



Senior Assets 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 Janette Fritsch, Manager Strategic Assets & Planning 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.

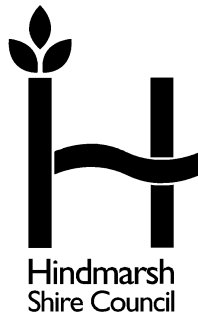
Some of the benefits of working at Hindmarsh Shire Council include:

- 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:
Senior Assets 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 7 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$88,564 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>	Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday. 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.
<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: Senior Assets Engineer

Department: Infrastructure Services

Starting Point/Location: Nhill

Classification: Band 7 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement

Employment Type: Permanent Full Time

2. CURRENCY:

Current Version Number: 1.00 **Approved:** 20 June 2018

Name of Occupant: Vacant

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

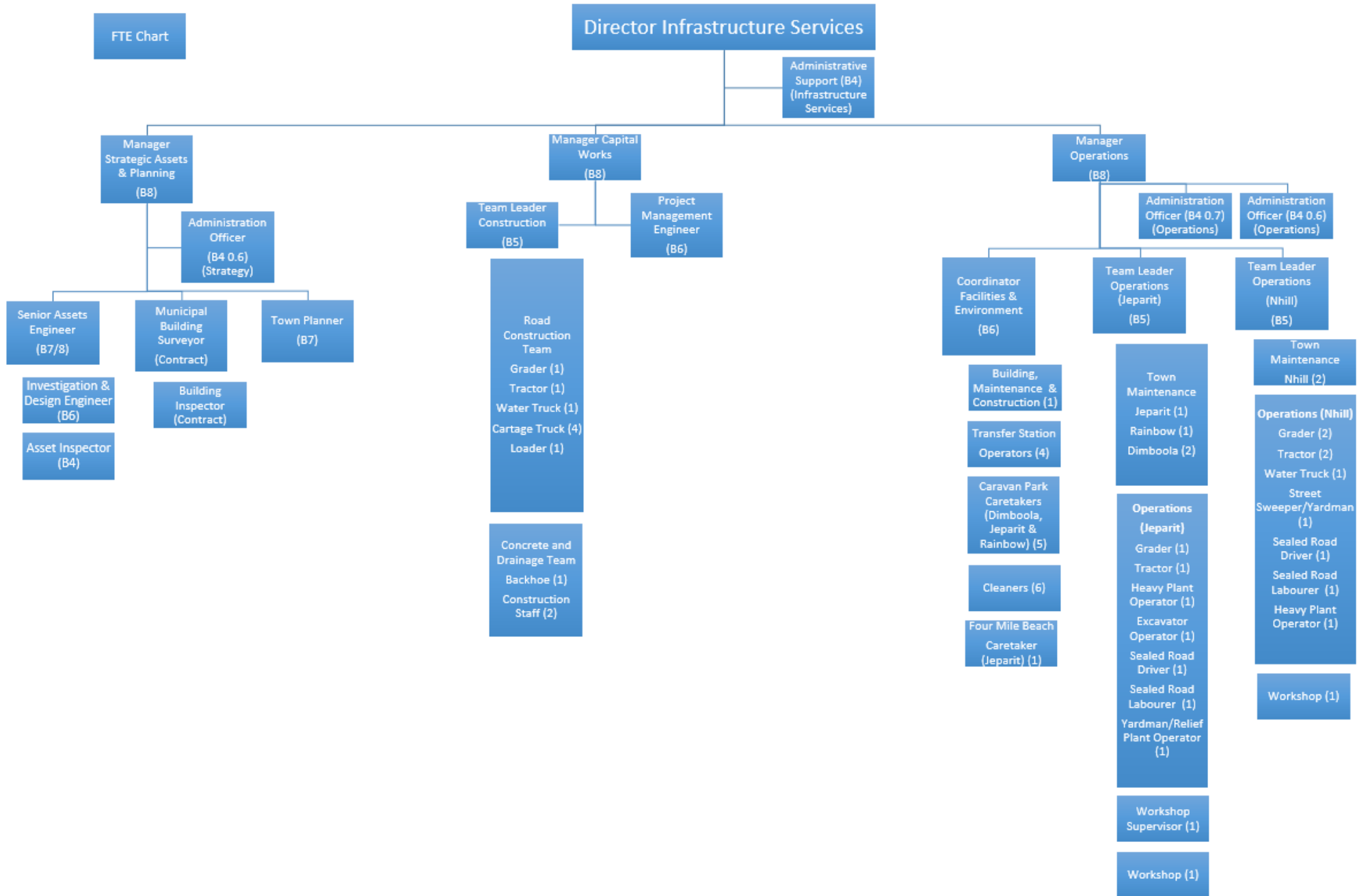
Prepared By: Shane Power **Date** 20 June 2018

