

Kingborough Council

Information Package for Applicants



Position Details:

Civil Designer, Position Number 000139

Employment Status:

Ongoing, Full Time

Department:

Engineering Services Department

Applications Close:

4pm on Friday, 10 July 2020

Further Information:

**Mr Tony Bowden, Coordinator Civil Design Services
on 03 6211 8200 or email**

tbowden@kingborough.tas.gov.au



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls and community centres.

Council has recently launched a major project, Kingston Park, as the centrepiece for the revitalisation of the central business district in Kingston. Kingston Park aims to create public spaces that promote health, connectivity and well-being. The master plan includes a mix of commercial and residential uses, together with public open space and community and cultural facilities.

Position Advertisement

Civil Designer

An exciting opportunity has arisen for an enthusiastic and adaptable individual to join the Kingborough Council's Civil Design team.

The position is responsible for undertaking a range of engineering investigations, survey, design and documentation services for Council's capital works programs. You will be utilising design modelling software to develop designs and drawings for a range of civil engineering and infrastructure projects

To be considered for the role, you must have a relevant qualification, such as an associate degree in civil engineering suitable for Associate membership of Engineers Australia. Whilst previous experience in design works for infrastructure projects is desirable, recent graduates are encouraged to apply.

The role is full-time and offers a base salary is in the range of \$61,861 to \$74,885 per annum, plus 12.5% employer superannuation.

How to Apply: For further information on this position, please contact Council's Coordinator Civil Design, Tony Bowden on (03) 6211 8200. A copy of the position description for the vacancy and information detailing requirements for applications are available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume.

Applications can be submitted online through the Employment Portal on Council's website and close at 4pm on Friday, 10 July 2020.

Key Selection Criteria

Civil Designer

Please address these selection criteria in your application

Essential

1. Professional Associate Degree qualification in Civil Engineering or equivalent, suitable for Associate membership to Engineers Australia.
2. Demonstrated ability to deliver designs for infrastructure projects including roads, drainage and traffic management.
3. The ability to effectively use civil design software, specifically AutoCAD, Civil Site Design (Advanced Road Design) or OpenRoads Designer (Microstation Mx).
4. Effective communication (verbal and written) and negotiation skills.
5. Sound understanding of Risk Management and Work Health and Safety issues, including 'duty of care' concepts.
6. Demonstrated ability to work both in a team environment and to operate effectively as an individual seeing projects through to a successful completion.

Licences

1. Current unrestricted motor vehicle driver's licence.
2. White Card - Working Safely in the Construction Industry, or the capacity to obtain this qualification.
3. Confined space accreditation or the ability to acquire this accreditation.
4. Traffic Management accreditation or the ability to acquire this accreditation.

Desirable

1. Relevant local government experience.
2. Project management experience.
3. The ability to provide design and technical guidance and support to others.

Position Description

CIVIL DESIGNER

POSITION DETAILS

Position No.	000139	Department	Engineering Services
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Civil Design	Classification	Professional Level 1

POSITION OBJECTIVE

The Civil Designer is responsible for assistance in the delivery of Council's engineering design services by carrying out complex engineering investigations, survey, design, and documentation services for Council's Capital Works programs.

The position involves undertaking investigations and utilising design modelling software to develop designs and drawings for a range of civil engineering and infrastructure projects.

KEY FUNCTIONS AND RESPONSIBILITIES

- To operate as a specialist civil designer to produce detailed engineering designs, prepare engineering drawings and detailed cost estimates for the construction of Council infrastructure projects.
- Undertake community, industry and field research to ensure that designs meet community needs and reflect contemporary technical and cost standards.
- Provide set out, level control, financial and administrative support and technical advice on design aspects during the construction of Council works.
- Co-ordinate the provision of and, if required, carry out of engineering surveys using electronic survey equipment.
- Liaise with service and approval authorities on project design issues.
- Provide technical and engineering advice on infrastructure design projects to other stakeholders.
- Ensure that appropriate risk management measures are adopted and implemented on all works relating to the responsibilities of this position.
- Maintaining a cooperative and effective relationship with and external customers.
- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level provide specialist technical and professional advice within the scope of the role. Employees are involved in the assessment of complex tasks with guidance provided by senior members of the Civil Design Unit.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Assistance is available from other senior members of the Civil Design Unit.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position's main internal contacts are within the Engineering, Works and Development Services departments.
2. **External** – The position has contact with Council's external customers and residents, as well as services and approval authorities.
3. **Direct Reports** - This role reports to the Coordinator Civil Design and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Professional Associate Degree qualification in Civil Engineering or equivalent, suitable for associate membership to the Institute of Engineers Australia.
- Demonstrated ability to deliver designs for infrastructure projects including roads, drainage and traffic management.
- The ability to effectively use civil design software, specifically AutoCAD, Civil Site Design (Advanced Road Design) or OpenRoads Designer (Microstation Mx).
- Effective communication (verbal and written) and negotiation skills.
- Sound understanding of Risk Management and Work Health and Safety issues, including 'duty of care' concepts.

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- Demonstrated ability to work both in a team environment and to operate effectively as an individual seeing projects through to a successful completion.

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Desirable

- Relevant local government experience.
- Project management experience.
- Ability to provide design and technical guidance and support to others.

Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a **National Police check** will be required for this position.

How to apply:

Your application should be addressed “**Confidential Job Application – Civil Designer, Position Number 000139**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Classification and Salary:	This position is classified under the Enterprise Agreement as Professional Officer, Level 1, with a commencement salary in the range of \$61,861 to \$74,885 per annum.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 19 day per four-week cycle arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.

Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.

The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, Hepatitis A and B).

Leave

Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.

Our employees may also 'purchase' an additional two week's annual leave.

Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.

Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.

Health and Wellbeing

Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the

	Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.
	Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.
Relocation Costs	Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.
Corporate Wardrobe and PPE	<p>Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.</p> <p>An annual corporate wardrobe allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. The range is shown at:</p> <p>https://www.nnt.com.au/local-government</p>
Other Employee Benefits	<p>Our employees have access to discounted health insurance options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a novated lease for a personal vehicle through Maxxia.</p> <p><i>LGAT Assist</i> also provide low interest loans to Local Government employees who are employed on an ongoing (permanent) basis.</p>
Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of

	Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.