



INFORMATION PACKAGE

POSITION VACANT

SURVEY & DESIGN OFFICER

CLOSING DATE: 5PM THURSDAY 26 MARCH 2020

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Thank you for enquiring about this position. After reading the information package, if you would like further information please contact Council's Manager Major Projects, Matt Batley, on 1300 445 586.

Applications may be e-mailed to hr@hilltops.nsw.gov.au or mailed to:

The General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594



Boorowa
6-8 Market St
Boorowa NSW 2586
P: 1300 445 586
F: (02) 6380 1299

Harden
3 East St
Harden NSW 2587
P: 1300 445 586
F: (02) 6380 1299

Young
189 Boorowa St
Young NSW 2594
P: 1300 445 586
F: (02) 6380 1299

Position Description Survey & Design Officer

| | |
|----------------------------------|--|
| Directorate: | Infrastructure Services |
| Location: | Hilltops Region |
| Reports to: | Manager Major Projects |
| Grade: | 11 – Hilltops Council Salary System |
| Conditions of Employment: | Permanent, full-time 70 ordinary hours over a nine-day fortnight Local Government (State) Award 2017 9.5% Employer Superannuation Guarantee |

Council overview

Hilltops Council was established on May 12, 2016 and includes the towns of Boorowa, Harden and Young and their surrounding villages. It is a well-situated agricultural region, centrally located in NSW, just two hours' drive from the national capital in Canberra and four hours from Sydney. It has a diverse economy with a strong rural base and offers a relaxed, country lifestyle with all the benefits that can be found in major regional centres.

Council values



Primary purpose of the position

This position is responsible for providing technical advice and design expertise on survey, and drafting works for various infrastructure projects, including (but not limited to) roads, potable water, sewerage and stormwater drainage infrastructure.

Key accountabilities

Within this position's area of accountability, the incumbent will be required to undertake the following duties:

- Provide project investigation, design, documentation, surveying and drafting services to meet relevant Codes, Guidelines and Practices and achieve cost-effective and timely service to Council, clients and customers;
- Undertake field surveying and prepare detailed project investigation, engineering surveys, field measurements and design documentation for nominated Council projects, including: roads, parks, buildings and drainage assets, special projects and other civil works;
- Undertake construction site inspections to ensure that Council's specifications and standards are being met;
- Prepare designs, drawings, layouts, presentations and designs utilising computer-aided drafting and manual drafting techniques;
- Initiate and prepare conceptual designs, estimates and programs for designated projects;
- Utilise the geographical information system to assist the design and drafting process;
- Liaise with suppliers, consultants, contractors and clients to develop comprehensive, efficient and achievable project proposals;
- Review, examine and provide comments on designs, submissions and specifications, in relation to set standards by external consultants and contractors;
- Undertake data collection, input to database and reports for asset management database development, and update and integrate with GIS;
- Assist with the preparation of project management plans, environmental management plans and project documentation, as required;
- Contribute to strategic planning of Council's infrastructure, recommending appropriate design solutions on infrastructure projects and assets, including:
 - The planning, design, and delivery of prioritised projects and facilities;
 - Ensuring that projects meet current statutory requirements, Australian Standard, and industry best practice design and construction standards.
- Assist with the preparation of development proposals for Council works;
- Facilitate a culture of continuous improvement, collaboration and exceptional customer service;
- Undertake other duties as directed within the skills and abilities of a position at this level.

Essential criteria

1. Recognised tertiary qualifications in civil engineering or equivalent experience in a similar position.
2. Demonstrated sound knowledge of engineering construction and maintenance techniques, including, but not limited to: earthworks, road and bridge construction and storm water drainage.
3. Demonstrated experience and ability in engineering surveying with sound knowledge of engineering design for urban and rural environments.
4. Sound knowledge of Civil and Technical design and Drafting, and the Acts, Regulations and Codes of Practice relevant to local government engineering
5. Proven ability to meet deadlines, prioritise work and adapt to an environment of changing priorities.

