

CANDIDATE PACK

Senior Technical Officer (Facilities)

North Burnett Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, Wakka Wakka, Wulli Wulli, Goereng Goeren, Djaku-nde, Jangerie Jangerie, Kabbi Kabbi, Gurang and Taribelang Bunda Peoples and their Elders as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The Senior Technical Officer (Facilities) is a key role within North Burnett Regional Council's Asset, Facilities, and Fleet team.

This role will provide technical expertise and oversee the facility asset management and maintenance of Council's:

- Buildings and Structures
- Caravan Parks
- Swimming Pools

This is a clean slate opportunity and would suit an incumbent that will take charge of the position and manage it according to their own vision. The position offers a candidate an opportunity to implement processes and procedures, as well as an opportunity to be involved in the hiring of project and technical officers.

The Senior Technical Officer must possess a comprehensive knowledge of Asset Management procedures and be competent in performing property evaluations and inspections. They should also have the capability to oversee maintenance tasks, implement asset rationalisation tactics, and enhance business processes.

Key Responsibilities

Strategy and Process Implementation

The Senior Technical Officer (Facilities) will determine, evaluate, and formulate infrastructure and facility asset management processes, procedures, strategies, plans, and programs to deliver high-quality, strategic, and cost-effective outcomes. Strategy and process implementation will be a key focus area for this position.

Communication

The ideal incumbent will be a strong communicator with the ability to provide exceptional customer service, technical guidance, and support to all levels of internal and external stakeholders.

Auditing

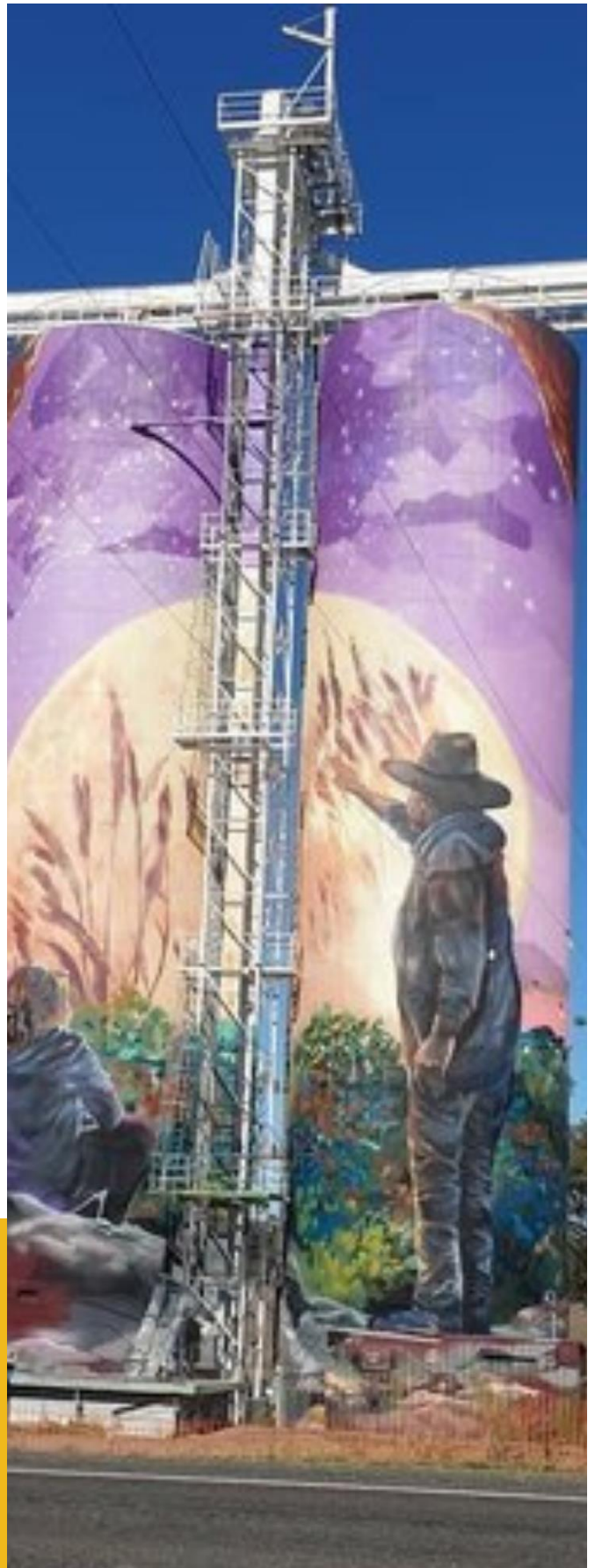
The Senior Technical Officer (Facilities) will perform property inspections, audits, and general assessments to ensure that infrastructure/facility asset maintenance and upgrades are aligned with strategic objectives.

