

TENTERFIELD SHIRE COUNCIL



Position Information Package

Team Leader (Grader)

PV: 12/24

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

October 2024



ADVERTISEMENT Position Vacant

Applications are invited for the below position:

Team Leader (Grader) – PV 12/24

Salary Range (Broadband): \$58,967.99p.a - \$68,775.27p.a + Allowances + 11.5% superannuation.

Tenterfield Shire is seeking a highly motivated experienced Grader Operator on a full-time basis to fill our current position vacancy. This position is based in Tenterfield.

As an experienced operator, you will be responsible for supervising and directing a small team in the implementation of road maintenance, construction, and associated activities across the Tenterfield Shire, in a safe and efficient manner, operating a grader and other plant on roads, bridge approaches, structures, general construction and maintenance works in accordance with the Works Program objectives and requirements.

Applicants will possess relevant qualifications/competencies and demonstrated skills, experience and knowledge, have a great attitude and have the ability to work within our diverse teams. Tenterfield Shire offers a supportive workplace culture built around our values of "ICARE", with fantastic working conditions and a range of additional benefits to help you enjoy life in our local community, including:

- 9 day fortnight;
- 15 days accumulative annual sick leave;
- 4 weeks Annual Leave;
- Annual performance appraisals and Award increases;
- Further learning and development opportunities;
- Access to onsite monthly counselling through our Employee Assistance Program (EAP).

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Manager Works, Maintenance Works Coordinator or Manager Workforce, Safety, Risk & Records on 02 6736 6000 (during business hours).

Applications **addressing the selection criteria** should be **emailed** to the General Manager at hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm, 16 October 2024**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect & Excellence (ICARE).

Applicants must be an Australian citizen/resident, or hold a visa that allows employment in Australia.

Hein Basson
General Manager



**TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 12/24**

Position applied for: Team Leader (Grader) - (Tenterfield)

Mr **Family Name:** _____

Mrs **Given Names:** _____

Ms **Preferred Name:** _____

Miss

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e., 9am - 5pm)

Home: _____

Mobile: _____

Other: _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

General Manager
Tenterfield Shire Council
Confidential: Job Ref No: 12/24 – Team Leader (Grader)
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries:

**Manager Workforce, Safety, Risk & Records;
Manager Works or Maintenance Works Coordinator**
Phone: 02 6736 6000 (During business hours)
Email: hr@tenterfield.nsw.gov.au



Position Description **Team Leader (Grader)**

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Infrastructure
Section:	Transport & Infrastructure
Position Identifier:	TLG/V1
Classification:	Grade 7/8 (Broadband)
Industrial Instrument:	Local Government (State) Award
Location:	As directed at the time of appointment at one of Council's operational Depots: Tenterfield Depot Liston Depot Legume Depot Urbenville Depot.
Date position description approved	June 2024

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

The position is a hands-on role responsible for supervising and directing a small team in the implementation of road maintenance, construction, and associated activities across the Tenterfield Shire, in a safe and efficient manner, operating a grader and

other plant on roads, bridge approaches, structures, general construction and maintenance works.

Key accountabilities

Within the area of accountability, this role is required to:

- Supervise the daily tasks of the team and/or heavy combination equipment and including the completion of necessary documentation.
 - Plan the operations of the team and/or heavy combination equipment to meet weekly program requirements for sealed and unsealed roads (Grader/Excavator), structures, drainage and HC truck, float/dog.
 - Carry out all maintenance, general construction and operational works as required meeting quality time and budget constraints.
 - Operate Council's or hired graders/excavators, backhoes, specialist equipment e.g. spreaders, patching and bitumen machinery, HC trucks, and rollers in accordance with the manufacturer's specifications and Council's policies, including undertaking daily prestart, maintenance and safety checks.
 - Operate and maintain small plant and equipment such as the wacker plate, pumps, chainsaws, etc.
 - Safely maintain, construct, or repair road surfaces including reshaping and re-sheeting and drainage to meet the works program requirements (including cross-falls), engineering principles, legislation, policies and procedures commensurate with terrain, available materials, existing road profiles and structures.
 - Communicate effectively with teams and the public, both verbally and in writing.
 - Install and maintain rural and urban drainage including table, mitre and catch drains as required.
 - Prepare road formation, cut, and fill batters as required, for completion to standard requirements.
 - Spread topsoil on batters, shoulders, and drains, etc. for rehabilitation.
 - Installation and maintenance of erosion and sediment control measures.
 - Dig drains, excavate, move soil, clear vegetation, and timber (trees).
 - Install, and maintain road signs and guideposts.
 - Undertake gravel pothole patching.
 - Undertake traffic control duties in accordance with approved traffic Control Plans, contribute to the development of these plans.
 - Undertake labouring duties.
 - Promote and maintain good working relationships within the Works Section, with Council employees from other sections and with the public, Transport for NSW and other government agencies.
 - Promote the Council as a professional service provider.
 - Work from drawings and markers and establish levels.
 - Liaise with motorists, landowners, public utility authority staff, etc. as required.
 - Provide operational support to other work units as directed.
 - Comply with workplace health and safety policies and the principles of Equal Employment Opportunity.
 - Carry out other duties within the limits of the employee's skills, competence and training as directed.
-

Key challenges

To provide cost effective and efficient road maintenance, construction, drainage and other infrastructure services across the Tenterfield Shire and ensuring compliance with safety and other legislation.

