



Project Management Engineer

Thank you for your interest in applying for the position of Project Management Engineer with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

-) Employment details;
-) Benefits of working with Hindmarsh Shire Council;
-) Position Description;
-) Key selection criteria; and
-) Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website: www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Alastair Griffiths, Manager Capital Works on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

-) Above Award pay rates
-) Annual pay increases via Enterprise Agreement
-) Commitment to work-life balance
-) Annual Leave Loading
-) Employee Assistance Program
-) Active Social Club
-) Salary Sacrifice opportunities for superannuation
-) Rates deductions via payroll for employees owning a property in the Shire
-) Ability to purchase additional annual leave via Enterprise Agreement
-) Car parking
-) Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

Employment Details for the Position of: Project Management Engineer

<u>Status:</u>	Full Time
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 6 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$77,407 pro rata
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	<p>Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.</p> <p>The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four week period.</p>
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



HINDMARSH SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Project Management Engineer

Department: Infrastructure Services

Team: Capital Works

Starting Point/Location: Nhill

Classification: Band 6 per the Victorian Local Authorities Award and Hindmarsh Shire Council Enterprise Agreement

Employment Type: Permanent Full Time

2. CURRENCY:

Current Version Number: 1.00 **Approved:** 6 February 2018

Name of Occupant: Vacant

Signature: ----- **Date:**-----

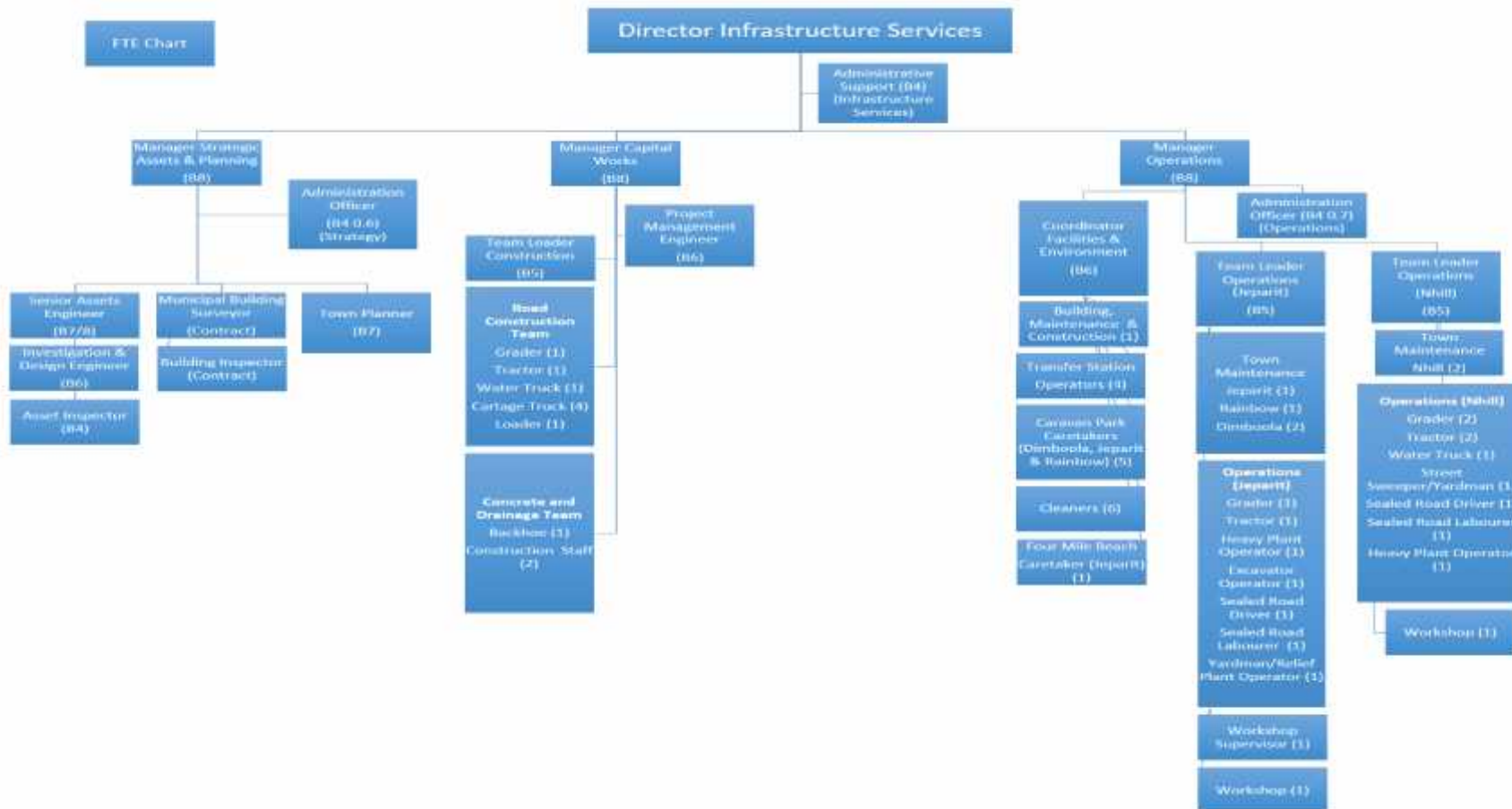
Prepared By: Shane Power **Date** 6 February 2018