Project Management

As the Senior Technical Officer, your responsibilities will include managing and overseeing capital and maintenance projects, which encompass handling quotations/tenders, contracts, and the performance of contractors. You will be tasked with ensuring that all projects are carried out efficiently and effectively while adhering to budgetary constraints.

Opportunities & Challenges

- The position offers an opportunity to have a positive impact on the North Burnett region's future facility services and availability.
- This is an opportunity for an incumbent to develop facilities asset data, facility management plans, and condition report information to enhance decision-making processes. This will also include identifying opportunities to diversify facility usage in line with community needs and expectations.
- A unique challenge exists where there is a requirement to prioritise and develop maintenance strategies for ageing facilities.





Qualifications, Skills & Attributes

- Qualifications in a discipline relevant to the position (e.g. building trade qualifications, Project Management, Certificate IV in Building and Construction).
- Well-developed communication, consultative, interpersonal, and negotiating skills.
- Demonstrated knowledge of and technical expertise in relation to building construction, maintenance, and building faults.
- Capacity to operate effectively in a political environment.
- The Senior Technical Officer (Facilities) is a 'clean slate' position, ideally suiting an incumbent who wants to make the role their own and is invested in truly making an impact within North Burnett Regional Council. The ideal person will be excited to enhance the organisation's facility service capabilities, particularly by developing and implementing best practices, processes, and procedures.



Council Employee Benefits

The North Burnett Regional Council employee benefits include:

- Base salary: \$73,688 – \$82,369
- Housing Allowance
- Commuter use vehicle
- Locality Allowance
- Up to 12% superannuation
- Generous leave provisions
- Healthy work/ life balance
- 9-day Fortnight
- Professional development and training opportunities
- Employee 'Study Assistance' scheme
- Employee Assistance Program for work or non-work-related matters
- Relocation assistance.



The North Burnett Region is in Queensland in the northern catchment of the Burnett River. The region covers 19,700 square kilometres, shared amongst six main townships: Biggenden, Eidsvold, Gayndah, Monto, Mount Perry and Mundubbera, with an additional 25 villages and farming areas.

The region is about 330 kilometres north-west of the Brisbane CBD and is bounded by the Gladstone Regional Council area in the north, the Bundaberg Regional Council area and the Fraser Coast Regional Council area in the east, the Gympie Regional Council area, the South Burnett Regional Council area and the Western Downs Regional Council area in the south, and Banana Shire in the west.



The region is home to approximately 10,628 residents and land use is predominantly rural. Land is largely used for agriculture, forestry, cattle grazing and citrus and crop growing. Tourism and mining are also important industries for the region with a gold mine near Mount Perry and a Siltstone Quarry at Eidsvold.

Vision:

“A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.”

Links to Council Information



The strategic direction is determined by the Mayor and Councillors, in consultation with the community. The leadership team provides advice to the Mayor and Councillors and is responsible for overseeing the day-to-day management of the organisation. North Burnett Regional Council consists of the Office of the CEO, Civil Works and Corporate & Community Directorates:

Office of the CEO – Elected representative support, Governance, Native Title Liaison, Strategic Projects and Advocacy, Media and Communications, Disaster Management and Preparation.

