

Coordinator Infrastructure Planning
Infrastructure Services Directorate
Position No. MR-2013-024
Total Package \$69 to \$73K

Maranoa Regional Council is seeking the services of a highly motivated, appropriately experienced and qualified person for the position of Coordinator Infrastructure Planning.

The Coordinator Infrastructure Planning will assist in ensuring the provision of quality services to all clients of the Infrastructure Planning & Design team. You will coordinate forward planning of capital projects and budgets, including capital renewal and upgrade works and will be assisting in the development of the annual and forecast budgets for capital works within the Infrastructure Services Directorate.

To be successful in this role you will have highly developed managerial and organisational skills including financial, planning and negotiation. Advanced experience in project estimation and planning together with advanced literacy and report writing and the ability to provide professional support to our Infrastructure and Services team along with leadership and people management skills will be regarded favourably.

You will need to lead by example, be a creative and innovative thinker who has a can do attitude and be resilient to the demands of this highly challenging role. A demonstrated track record with similar responsibilities would position you well for this role.

- Relocation assistance available.
- Monthly RDO
- 5 weeks annual leave, 15 days sick leave.
- 13 weeks Long Service Leave after 10 years.
- 12% Superannuation.

Candidate must provide:

- **Current resume**
- **Cover letter**
- **Addressed key selection criteria and**
- **Include copies of qualifications / tickets / licences relevant to this position.**

Applications should be submitted via:

Email: jobs@maranoa.qld.gov.au
Fax: (07) 4624 6990
Post: Ms Julie Reitano
Chief Executive Officer
PO Box 42
MITCHELL QLD 4465

In person: At a Council Administration Centre.

Closing date: 4.00pm Monday, 8 April 2013

Conditions of Employment

Position:	Coordinator Infrastructure Planning										
Classification:	Level 6 to 7 Queensland Local Government Officer Award										
Award:	Queensland Local Government Officer Award <i>plus</i> Maranoa Regional Council Officers Agreement 2009										
Annual Remuneration Package:	<table> <tr> <td>Cash component</td><td>\$59,563 - \$62,777</td></tr> <tr> <td>Superannuation*</td><td>\$ 7,147 - \$ 7,533</td></tr> <tr> <td>Leave Loading</td><td>\$ 1,002 - \$ 1,137</td></tr> <tr> <td>Locality Allowance**</td><td><u>\$ 1,872 - \$ 1,872</u></td></tr> <tr> <td>Total Package</td><td>\$69,584 - \$73,319</td></tr> </table>	Cash component	\$59,563 - \$62,777	Superannuation*	\$ 7,147 - \$ 7,533	Leave Loading	\$ 1,002 - \$ 1,137	Locality Allowance**	<u>\$ 1,872 - \$ 1,872</u>	Total Package	\$69,584 - \$73,319
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Locality Allowance**	<u>\$ 1,872 - \$ 1,872</u>										
Total Package	\$69,584 - \$73,319										
Location:	Roma										
Normal Hours of Work:	36.25 hours/week										
Rostered Day Off:	19 day month										
Leave:	5 weeks annual leave, 15 days sick leave, 13 weeks Long Service Leave after 10 years of service										
Superannuation:	Employee contribution – 6% of salary, Council contribution – 12% of salary. If employee chooses not to contribute in the first 12 months, Council contribution of 9% applies. After 12 months employee must contribute 6% of salary										
Other employee benefits:	Salary sacrifice options Relocation Assistance up to \$2,500 (see Council policy) Employees Assistance Program										

* 12% Superannuation

**Dependant Rate

POSITION DESCRIPTION

Title:	Coordinator - Infrastructure Planning
Location:	Infrastructure Office, Roma
Incumbent:	Vacant
Reports to:	Manager - Infrastructure Planning & Design
Accountable to:	Director - Infrastructure Services
Classification:	Level 6 to 7 Queensland Local Government Officers Award plus Maranoa Regional Council Officers Agreement 2009
Reviewed by:	Human Resources & Infrastructure
Review date:	March 2013
Approved by:	Chief Executive Officer
Next review:	In line with Performance Appraisal or when position becomes vacant

Position Objective

- (a) To assist in ensuring the provision of quality services to all clients of the Infrastructure Planning & Design section.
- (b) To coordinate forward planning of all capital projects and budgets, including capital renewal and upgrade works, for asset classes managed by the Infrastructure Services Directorate;
- (c) To assist in the development of annual and forecast budgets for capital works within the Infrastructure Services Directorate.

