



JUNEE SHIRE COUNCIL

Information for Applicants

The following notes are provided to assist you in preparing your application. It is important to read the Position Description to gain an understanding of the position responsibilities and the experience and skills required to be successful.

June Shire Council is an Equal Opportunity Employer. The objective of Council's recruitment program is to select the applicant most capable of doing the job by matching their qualifications, experience, skills and personal qualities to the criteria requirements of the advertised position and relevant Position Description.

Selection is based on the assessment of merit.

To help us assess your application you **MUST** ensure the following information is included:

- Cover Letter
- Confidential Position Application Form
- Statement Addressing the Essential and/or Desirable Selection Criteria
- Resume`/Curriculum Vitae
- Supporting Documentation

Please note that any false and/or misleading claims by an applicant will lead to immediate disqualification for selection for interview in the position or in the case of successful applicant, may lead to dismissal.

Applicants must be either an Australian Citizen or have the right to work in Australia.

Cover Letter:

This is a way of introducing yourself to the selection panel. As a general guideline you should include the name of the position in your first paragraph. The cover letter should also state why you are interested in the job and in broad terms, why you believe you might be the most suitable applicant.

Position Application Form:

The Position Application Form **MUST** be included as part of your application.

Ensure that all sections are completed, all questions answered, and all information is provided. The declaration **MUST** be read thoroughly and signed. Failure to sign or complete the declaration will result in the application not proceeding.

Statement Addressing the Selection Criteria:

The Position Description outlines the major duties and responsibilities of the position and details the Essential and Desirable criteria that need to be addressed in your application. The Essential and Desirable Criteria contains the skills and knowledge required for successful performance in the position being advertised. To be considered for a position with Junee Shire Council you **MUST** address the Essential Criteria as detailed in the Position Description; this is the most important part of your application.

Using the Essential and Desirable Criteria as headings, describe how your particular skills, work experience, abilities and qualifications enable you to satisfy each element of the criteria and attach to the Position Application Form with the title "Statement Addressing the Selection Criteria".

It is the applicant's responsibility to demonstrate that they meet the selection criteria. If your application does not address the selection criteria it will not be considered. Selection for interviews is based on how well you meet the selection criteria.

Resume`/Curriculum Vitae:

This is a brief summary including:

- Personal details
- Educational background
- Employment history – include dates & period of employment, duties and responsibilities for each position. Details of relevant voluntary work or experience should also be included.
- Qualifications/Licences - details of qualifications. licences, professional association memberships, training courses completed etc.
- Additional Information – including achievements, community/charity work, personal interests etc.

Please note: For your application to be considered, all required documents must be completed. Failure to complete the required forms may lead to your application being ineligible.

**June Shire Council**

ABN: 62 621 799 578

29 Belmore Street

PO Box 93

June NSW 2663

Phone: 02 6924 8100

Email: jsc@june.nsw.gov.au**Confidential
Position Application Form****About this form**

This application form is a source of information, which will be used by June Shire Council to assist us in considering your suitability for the position for which you are applying. If successful, such information shall form part of Council's personnel records. Failure to supply the information requested would prejudice Council's ability to assess your suitability for the position.

Position Advertised

Position applied for:

Personal DetailsTitle: Miss Ms Mrs Mr Other: _____

Surname:

Given Names:

Preferred Name:

Home Address:

Town:

State:

Postcode:

Postal Address:

(if different to above)

Town:

State:

Postcode:

Contact Details:

Work:

Home:

Mobile:

Email:

Qualifications

Please provide details of any qualifications including university degrees, TAFE qualifications, licences, certificates, diploma's, etc.

Employment History**Present or most Recent Employer:**

Employer:

Position:

Status: Full Time Part Time Temporary Casual

Length of Service:

Reason for Leaving:

Employment History continued				
Next Most Recent Employer:				
Employer:				
Position:				
Status:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Casual <input type="checkbox"/>
Length of Service:				
Reason for Leaving:				
Next Most Recent Employer:				
Employer:				
Position:				
Status:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Casual <input type="checkbox"/>
Length of Service:				
Reason for Leaving:				
Disciplinary Action:				
Have you been the subject of disciplinary action or been dismissed by a previous employer?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please detail:				
Referees				
You are required to provide names and contact details for a minimum of two work referees who can testify to your skills, experience, qualifications, and aptitude in relation to the position you have applied for.				
Name	Position	Organisation	Telephone and email	
General				
If your application is successful, when could you commence employment?			Date:	
Is there any reason, including any medical issue, which may affect your ability to perform the inherent requirements of the position, including regular attendance at work? If yes, you are required to provide details in a separate document.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any known conditions which might affect your ability to safely perform the inherent requirements of the position, including that may impact on the safety of employees or customers? If yes, you are required to provide details in a separate document.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any previous or pending workers compensation claims that might affect your ability to undertake the tasks and duties of this position? If yes, you are required to provide details in a separate document.			Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have a current Australian Drivers Licence? If yes, do you have any outstanding charges against your driver's licence that would cause it to be disqualified either now or in the future? If yes, you are required to provide details in a separate document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other than personal social media, do you manage or edit any third party social medial platforms? If yes, you are required to provide the details in a separate document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Declaration