Works – Asset Management, Community Facility Maintenance, Caravan and Recreation Parks, Council and Housing, Aerodromes, Community Sporting Fields and Facilities, Showgrounds, Street Lighting, Urban Streets, Rural Roads, Rural Addressing, Bridges, Public Conveniences, Parks and Open Spaces, Gravel Pits and Quarries, Fleet Maintenance, State Government Road Works, Swimming Pools, Washdown Bays, Urban Water Delivery, Urban Sewerage Services

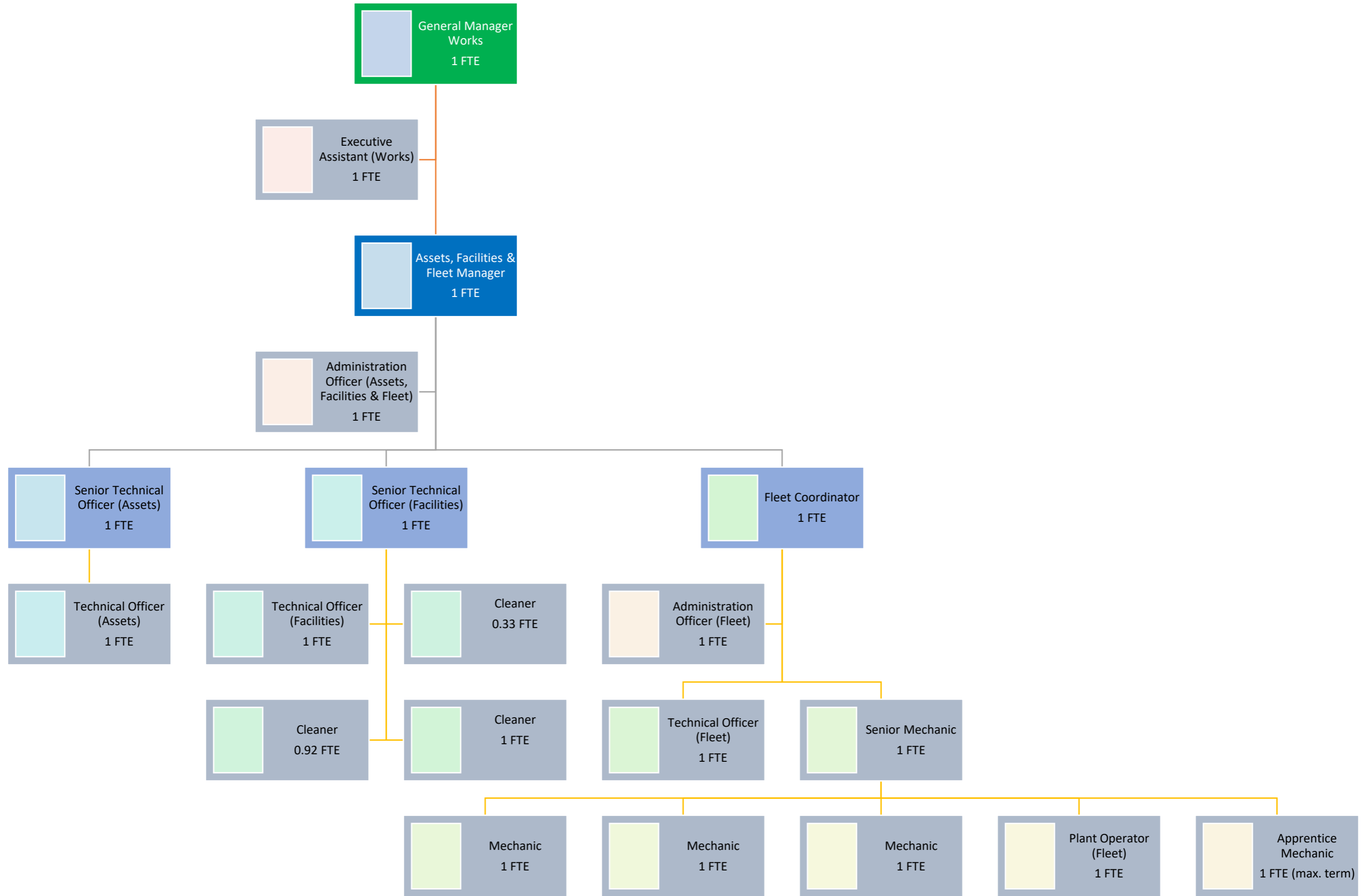
Corporate & Community – Human Resources, Workplace Health and Safety, North Burnett Transport Service, Customer Experience, Libraries, Key Regional Community Events, Community Projects, Community Capacity Building, Museums and Galleries, Community Grants, Sporting Groups Capacity Building, Community Gyms, Records Management, Finance, Stores and Purchasing, Leasing and Contracts Management, ICT, Planning and Development Services, Building and Plumbing Services, Local Laws and Compliance, Natural Resource Management, Waste Management Facilities,, Economic Development Partnership and Streetscape Program, Tourism Promotion.