Approved By: Shane Power **Date** 6 February 2018

H.R Approved: Monica Revell **Date** 6 February 2018

Version History: n/a

3. DIRECTORATE STRUCTURE:



4. POSITION OBJECTIVES:

The primary focus of the position is to;

- J Plan and deliver capital works projects.
- J Manage the construction contracts of Council's roads, pathways, bridges, drainage, buildings, sports and recreation related infrastructure assets.
- J Provide a technical link between the community and Council on a range of community building and development projects.
- J Provide accurate and timely advice to queries from the general public, residents and ratepayers.
- J To assist the Community Development team in the delivery of grant and council funded projects by assisting with grant applications and leading the scoping of technical services and engagement and management of external contractors.
- J Supervise third party construction of civil assets associated with developments and sub-divisions.
- J Assist in the planning and delivery of capital works projects constructed in-house.

5. KEY RESPONSIBILITY AREAS:

Contract Management

- J Ensure councils procurement policy is strictly adhered to when purchasing either goods or services.
- J Develop and compile contract documents, advertise and evaluate tenders, engage contractors and administer contracts.
- J Monitor and manage contractor outputs and processes to ensure that they meet the requirements of council and relevant standards
- J Assist in the development and maintenance of a documented internal contract management system.

Project Management

- J End to end management of projects in accordance with Councils Project Management Framework.
- J Actively liaise with the Manager Economic & Community Develop and relevant sponsors on project progress and management matters.
- J Develop and administer time management tools for projects, inclusive of critical paths and hold points.
- J Assist with developing scopes, designs and budgets for capital works projects
- J Ensure effective project communications.
- J Develop and implement Risk Management controls for projects.

Leadership

- J Demonstrate leadership that is consistent with the organisation's direction, values and priorities.
- J Actively contribute to building a team-focused organisation which supports innovation and initiative.

Quality Management

- J Actively participate in and implement systems and processes to achieve excellence in project delivery.
- J Assess and refine systems and processes to identify and realise continuous quality improvements.
- J Foster and enable a 'customer focused' approach to project delivery.

Other Responsibilities

- J Ensure adherence to all Council policies and procedures.
- J Initiate and develop plans, policies, procedures and operational guidelines.
- J Support cross organisation communication, learning and service improvement.
- J Maintain an awareness of organisational wide constraints and the broader impact of Departmental directions on the organisation.
- J Provide cross organisational support in understanding and utilising project management principles and practices, including support in using Council's Project Management System.
- J Assist Manager Capital Works in development of annual capital works program.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Capital Works

Supervises: Contractors

Internal Contacts: All staff

External Contacts: Contractors, suppliers, service and government authorities, general public

7. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- J Take reasonable care for their own health and safety.

- J Notify the Manager Capital Works of their inability to carry out any physical task that is outside their capability.
- J Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace.
- J Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Safe Work Method Statements (SWMS).
- J Complete Accident, Hazard and Near Miss Reports in a timely manner.
- J Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- J Use protective equipment or clothing provided by Council at all required times.
- J Employees should immediately notify their Director in the event of any injury, near miss, damaged equipment or other workplace hazard.
- J Actively participate in Council safety programs.