Approved By: Greg Wood **Date** 20 June 2018

H.R Approved: Helen Thomson **Date** 20 June 2018

Version History: N/A

3. **DEPARTMENT CHART:**



4. POSITION OBJECTIVES:

The Senior Assets Engineer will:

- Provide information to Council to implement and maintain appropriate business processes and systems to support the ongoing delivery of best practice asset management across the organisation.
- Actively build and effectively manage relationships with all relevant staff for their involvement in projects from scoping, through development, implementation and review.
- Manage projects to ensure delivery is on time, within budget and to specified quality.
- Provide support to the Manager Strategic Assets and Planning, and assist in the achievement of corporate objectives and organisational goals.

5. KEY RESPONSIBILITIES AREAS:

- Review, develop and implement policy and strategy relating to asset management for the organisation. This includes the development and review of Asset Management Plans.
- Manage Council's information systems with respect to asset data, including condition surveys, and actively improve both the quality and scope of data collected and stored with respect to Council infrastructure.
- Manage the development and maintenance of Council's geographic information system with respect to Council's assets for use by the whole organisation.
- Develop and review the four year detailed rolling Capital Works Program for Council's assets in consultation with relevant stakeholders, incorporating outputs of infrastructure renewal modelling to guide funding priorities.
- Provide relevant input into the Long Term Financial Plan relating to Asset Management.
- Manage and monitor the initial development of organisational projects ensuring timely incorporating into the Capital Works Program. This includes the preparation of project scopes and design, but does not normally extend to detailed project planning.
- Administer the project initiations and business cases within Councils Project Management System.
- Determine values to be ascribed to assets in accordance with contemporary asset accounting standards.
- Oversee engineering investigations.
- Provide timely, professional advice and guidance on the management of assets, including response to infrastructure related concerns, and manage the processes relating to the issue of asset related permits i.e. vehicle crossing, legal point of discharge for storm water, National Heavy Vehicle Regulator, planning referrals.
- Perform other duties as may be required from time to time by the Manager Strategic Assets and Planning to assist with the performance of the objectives of the Infrastructure Services directorate.

Corporate Responsibilities

- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Contribute to the continuous improvement and productivity of the organisation's operations.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Strategic Assets and Planning

Supervises: Infrastructure Engineer
Asset Inspector
Consultants
Contractors

Internal Contacts: Chief Executive Officer, Director Infrastructure Services, Director Corporate and Community Development, other Infrastructure Services staff, Risk Management / OHS Officer, Customer Services and Administrative staff, Corporate Services staff, and Community Development staff

External Contacts: General Public including community organisations, Contractors and Suppliers, Government and Statutory authorities

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:-

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

8. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- 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:

- Accountable for the quality, effectiveness, compliance of programs and projects as allocated, within budgetary constraints and completion within agreed time frames.
- Accountable for the effective management and implementation of asset management databases and programs.
- Accountable for the overall conduct and performance of the Asset Management area in relation to the attainment of corporate objective and the implementation of Council policies which related to asset management.
- Responsible for input into development of policy, strategic plans and procedures pertaining to the Asset Management area to ensure compliance with relevant legislative and audit requirements.
- Responsible for the development of Council's long-term capital works program.
- The freedom to act is governed by the goals, policies and budgets of the organisation and by statute and subordinate legislation. Decisions and actions taken may have a substantial effect on the community or sections of it.