6. Strong communication and interpersonal skills with the ability to build effective relationships and achieve positive outcomes.
7. Demonstrated ability to apply attention to detail and accuracy of work.
8. High level computer skills including experience with Windows based packages, and computer aided drafting design packages such as AutoCAD.
9. Australian resident or equivalent or holding a visa allowing employment in Australia
10. Class C driver's licence.

Desirable criteria

1. Previous experience in Local Government.

Limits of Authority

Acting within regulations and Council policies and guidelines, this position will make decisions by choosing the appropriate process, guided practices or direction, with more complex problems being referred to the Manager Major Projects.

Organisational Accountabilities

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|------------------------------|--|
| Workplace Health and Safety | 'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety |
| Code of Conduct | Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support. |
| Equal Employment Opportunity | Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions. |
| Policies and Procedures | Comply with all Council's Policies, Management Guidelines and Procedures. |
| Customer Service | <ul style="list-style-type: none"> • Provide effective service to Council customers and the community. • Provide effective service to internal customers. • Present a positive image of council. |

Capabilities for the role

The Local Government Capability Framework (LGCF) describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The LGCF is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position.

Local Government Capability Framework

| Capability Group | Capability Name | Level |
|---|-------------------------------------|-----------------|
|  Personal attributes | Manage Self | Advanced |
| | Display Resilience and Adaptability | Adept |
| | Act with Integrity | Adept |
| | Demonstrate Accountability | Advanced |
|  Relationships | Communicate and Engage | Advanced |
| | Community and Customer Focus | Intermediate |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Adept |
|  Results | Plan and Prioritise | Advanced |
| | Think and Solve Problems | Adept |
| | Create and Innovate | Adept |
| | Deliver Results | Advanced |
|  Resources | Finance | Adept |
| | Assets and Tools | Advanced |
| | Technology and Information | Advanced |
| | Procurement and Contracts | Adept |

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|----------|--|
| Personal Attributes Manage Self | Advanced | <ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve |

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|----------|--|
| Relationships Work Collaboratively | Advanced | <ul style="list-style-type: none">• Builds a culture of respect and understanding across the organisation• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams• Builds co-operation and overcomes barriers to sharing across the organisation• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector• Models inclusiveness and respect for diversity in people, experiences and backgrounds |
| Results Think and Solve Problems | Adept | <ul style="list-style-type: none">• Draws on numerous sources of information, including past experience, when facing new problems• Demonstrates an understanding of how individual issues relate to larger systems• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports• Uses rigorous logic and a variety of problem solving methods to develop workable solutions• Anticipates, identifies and addresses risks and issues with practical solutions• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness |
| Resources Technology and Information | Advanced | <ul style="list-style-type: none">• Implements appropriate controls to ensure compliance with information and communications security and use policies• Implements and monitors appropriate records, information and knowledge management systems• Seeks advice from technical experts on leveraging technology to achieve organisational outcomes• Stays up to date with emerging technologies and considers how they might be applied in the organisation |

Acceptance of the role

I _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

Signature:

Date:

CONDITIONS OF EMPLOYMENT

| | |
|--------------------|---|
| Position | Survey & Design Officer |
| Grade | Grade 11 |
| Salary range | The salary range for this position is \$1,523.48 \$1,688.04 per week plus 9.5% superannuation. |
| Award | Local Government (State) Award 2017 |
| Employment status | Permanent, full-time |
| Probation | An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period. |
| Hours of work | 70 ordinary hours over a nine-day fortnight |
| Location | Boorowa Office/Hilltops Region Though initially based in Boorowa, the incumbent in this position may be requested to commence work from any of our work locations in the region. |
| Leave entitlements | Four (4) weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year. Three (3) weeks sick leave on commencement, which includes provision for carers leave. Additional 3 (three) weeks accumulated on each anniversary of appointment. Other leave provisions as per Local Government (State) Award 2017. |