8. RISK MANAGEMENT:

Whilst at work, an employee must:

- J Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- J Take all reasonable action to protect Council assets from damage and or loss.
- J Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- J Responsible for delivery of assigned capital projects
- J Accountable for the quality of assigned projects, within budgetary constraints and completion within agreed time frames.
- J Accountable for safety and environmental controls on assigned projects
- J Required to supervise and coordinate contractors
- J Responsible in providing leadership and direction to team members
- J Ability to make on-site decisions and exercise discretion with standard practices and processes
- J Freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken is limited to the quality or cost of the programs and projects being managed.
- J The position manages resources and provides input into policy development.

10. JUDGEMENT AND DECISION MAKING:

- J The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- J The work involves improving and developing methods and techniques based on previous experience.
- J The work involves applying problem solving techniques to new situations.
- J Guidance and advice are usually available.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- J Sound understanding of project management principles and practices
- J Sound understanding of contract management principles and practices
- J Detailed knowledge of civil construction works, including the use of materials and methods
- J Well-developed communication skills in dealing with community, staff, senior management and representatives of Government Agencies
- J An understanding of related legislation including Occupational Health & Safety Act, 2004 (and relevant regulations) and the Road Management Act, 2004 (and relevant regulations)
- J Ability to design engineering plans and develop specifications
- J Ability to survey, set and construct levels

12. MANAGEMENT SKILLS:

- J Manage one's own time, set priorities, plan and organize work in order to meet objectives.
- J Ability to manage change and be innovative.
- J Ability to manage contractors
- J The ability to implement personnel practices particularly those related to occupational health and safety and equal employment.
- J Sound computer skills , including Autocad

13. INTER-PERSONAL SKILLS:

- J Ability to gain co-operation and assistance from community groups, clients, contactors, members of the public and other employees.
- J Well developed communication skills and interpersonal skills.

- J Ability to effectively represent the Council at the community level and at other levels of government.
- J Ability to discuss and resolve problems
- J Absolute integrity, trustworthiness and professionalism

14. QUALIFICATIONS AND EXPERIENCE:

- J Tertiary qualification in Civil Engineering or significant experience in general engineering, building construction, maintenance, supervision of direct labour works operations.
- J Preference may be given to experience in project management, contract administration, contract supervision, tendering and quality assurance practices.
- J Knowledge of Asset Management practices and principles.
- J Knowledge of relevant Australian Standards, Codes of Practice and current design practices.
- J Knowledge of computer systems and software which relate to engineering work.
- J Experience and skills associated with dealing with public including community facilitation and liaison.
- J Experience in initiating, implementing and responding positively to change

15. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

16. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

17. KEY SELECTION CRITERIA:

-) Technical knowledge in the areas of civil construction, building and community development projects, including contract administration and supervision.

-) High level skill in community consultation.

-) Well developed written and verbal communication skills.

-) Ability to work as part of a team and work with community groups.

-) Relevant post secondary qualification, preferably a tertiary qualification in Civil Engineering.

-) Project management experience would be an advantage.
-)
-) Current Australian Drivers Licence.

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Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

-) A covering letter
-) A separate attachment addressing the Key Selection Criteria
-) A current resume

Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

Do: Read the Position Description.

Note the closing date for applications (late applications will not be considered).

Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.

Ensure you provide a telephone contact number in your application.

Don't: Assume that the Selection Panel knows anything about you

Submit a generic application

Attach original certificates or references (please send photocopies only as they will not be returned)

Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Submitting Applications (Applications should be marked Private & Confidential)

Mail to:

Attn: Director Infrastructure Services
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Deliver in person:

Attn: Director Infrastructure Services
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Email to:

hr@hindmarsh.vic.gov.au

Assessment of Applications

-) Each application will be assessed against the Key Selection Criteria for the position.
-) Applicants who most closely meet the Criteria will be offered an interview
-) Applicants not short listed for interview will be advised in writing.
-) Applicants not short listed for interview will be able to ask for feedback on their application.

The Interview:

-) You will be contacted by phone if you have been selected for an interview
-) You will be provided with details regarding the time, day and location of the interview
-) The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
-) During the interview, panel members will ask questions to determine who will be the best candidate for the position
-) You will have an opportunity in the interview to ask questions
-) If you have not provided referee details on your resume, be prepared to provide them at the interview
-) Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
-) Please be on time for your interview
-) Please contact Council if you cannot attend the interview or wish to withdraw from the process.

After the Interview:

The successful interviewed applicant:

-) Will be notified by phone
-) Will have the relevant pre-employment checks conducted
-) Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

-) Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
-) Is able to ask for feedback on their application and interview.

---- End ----