Key internal relationships

Who	Why
Works Coordinator, Manager Works Other Works Services employees. Other Council employees.	To fulfill job responsibilities and meet customer service requirements.

Key external relationships

Who	Why
Residents, ratepayers and local businesses, visitors. Other road and infrastructure users. Transport for NSW. Other government agencies. Contractors.	Delivery of services.

Key dimensions

Decision Making

In accordance with Council's delegations register.

Reports to

Works Coordinator.

Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:

The Local Government Capability Framework 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 Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

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
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Is committed to safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
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
Results Create and Innovate	Adept	<ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Finance	Foundational	<ul style="list-style-type: none"> • Shows respect for the value of public money • Calculates and records financial information accurately • Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
Resources Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> • Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements
Workforce Leadership Manage and Develop People	Foundational	<ul style="list-style-type: none"> • Clearly explains work required, expected behaviour and outputs • Gives regular feedback about positive behaviour and areas for improvement • Provides appropriate support to enable development • Recognises ongoing performance issues and seeks advice on managing them
Workforce Leadership Inspire Direction and Purpose	Foundational	<ul style="list-style-type: none"> • Explains the organisation's goals, structure and services • Helps team to understand how their activities support organisational objectives and community outcomes • Keeps team informed of organisational policies and decisions • Recognises and acknowledges high quality work
Workforce Leadership Optimise Workforce Contribution	Foundational	<ul style="list-style-type: none"> • Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team • Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them • Ensures that team members make effective use of time and resources

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Lead and Manage Change	Foundational	<ul style="list-style-type: none">• Supports change initiatives through words and actions• Shares information and communicates change processes• Supports the team to accept and manage uncertainty and change• Identifies and implements improvements to work processes and practices• Identifies and reports potential barriers to change

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Hold a Certificate III in Civil Construction or equivalent.
2. Experience in supervising staff in roads maintenance and general construction tasks and operating plant and equipment, to work effectively in a team environment and problem solve.
3. Experience safely operating a grader to final trim level and/or an Excavator, Backhoe or similar earth moving/roads equipment, or heavy combination truck.
4. Experience operating and undertaking daily user maintenance of small plant and equipment.
5. Good literacy and numeracy skills including the ability to complete necessary documentation.
6. Demonstrated experience working in a civil construction or maintenance environment, including undertaking work on sealed and unsealed roads, culverts and drainage, vegetation, signs, guideposts and other structures.
7. Demonstrated experience using computer software and technology devices e.g. Microsoft Word, Outlook, Database systems, Tablets and/or iPads.
8. Ability to follow procedures, achieve quality standards and document procedures when required.
9. Good verbal and written communication skills including the ability to develop positive working relationships with management, staff, and the public.
10. Physical ability to undertake the inherent requirements of the job including general laboring duties and lifting heavy weights, carry out safety drills or rescues.
11. A track record of punctuality, reliability and showing initiative when working.
12. Current NSW SafeWork Traffic Controller & Implement Traffic Control Plans tickets and a Construction Induction (White) card.
13. Hold and retain a NSW Class C driver's licence.
14. Possess an understanding of Workplace Health & Safety and Equal Employment Opportunity as they apply at the workplace level.
15. Be an Australian Citizen, permanent resident of Australia or hold a current Australian working visa.

Desirable: (to achieve Grade 8)

1. Certificate IV in Civil Construction/Local Government Operations.
2. NSW HR drivers Licence.
3. Accredited Level 1 Chainsaw Certificate.
4. Accredited First Aid Certificate.
5. Prepare a Work Zone Traffic Management Plan Ticket.

General Information

Hours of work:

Full time position with Council operating a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work hours are generally 7:15am to 4:30pm, Monday to Thursday inclusive, and 7:15am to 4:00pm on Fridays, with one (1) Rostered Day Off, (RDO) per fortnight.

Some variation in work hours will be required, depending on work status and emergency callouts, including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with the Local Government (State) Award and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination, at Council's expense.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out their daily tasks in an ergonomically safe and healthy manner and carry out any safety drill or rescue.

Position Description:

This position description is indicative, and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plans.



IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the selection criteria listed in the Position Description and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following: -

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of, or the ability to rapidly acquire the knowledge of means that you already have the required knowledge, or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2-3) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are generally held at Council's Administration Building. Face to face interviews are preferred, however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele/video conference. The same interview questions and format is followed for each candidate and the interview process usually takes approximately 30 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and **your response to the selection criteria (essential & desirable)**.
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed and addressed to the General Manager.

If you require further information in relation to Council's recruitment processes, please contact Workforce, Safety, Risk & Records.
