of Tourism and Events Queensland

Tablelands economic data is available at economy.id.com.au/tablelands.

Community

We have a range of services and community development initiatives to help reinforce the many positive aspects of life in our region including events, grants, libraries, facilities such as swimming pools, aged housing, sporting fields and aerodromes, disaster preparedness and support for heritage, arts and culture. There are many opportunities to join locally based groups or participate in an assortment of activities.

Education

An assortment of private and public high schools, primary schools and early childhood education options are available across the region as well as childcare facilities. There is also a TAFE and a network of home school educators.

- Atherton State High School
- Malanda State High School
- Herberton State School P-10
- Ravenshoe State School P-12
- Mount St Bernard College
- Jubilee Christian College
- St Joseph's Parish School

Primary schools in Atherton, Butchers Creek, Herberton, Kairi, Malanda, Millaa Millaa, Mount Garnet, Ravenshoe, Tolga, Walkamin and Yungaburra

Health Services

Atherton Hospital is the largest referral centre on the Tablelands, providing specialist services, visiting services and outreach clinics. Medical practices, allied health and alternative health clinics are provided across the region.

Culture & Arts

The Tablelands has three art galleries which showcase diverse local artistic talent and touring exhibitions, and a thriving artistic community. The region has a rich heritage and stories of the local Indigenous people, the early pioneers, miners, farmers, and a once thriving Chinese community are told in some of the local museums and heritage displays.



Creek Bed Millaa Falls Darren Jew, photo courtesy of Tourism and Events Queensland

Sports & Recreation

There are several sporting clubs in the region including archery, athletics, basketball, BMX, cycling, cricket, golf, gymnastic, football, horse riding, hockey, lawn bowls, mountain biking, netball, sailing, swimming and tennis to name a few. An array of classes including a variety of cardio, yoga, Zumba, tai chi and martial arts is also available on a weekly basis.

Lake Tinaroo is the main water source for the region and is a popular location for water sports and activities. Crater lakes and waterfalls, walking trails and picturesque picnic spots are great locations for viewing unique wildlife and fauna.

Tourism

The Tablelands provides an enviable lifestyle and is developing a reputation as an ideal outdoor recreation destination, with its refreshing tropical climate, mountains, wide open spaces and safe year-round swimming. Horse riding, bushwalking, water-skiing, sailing, fishing, bird watching and cycling are all on offer.

You can explore the region with the assistance of helpful trail brochures and advice available at Visitor Information Centres located in Atherton, Herberton, Malanda, Millaa Millaa, Mt Garnet, Ravenshoe and Yungaburra.



RECRUITMENT PROCESS AND HOW TO APPLY

How to Apply

Please submit your application via the Leading Roles website: <https://www.leadingroles.com.au>.

Please upload:

- A covering letter addressing the *Position, its Opportunities and Challenges* section of this information pack.
- Your CV, preferably in Microsoft Word or PDF format.

Recruitment Process timeframes

<i>Application Period:</i>	3 rd January 2019 – 21 st January 2019
<i>Closing date for Applications:</i>	5pm on Monday 21st January 2019
<i>Initial Assessment:</i>	10 th – 21 st January 2019
<i>Council Interviews:</i>	TBA

**Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.*

Assessing Applications

Initial interviews

Leading Roles will review all applications received and identify suitable candidates to conduct initial interviews with. These interviews will be conducted by Leading Roles via an online web conference or by telephone.

We will assess your application against Council’s Selection Criteria as detailed in the Position Description in these initial interviews.

Shortlisting and Council Interviews

Council will determine a shortlist of suitable candidates, and will arrange interviews with Council’s interview panel, depending on candidate and council staff availability.

The interview panel will consist of 2 -3 members of council staff. Council may elect to include a non-voting panel member for assessment of technical competency.

Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate’s fit for the role and organisation, working preferences and attributes.

Following selection of a preferred candidate Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information: *Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission or we are required by law.*



Atherton Tableland, Tourism and Events Queensland

CONTACT



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ATTACHMENT 1 – POSITION DESCRIPTION

Position title	Senior Design Technician
Reports to	Coordinator Technical Services
Department	Infrastructure Services
Classification	Level 5 - Local Government Officers
Last Review Date	July 2017

• **Position Summary**

To operate, enhance and maintain the design functions of Council's Civil Works programmes.

• **Position Specific Accountabilities**

- Undertake work on CAD/12D and/or computer mapping systems to produce quality, efficient and economical designs on time and within budget for medium to large civil engineering projects with minimum supervision;
- To assist in the preparation and effective delivery of the of the design programme within the section;
- Contribute knowledge and innovative solutions for designs or technical issues appropriate to individual project requirements;
- Prepare design concepts, construction drawings, estimates and specifications for Council Capital Works projects;
- Provide general and/or technical assistance to Design Services, Civil Works and other departments as required;
- Maintenance of the QA System in particular plan registration, retrieval and transmittal;
- Assist in the maintenance of Technical Library;
- Supervise the updating and maintenance of master records, plans and statistical data;
- Continually develop and enhance Engineering Design, CAD and work related skills;
- Undertake field work for council works and projects including onsite technical advice for construction staff;
- Attend to complaints, queries and other matters associated with design service activities;
- Undertake activities which require sound judgement and skills where procedures are not clearly defined;
- Supervise design staff on moderately complex technical projects in line with council objectives;
- Liaise with service and government authorities for coordination and location of services.

• **Organisation Responsibilities**

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally;
- Adhere to all legislative frameworks, rules, Council policies and guidelines;
- Prepare and submit reports for Council and the Executive Leadership Team as required;
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
 - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the Local Government Act 2009,

- Anti-discrimination and Privacy legislation, Purchasing and Procurement; and Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster;
- Other responsibilities as reasonably expected.

• **Delegated Authority**

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

• **Selection Criteria**

• Essential

1. Demonstrated high level competency in the use of 12D and AutoCAD software for the development of design documentation suitable from concept design through to tender and construction;
2. Demonstrated understanding of the use of relevant Engineering Design Standards and the ability to adapt these to suit specific project requirements across a varied standard of infrastructure assets;
3. Comprehensive knowledge of computers including MS Word, MS Excel and MS Project;
4. Sound written and verbal communication skills and the ability to prepare reports to Council and the Executive Leadership Team;
5. Effective interpersonal and customer service skills to develop strong team culture;
6. Ability to prioritise and manage multiple tasks with competing deadlines to achieve specific project outcomes.

• Qualifications

- Associate degree in Civil Engineering or equivalent.

• **Position Specific Conditions**

- Due to the delegation level of this position a criminal history check is required as part of the pre- employment screening;
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment; and
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	