Privacy and Personal Information protection Act 1998

I ACKNOWLEDGE that:

- The personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above.
- Access is limited to use by Council employees and other authorised persons.
- The personal information is voluntarily supplied and non-supply may cause delay or result in the application not proceeding.
- The personal information will be stored confidentially in Council's electronic record keeping system.

Requirements for Appointment:

I UNDERSTAND that I can only be appointed to Junee Shire Council if I:

- Provide proof of identity including birth certificate (for superannuation) and any other original documents such as certificates and licences as requested
- Pass a prescribed pre-employment medical examination or functional assessment as determined by council
- Undertake a criminal or working with children check if requested.
- Provide an RMS Traffic Record as requested.

I AGREE to Junee Shire Council carrying out background screening, including but not limited to criminal checks, as necessary as part of this application.

I DECLARE that to the best of my knowledge the information provided in this application and in any Curriculum Vitae/Resume enclosed is accurate.

I UNDERSTAND that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated immediately. I also understand that false or incomplete answers relating to my medical history could mean that I cannot receive any workers compensation.

Signed:

Date:

Checklist:

For your application to be considered you **MUST** ensure the following items are included in your application:

Cover Letter	<input type="checkbox"/>
Position Application Form	<input type="checkbox"/>
Statements Addressing each of the Technical Selection Criteria listed in the position description	<input type="checkbox"/>
Resume	<input type="checkbox"/>
Supporting Documentation	<input type="checkbox"/>



Position Profile

Position Title:	Cadet Town Planner / Building Surveyor
Responsible to:	Director Corporate and Community Development
Department:	Corporate and Community
Classification:	Permanent Full Time (NSW Local Government (State) Award 2023)
Award Classification	Band 1, Level T
Key Relationships:	Internal: Director of Corporate and Community Development Council Employees External: Contractors Suppliers

Purpose of Role:

<p>The Cadet Town Planner / Building Surveyor is responsible for supporting the Engineering team in delivering comprehensive building assessment and certification services, and planning application assessments for Council. The Cadet Town Planner / Building Surveyor will work under direction in completing minor projects to gain experience in design, project management, construction and maintenance and operations.</p>

Contribution to the Business:

<p>The Cadet Town Planner/Building Surveyor is an entry level role within Council's organisational structure. The role is a development pathway for students studying and wanting to gain on the job experience in the field of town planning or building surveying.</p>

Key Responsibilities:

In order to be performing this role effectively, the **Cadet Town Planner / Building Surveyor** will deliver appropriate standards of work in the following areas of responsibility:

1. Teamwork, Self-Management and Communication

- In consultation with the Director Corporate and Community Development plan and manage your assigned work tasks to ensure you are productive, producing good quality work and delivering support to team members effectively.
- Participate in team communications and relations to contribute to a positive, productive, safe and rewarding work environment; free from discrimination and which seeks to attract and retain quality staff.
- Participate in one-to-one discussions, on the job training and other activities to support and improve your personal and your team work performance.
- Respond to requests and enquiries from internal and external customers in a polite and helpful manner.

2. Learning and Innovation

- Complete tertiary education /TAFE studies in accordance with cadet employment contract.
- Is receptive to ideas, direction and guidance.
- Seek and act upon constructive feedback and learn from mistakes.
- Support and adapt effectively to change in the organisation.

3. Town Planning

- Under supervision, review applications received by the Council Town Planners including, undertaking assessments of Development Applications (DA), Dwelling Entitlement Applications, Tree Removal Applications and other related Council applications and certificates.
- Undertake site inspections in accordance with assessment requirements to assist the Planning Department with application lodgements and determinations.
- Under guidance, demonstrate understanding of environmental planning instruments, Council development control plans and participating in DA meetings, site meetings and other related planning and land use control enquiries from external customers.
- Research, analyse and report on changes to NSW planning legislation, policy and guidelines.
- Undertake planning compliance functions with guidance as per relevant environmental and planning regulation, including the making of recommendations within delegated authority.
- Communicate directly with applicants and other members of the public during DA assessments and notifications.
- Contribute to, complete and update the Monthly Operational Reporting (MOR) as required.