Values:

- Getting things done well, on time and in budget
- Passion for our region and in our work
- Respectful behaviour toward all people
- Teamwork where everyone's strengths are utilized
- Creativity, innovation and ideas
- Courage to always do what is right
- Challenging the status quo
- Learning from mistakes without placing blame
- Open and honest communication

Organisational Structure

Section – Assets, Facilities & Fleet





Living in the Region

North Burnett region is home to six main townships and more quaint villages, it's full of country character and charm. The mighty Burnett River winds through the region, providing life and leisure to our farmers, locals and visitors. The region is agriculturally diverse and grows citrus, grapes, blueberries, watermelons, pecans, peanuts, beef, pork, dairy and more! Incredible National Parks bring adventure and relaxation to its visitors, with majestic mountains, refreshing rock pools, sandstone gorges and cliffs and abundant wildlife.

The North Burnett region is approximately a 4 hour drive north of Brisbane, and under 2 hours from Bundaberg and Hervey Bay. The closest airports are located in Bundaberg and Hervey Bay.

The North Burnett townships include:

- **Monto** is the newest town in the North Burnett region, being established in 1924. Geographical features include the spectacular Cania Gorge. Cania Gorge and Kroombit National Parks both offer interesting short or long bushwalks to places like Dripping Rock, Bushranger's Cave, Dragon Cave, and Double-Storey Cave. The rich alluvial flats support a multitude of farming enterprises. Monto is located approximately 175 kms west of Bundaberg and 500kms northwest of Brisbane.



Living in the Region

- **Eidsvold** Township began its days as a goldmining town in 1887. The town Eidsvold took its name from Eidsvold Station, which was the name given to the property by the Archer Brothers when they selected it in 1848. Eidsvold Station was named after the small town of Eidsvoll in Norway. It is said that Australia's first game of golf was played at Eidsvold station. Eidsvold is a renowned cattle beef cattle production area and home of the Reginald Murray Williams Australian Bush Learning Centre. Eidsvold is positioned approximately 425 kms northwest of Brisbane and 145 kms west of Bundaberg.
- **Mundubbera** is better known as the citrus capital of Queensland and has been listed as the third largest agricultural crop producer in the Wide Bay Area. The word "Mundubbera" is an aboriginal word meaning either 'footsteps in the trees' or 'meeting place of the waters', depending on which authority you choose to adopt. Mundubbera is home to the famous Black Stump and is sited on Highway A3, 400 kms northwest of Brisbane and 200 kms west of Maryborough.
- **Gayndah** holds the title of Queensland's Oldest Town. First settled in 1849 Gayndah is the historic centre of the Burnett Region. The town is perched on the banks of the Burnett River and many historical buildings form part of the tree lined business centre. Gayndah is well known for producing fine primary produce and is world famous for citrus. The Community of Gayndah is proud of its unique Sister City Relationship established in 1989 with the Belgian township of Zonhoven. Gayndah is situated on the Burnett Highway approximately 360km northwest of Brisbane.