10. JUDGEMENT AND DECISION MAKING:

- Provide advice to Council and the Senior Management Team on matters of strategic and corporate significance.
- Required to make decisions within the parameters set by Council's plans, policies and procedures.
- A high level of problem solving is required with the ability to make clear, thought out decisions.
- Perform necessary inspections and investigations to make recommendations in regards to asset management to be included for consideration as part of Council's annual budget process.
- The position requires a high level of independent and professional judgment based on substantive requirements for the development and application of policies and procedures, but will ensure adequate reporting to the Manager Strategic Assets and Planning for Council consideration and decision.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge of the various Acts and Regulations relating to the engineering functions of Local Government.
- Demonstrated skills in formulating concepts, preparing proposals and estimates for engineering projects.
- Knowledge of budgeting and relevant accounting and financial procedures.
- Knowledge of asset management and infrastructure maintenance practices, including relevant software.
- Well-developed computer skills including understanding of and ability to use and apply a variety of relevant software applications.
- Knowledge and skill in the application of policies, processes and procedures associated with Capital Works.
- Knowledge of risk management factors associated with the use of land and built assets, including the ability to identify potential areas of risk and implement appropriate action to minimize such risk.
- Ability to write clear and concise reports in the field of expertise.

12. MANAGEMENT SKILLS:

- High level management skills with the ability to work autonomously or as part of a team, make decisions and seek assistance when necessary to achieve objectives and goals with due regard to organisational and external contacts.
- Ability to manage time and set priorities to achieve a broad range of outcomes often within complex time constraints with little direction.
- Ability to set and achieve goals and objective to achieve Council Plan outcomes.
- Demonstrated ability to manage staff and contractors from different fields, including supervision of tertiary qualified staff or staff with extensive experience.
- High standard of leadership, fostering a team spirit and inspiring commitments in staff to achieve organisational goals.
- Sound negotiation skills.
- Preparation of quality reports and correspondence with due regard to deadlines.

13. INTER-PERSONAL SKILLS:

- Excellent interpersonal and teamwork skills.
- Demonstrated leadership skills and the ability to motivate and develop other employees.
- Ability to gain cooperation with clients, members of the public and other employees in the pursuit and achievement of specific and set objectives.
- Ability to communicate with and gain cooperation of all employees to promote a harmonious and productive working environment.
- Flexibility in approach to tasks, with the ability to think laterally and innovatively.
- Effective written and oral communication skills, with the ability to provide written and verbal reports in field of expertise.

14. QUALIFICATIONS AND EXPERIENCE:

- Degree in Engineering (Civil or equivalent) with a minimum of five years demonstrated working history in the areas of Asset Management or Civil Engineering.
- Minimum three years demonstrated management experience.
- Proficiency in the use of engineering software, including GIS, facility maintenance, pavement management and asset management packages.
- Sound understanding of the frameworks in which Local Government operates.
- Knowledge of competitive and quality assurance principles.
- Experience in developing asset management strategies and plans.
- Current driver's license.

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

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

1. Degree in Engineering (Civil or equivalent) with demonstrated working history in the areas of Asset Management or Civil Engineering.
2. Minimum three years demonstrated working history in leading, developing and motivating groups of employees.
3. Prior experience in the preparation of quality reports and correspondence.
4. Demonstrated experience developing budgets, with sound knowledge of budgeting and relevant accounting and financial procedures.
5. Previous experience in the development of strategic plans and policies.
6. High-level problem solving skills.
7. The ability to prioritise with conflicting pressures and to achieve goals within a set timetable.

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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 ----