Requirements of Job

(a) Skills

- Broad managerial and organisational skills including financial, planning and negotiation skills.
- Advanced skills in project estimation and project planning.
- Ability to provide professional support to Infrastructure Services Staff.
- Advanced literacy and report writing skills.
- Advanced interpersonal, leadership and people management skills.

(b) Knowledge and Experience

- A high level of financial expertise within the civil construction field.
- Knowledge of relevant statutory requirements.
- An understanding of job costing, budgetary controls and processes, sufficient to converse with specialist staff.
- Sound knowledge of computer functions including Internet use, Microsoft programs (including Project & Excel) etc;
- Knowledge of functions of an Infrastructure Services Directorate.

(c) Qualifications

- Bachelor of Engineering or proven experience in project planning field
- Possession of current "C" (car) class licence.

(d) Training

- Ongoing training will be provided to ensure the position holder maintains a satisfactory knowledge and skill base.



Key Responsibilities

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Council Operational and Corporate Plans.

(a) Relationship with Manager Infrastructure Planning & Design

- Maintain a focus, establishing and maintaining relationships based on honesty, trust and integrity; and
- Liaise regarding opportunities to improve Infrastructure planning processes within Council.
- Provide technical advice as required.

(b) Functional Responsibilities

- Liaise with Council officers to provide long term plans for capital works within the Infrastructure Services directorate, giving consideration to asset management requirements and condition ratings.
- Prepare long term and annual capital budgets for the Infrastructure Services Directorate.
- Develop and monitor Council's annual capital works program
- Liaise with and provide specialist advice to other Council sections and departments within the scope of the Infrastructure Planning Section.
- Attend Regional Roads Group meetings
- Review Council's policies in relation to road, drainage, bridge, traffic and transport infrastructure and provide advice on potential improvements for Council consideration.
- Prepare reports to Council and written correspondence to rate payer requests, in relation to capital projects.

(c) Financial Management

- Exercise sound financial management of Council resources

(d) Customer Service

- Foster and maintain quality customer service and public relations to both internal and external customers.

(e) Continuous Improvement

- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities.

(f) Equal Employment Opportunities

- Treat all work colleagues equally and in a non-discriminatory manner, and with consideration and respect at all times; and
- Be aware of Council's policies and plans in respect of EEO.

(g) Human Resources

- Demonstrated ability to manage activities of staff and to make decisions and achieve a broad range of outcomes as identified in Council's Corporate and Operational Plans; and
- Promote teamwork and develop and maintain positive work relations and appropriate organisation culture.

(h) Record Keeping

- Support Council's policies and procedures relating to records management and ensure all corporate information is captured in line with legislative requirements; and
- Ensure own timesheet is accurate, completed and submitted on time.

(i) Teamwork and Participation

- Perform duties in a professional and ethical manner actively participating in teamwork whilst maintaining and developing personal performance standards.

(j) Workplace Health and Safety

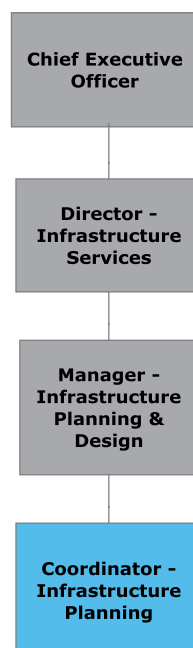
- As agreed in the Obligations Statement follow defined workplace health and safety policies and procedures (SafePlan 2) relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

Performance/Skill Standards

The incumbent in this position is responsible and accountable for meeting the performance indicator objectives:

- Tasks allocated are to be performed to agreed standards and/or as per established procedures or guidelines.
- Work goals shall be those as set by the Supervisor, and will be drawn from Council's Operational Plan and Corporate Plan.
- Work is to be carried out in accordance with accepted Industry Standards, Quality Assurance Standards, Workplace Health and Safety Act, legislative requirements and Council policies, procedures and Local Laws.
- Tasks are to be completed within the time frame set by the Supervisor.
- Actively participate in planning and recommending improvements for effectiveness and efficiency of work tasks.
- Demonstrate a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.
- Provides an integrated support and management style to streamline operational activities.
- Compliance with Council's Code of Conduct, management directives and policies and procedures.
- Compliance with Local Government Act 2009 as it relates to Council employees and compliance with the Public Sector Ethics Act