4. Building Surveying

- Conduct supervised assessments of development applications, construction certificates, complying development certificates and inspections of residential, commercial and industrial building/premises for component compliance, safety and building certificates.
- Participate in meetings and consultations with relevant stakeholders including builders, architects, engineers and government agencies including on-site meetings.
- Process simple or minor applications and certificates such as building certificates.
- Undertake compliance and enforcement functions in relation to building and development matters that affect the Junee Shire area.

5. Environment and Quality

Maintain a sense of pride in the quality of your work and of your workplace and care of the environment including:

- Perform work to a high standard and in compliance with plans and associated documentation, specifications and approvals.
- Maintain a neat and tidy workplace.
- Use work practices that respect the environment and minimise environmental impact.

6. Projects and Continuous Improvement

- Participate in, contribute knowledge and implement changes to processes and systems in response to changing requirements; and other projects associated with improvement and change objectives for the department.
- Document problem solving procedures and workflow processes as appropriate.

Work Health & Safety (WHS)

As a Worker:

- Take reasonable care for his or her own health and safety, and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

This description presents the major responsibilities required for this position. The council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence, and training as per Clause 9 of the Local Government (State) Award 2023.

Qualifications and Experience:

Essential Qualifications:

- Enrolled in a Tertiary Education Degree or TAFE course related to Town Planning or Building Surveying (evidence of enrolment to be provided to Junee Shire Council).
- Current WHS Construction Induction Card (White Card).
- Current Class C NSW Drivers License.

Skills and Experience:

- In-depth working knowledge of MS Office suite of applications.
- Effective verbal communication skills, and ability to work harmoniously within a team environment.
- Energetic, committed to achieving good results in a positive team environment.

Physical Demands of this Role:

- Walking on uneven ground.
- Walking up/down slopes.
- Twisting of trunk and head.
- Lifting and carrying loads up to 25kg.
- Bend to ground.
- Hand eye coordination.
- Exposure to dust.
- Exposure to sun

Performance and Training Plan

A performance plan will be discussed and agreed between the position holder and their manager following their appointment.

Position Title:	CADET ENGINEER OR ENGINEERING INTERN
Responsible to:	Manager Engineering Services
Department:	Engineering Services
Award Classification:	Band 1 Level T5 (NSW Local Government (State) Award 2023)
Key Relationships:	Internal: Engineering Services Directorate External: Transport for New South Wales

Purpose of Role:

The aim of this position is to work and provide assistance to the Engineering Department for operational, maintenance and construction works. Specifically, this will include but will not be limited to survey, drafting and design of roads, and sewerage and other civil infrastructure works. A high quality of output, balanced with competing different demands on work/time is essential for success in this role. A high level of customer service within the Engineering Department and across the whole of business is a key expectation of this role.

Contribution to the Business:

The Cadet Engineer or Engineering Intern Position is a technical focused, entry level engineering management role within Council's organisational structure. The Cadet Engineer or Engineering Intern Position is viewed as a development pathway for studying engineers to gain on the job experience in the civil engineering field. The Cadet Engineer or Engineering Intern Position is expected to develop comprehensive engineering technical skills, combined with sound organisational leadership ability and broad ranging practical experience.

Key Responsibilities:

In order to be performing this role effectively, the Cadet Engineer will deliver appropriate standards of work in the following areas of responsibility:

1. General Administrative Assistance

- Assist with development and review of engineering policy, procedure and associated forms.
- Undertake various department reporting requirements, including but not limited to; financial reports, project status reports, safety, quality and environmental reports, traffic management reports, inspection reports and Council reports.
- Staff and contractor documentation analysis and processing, including but not limited to; time sheets, accomplishment records, quantity sheets, stores usage, contractor compliance (insurance, licensing, registration, safety, quality and environment systems) and third party works processing.
- Procurement/contract maintenance, including but not limited to; specification development, seeking quotation, tender advertisement, document review and maintenance, noncompliance resolution, processing invoices and general procurement correspondence.

2. Road Naming and Rural Addressing

- Assist with addressing requests from Department of Finance and Innovation, Geographical Names Board, Council and the community.
- Undertake rural addressing signage maintenance (address numbers).
- Assist Engineering Technical Officer with gazettal of road closures, road naming and road name changes.
- Carry out maintenance and updating of Council's urban and rural road names registers.

3. Traffic Survey Assistance

- Maintain traffic survey equipment.
- Assist with installation, maintenance, recording and downloading of traffic survey data.
- Assist in traffic data processing, storage, maintenance and publishing.