Living in the Region

- **Mount Perry** is the only Town in the former Perry Shire and was settled sometime in the 1860s with the discovery of rich copper deposits by Henry Dingle. This discovery led to the development of the town as news of the discovery spread fast, and many prospectors took up blocks. Current mining activity includes the Mt Rawdon Gold Mine. Mount Perry is the location of the southern hemispheres longest unsupported tunnel (Boolboonda Tunnel) and can be found between the Bruce and Burnett Highways, approximately 450 kms north of Brisbane and 100kms inland from Bundaberg.
- **Biggenden** - The original inhabitants of this area belonged to various aboriginal tribes including the Wakka Wakka, the Darielbelum and the Dundubara. The boundaries of their land were the Aboriginal pathways which led from the coastal areas through this area and connected with pathways to the sacred site at Ban Ban Springs. Biggenden was settled in 1889 to service the era's short-lived goldrush. Biggenden is the home to Paradise Dam and two unique National Parks, Mt Walsh and Coalstoun Lakes. Biggenden is located on the Isis Highway, approximately 340 kms from Brisbane and just under an hour's drive from the coastal regions of Bundaberg, Maryborough and Hervey Bay.

As well as the major townships, the region boasts vibrant villages and a strong rural community which adds to the diversity of lifestyle opportunities to be experienced.

Discover Beautiful Burnett



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Qualifications in a discipline relevant to the position (e.g. building trade qualifications, Project Management, Certificate IV in Building and Construction).
- Relevant experience in a similar role within Local Government or private sector.
- Well-developed communication, consultative, interpersonal and negotiating skills (both oral and written).
- Demonstrated knowledge of and technical expertise in relation to building construction, maintenance and building faults.
- Demonstrated experience in the implementation of best practices, policies, and procedures.



Applications Open

- Week Commencing
Monday 24 April 2023



Closing Date of Applications

- 5pm Monday 29 May 2023



Initial Assessment

- Week Commencing 29 May 2023



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Talent Consultant



Angie’s experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people’s lives in a different way. In 2015, Angie found herself in a Recruitment role and that’s when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

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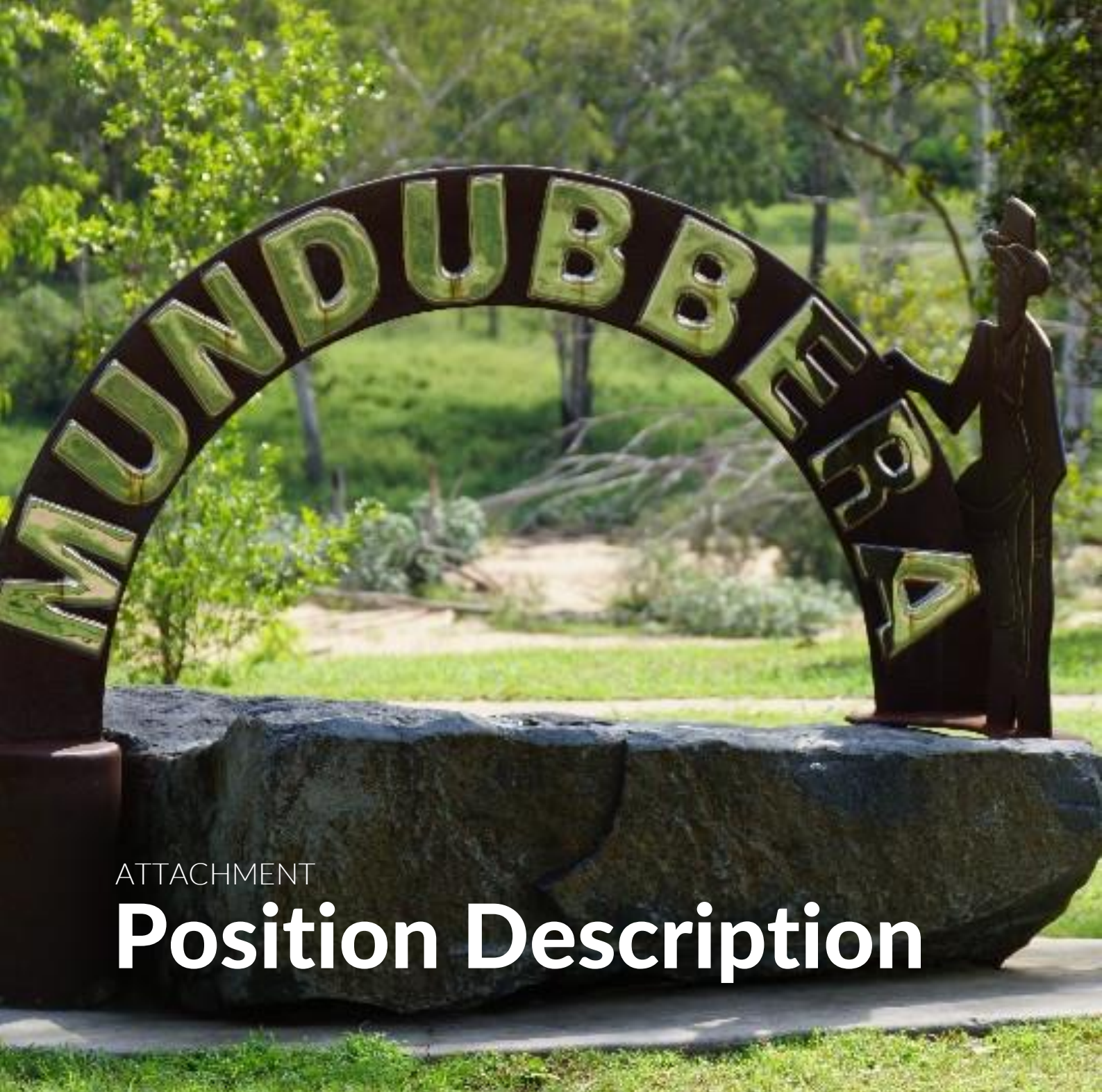


Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

POSITION DESCRIPTION



POSITION DETAILS

| | |
|------------------------------|---|
| Position Title | Senior Technical Officer (Facilities) |
| Position Number | - |
| Department | Asset Services |
| Section/ Stream/ Unit | Asset Services, Facilities |
| Classification | Level 6 – 7, Queensland Local Government Industry (Stream A) Award – State 2017 |
| Reports To | Asset Services Manager |

POSITION OBJECTIVES

- To provide technical expertise and a strategic approach to ensure infrastructure and facilities managed and owned by Council support the service and business needs of the organisation and the North Burnett communities.

KEY RESPONSIBILITIES

- Identify, assess and develop infrastructure/ facility asset management strategies, plans and programs which enhance the organisation's capacity to deliver high quality, strategic and cost effective outcomes, ensuring they are relevant to Local Government standards, legislation and required Acts, Codes and Standards.
- Provide high quality customer service, technical advice and assistance to internal and external stakeholders.
- Conduct audits, property assessments and general inspections to ensure infrastructure/ facility asset maintenance and upgrades comply with strategic outcomes.
- Manage and monitor capital and maintenance projects, including quotations/ tenders, contracts and contractor performance.
- Closely manage all works and associated costs to ensure expenditure is kept within budgetary limits.
- Lead change, drive business process improvement opportunities and efficiencies.
- Provide solid and contemporary advice/ leadership and professional development across the Facilities Stream.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level analytical and problem solving skills, with proven ability to research and prioritise.
- High level computer based systems skills, including business related application software.
- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of required outcomes.
- Demonstrated knowledge of and technical expertise in relation to building construction and building faults.
- At least 5 years' experience leading and managing property management and/ or asset management, preferably in a local government environment.

- Capacity to operate effectively in a political environment.
- Demonstrated project management skills.

Qualifications, Training and Licences

- Tertiary qualifications in a discipline relevant to the position (e.g. building trade qualifications, Project Management, Certificate IV in Building and Construction).
- Current unrestricted “C” Class drivers’ licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.