Reporting Structure



Organisational Relationships

- a) Reports to: Manager Infrastructure Planning & Design.
- b) Supervises: Nil
- c) Internal Liaisons: Director – Infrastructure Services, Manager – Infrastructure Planning & Design, and Other Council Staff.
- d) External Liaisons: State and Federal Government Departments Council Rate Payers, and General Public and other customers of Council

Extent of Authority

- Purchasing Authority Delegation for this position is \$5,000.
- Instrument of Sub-Delegation as per Section 259 of the Local Government Act 2009.
- Computer Access: TRIM, Authority, Business Intelligence System (BIS), Microsoft Office (including Excel and Project), MapInfo.
- Discipline authority: Nil.
- Issues and problems that are not easily solved need to be referred up to immediate supervisor.

Arrangements

The details contained in this Position Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the position may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the position or the level of responsibility entailed. Consequently, the Council will expect to revise this Position Description from time to time and will consult with the Position Holder at the appropriate time.

Signed by Position Holder

(To be signed only following appointment)

I have read this Position Description and I agree to undertake the all the duties to the best of my ability.

Signed:

Date:



KEY SELECTION CRITERIA

KSC 1	Sound understanding and knowledge of forward planning and budgetary practices within a local government environment.
KSC 2	Highly developed analytical and problem solving skills,
KSC 3	Highly developed interpersonal skills with the ability to lead and motivate, and develop staff.
KSC 4	Bachelor of Engineering or proven experience in a similar role.
KSC 5	Ability to work flexibly within tight timeframes and under pressure and manage variable workload demands under limited supervision.
KSC 6	Possession of a current “C” (car) class licence
Desirable	
KSC 1	Experience in asset management systems
KSC 2	Experience in utilising Geographic Information Systems such as MapInfo

Closing date: 4.00pm Monday, 8 April 2013

Job Application Cover Sheet

Position applied for: _____

Position number: _____

Name: _____

Postal address: _____

Phone (work hours): _____ Mobile: _____

Email address: _____

To assist us in measuring our advertising success, please indicate how you found out about this position.
(please tick all that apply)

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> The Western Star | <input type="checkbox"/> The Courier Mail | <input type="checkbox"/> Council website | <input type="checkbox"/> Seek.com.au |
| <input type="checkbox"/> CareerOne.com.au | <input type="checkbox"/> LinkMe.com.au | <input type="checkbox"/> Friend | <input type="checkbox"/> Other: _____ |

Application Checklist:

- | | | |
|--|---|---|
| <input type="checkbox"/> Cover letter | <input type="checkbox"/> Current resume | <input type="checkbox"/> Statement answering key selection criteria |
| <input type="checkbox"/> Copies of qualifications, tickets, licences | | |

Maranoa Regional Council is an Equal Opportunity Employer

	YES	NO
Are you eligible to work in Australia? (please tick)	<input type="checkbox"/>	<input type="checkbox"/>

In line with the Information Privacy Act 2009 the next questions are optional. The information collected from this section will be used for EEO statistical and reporting purposes only and your name and or address will not be reported in any method that allows a linkage with any statistical data report.

What is your gender? (please circle)	Male	Female		
			YES	NO
Do you identify yourself as Aboriginal or Torres Strait Islander?			<input type="checkbox"/>	<input type="checkbox"/>
Do you identify yourself as a person from a non-English speaking background?			<input type="checkbox"/>	<input type="checkbox"/>
Were you born in Australia?			<input type="checkbox"/>	<input type="checkbox"/>
Do you identify yourself as a person with a disability?			<input type="checkbox"/>	<input type="checkbox"/>

I hereby make application for employment with Maranoa Regional Council and declare the particulars contained in my application to be true and correct. If my application is successful, I understand and agree that any false particulars I have made will render me liable to dismissal.

Applicant's signature: _____ **Date:** _____