4. Project Development, Delivery and Reporting Assistance including project specific WHS, Quality and Environmental Management

- Assist with project scope and specification development.
- Assist with project stakeholder engagement.
- Acquisition of project approvals (hold point release, permits, licenses, utility plans).
- Develop a thorough understanding of corporate Safety, Quality and Environmental framework.
- Assist with development of project safety, quality and environmental documentation.
- Assist with project service location, protection and monitoring.

- Undertake procurement of project materials and contract services.
- Carry out project safety, quality and environmental compliance and assurance monitoring.
- Assist with development of Project Specific Risk Assessment documentation and Project Environmental Risk Assessment including implementing applicable safeguards.
- Maintain Project Specific Plans for Road Maintenance Council Contracts (RMCC) and Council construction works.

5. Asset Management Assistance

- Assist with asset physical data collection, inspection and mapping.
- Assist with review and updating of mapping data.
- Assist in the overall improvement and usage of Council’s asset mapping.
- Assist with Asset Register review and maintenance.
- Develop a working knowledge of Asset Edge asset inspection software Reflect.net.
- Assist in development and refinement of Asset Maintenance Inspection Procedures (inspection, inspection programming and execution, defect management and works programming, accomplishment reporting).
- Assist with asset condition rating inspection.

6. Survey and CAD Drafting Assistance

- Develop a working knowledge of general survey techniques, including GPS & UTS survey and become familiar with the use of Council’s survey equipment.
- Develop a working knowledge of Autodesk AutoCAD drafting software.
- Undertake survey data collection and processing.
- Develop a working knowledge of machine control setup and maintenance.
- Undertake site set out and level control.
- Undertake basic drafting (Council maps, site plans, traffic plans, etc.).

7. Projects and Continuous Improvement

Participate in, contribute specialist expertise and implement changes to processes and systems in response to changing requirements, such as:

- Internal policies and standard operating procedures.
- Other projects associated with improvement and change objectives for the department.

Work Health & Safety (WHS) – as a Worker

While at work, a worker must:


- take reasonable care for his or her own health and safety, and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- cooperate with any reasonable policy or procedure of the person conducting

the business or undertaking relating to health or safety at the workplace that has been notified to workers.
Expenditure
<ul style="list-style-type: none"> No delegation levels.
Administration
<ul style="list-style-type: none"> Responsible for accuracy of own work. Compiling of periodic reports. Specialist knowledge and skills are obtained through on-the-job training and council-based induction training. Off-the-job training may lead to trade, technical or professional qualifications. Moderate planning is required to assure the appropriate sequence of activities and co-ordination of resources. The job holder is not required to supervise contractors and has no contract management responsibility. The job holder is responsible for own work and not normally required to direct or supervise other personnel. The job holder is required to cooperate with co-workers in creating smooth workflows, including assisting with each other's work when necessary.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee’s skill, competence and training as per Clause 8 of the Local Government (State) Award 2017.

Document Management:

The following people have reviewed the document and confirm that this is an accurate recording of the responsibilities and expectations of the incumbent.

Reviewed and Confirmed: (name/title)	Date:
Manager: Stephen Targett Title: Director Engineering Services 	19 December 2023

The ***Incumbent*** confirms that they have been briefed on these responsibilities and expectations and confirm that they will use best endeavours to perform the role in accordance with this description.

Incumbent Name:	Date:
Signature:	


Appendix I: Person Specification

If recruiting is to be undertaken to fill this role then the following section should be completed:

Qualifications and Experience:
<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • Enrolled in a Tertiary Qualification Course related to Civil Engineering or Spatial Science (surveying) related field • PI Driver's License or above • Construction Induction White Card <p>Skills and Experience:</p> <ul style="list-style-type: none"> • Experience with the Microsoft suite of applications (Outlook, Word, Excel, Project, PowerPoint) • Competent with multiple electronic technological platforms and adaptive to changing technology. <p>Desirable:</p> <ul style="list-style-type: none"> • Civil project experience
Physical Demands
<ul style="list-style-type: none"> • Sitting. • Driving a vehicle (car). • Operating computer equipment. • Walking on even ground. • Walking on uneven ground. • Lifting and carrying. • Shovelling of sand, gravel and spoil. • Excavate with crowbar and shovel. • Squatting, kneeling. • Twisting of trunk and head. • Exposure to sun. • Hammer in survey pegs and stakes.
Performance Plan
<p>A performance plan will be discussed and agreed between the position holder and their manager following their appointment.</p>

Review and Confirmation:

The following people have reviewed the document and confirm that this is an accurate description of the required qualifications, skills and behavioural characteristics required for selecting an appropriate person to fill this role.

Reviewed and Confirmed: (name/title)	Date:
Manager: Stephen Targett Title: Director Engineering Services 	19 December 2023