



APPLICANT PACK

Manager Projects and Design Services

Bega Valley Shire Council



CONTACT

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We respectfully acknowledge the Traditional Owners, the Yuin-Monaro nations 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 Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Living and working in Bega Valley offers a unique blend of coastal beauty and rural tranquility. Nestled between the stunning Sapphire Coast and lush farmland, residents enjoy a balanced lifestyle surrounded by pristine beaches and a strong sense of community. With a thriving agricultural industry, vibrant arts scene and opportunities in sectors like tourism and healthcare, Bega Valley provides a fulfilling environment for both career growth and relaxation amidst nature.

Position Overview

Bega Valley Shire Council is now seeking a Manager to lead Council's Projects and Design Services Section providing civil engineering design and project management expertise across a wide spectrum of assets and portfolios.

The role will ideally suit an experienced and qualified civil or design engineer who thinks laterally about problems, displays strong consultative leadership traits and is adept at complex engineering project delivery from inception to completion.



Key Responsibilities and Skills

- Provide strong leadership to the section with a focus on mentorship and development of staff.
- Delivery of clear and well thought out direction in the execution of complex, occasionally multi-year, engineering projects within strict budgetary and timeframe constraints.
- Offer in depth subject matter expertise and be Council's lead representative in Construction Project Management and Contract Administration.
- Demonstrate a capacity for lateral thinking, problem solving, time management and effective prioritisation when administering multiple concurrent tasks.
- Effectively engage in genuine stakeholder consultation and management and maintain key relationships.

Key Projects

The Manager Projects and Design Services will play a crucial role in project and contract management and the delivery of high-profile infrastructure projects. Some examples of current and future projects include:

- Pambula and Bega Sporting Complexes
- Merimbula Boardwalk replacement
- Multiple funded bridge replacements including Wonboyn and Cuttagee
- Major road rehabilitation and safety programs
- Merimbula airport precinct and runway works.



Opportunities and Challenges

The role of Manager Projects and Design Services presents both challenges and opportunities. The Projects and Design Services section has a diverse range of employee skill sets; effective and proactive leadership is essential to harness these talents and deliver project success.

Bega Valley Shire Council has a substantial volume of approved projects each year in various stages of development and delivery, which necessitates practised, proven and flexible project management skills to navigate uncertainties and ensure successful outcomes. Many are complex, multiyear projects involving State and Federal partners, which requires strong communication and collaboration skills to navigate processes and ensure alignment of outcomes with diverse stakeholder interests.

Another challenge lies in addressing the impacts of historical staff turnover, which creates risks to knowledge retention and management. Strategies for stabilising the section through effective leadership, systemising knowledge retention and transfer along with continuity planning are essential to mitigate this risk and maintain operational efficiency.

The role also presents opportunities for professional growth and innovation. The dynamic nature of the job, characterised by frequent "fast ball" changes in direction and priority, offers the chance to adapt quickly and showcase strategic agility. Embracing these opportunities and fostering a culture of innovation and resilience, will enable the Manager Projects and Design Services to thrive in a challenging and rewarding environment.

Stakeholder Engagement

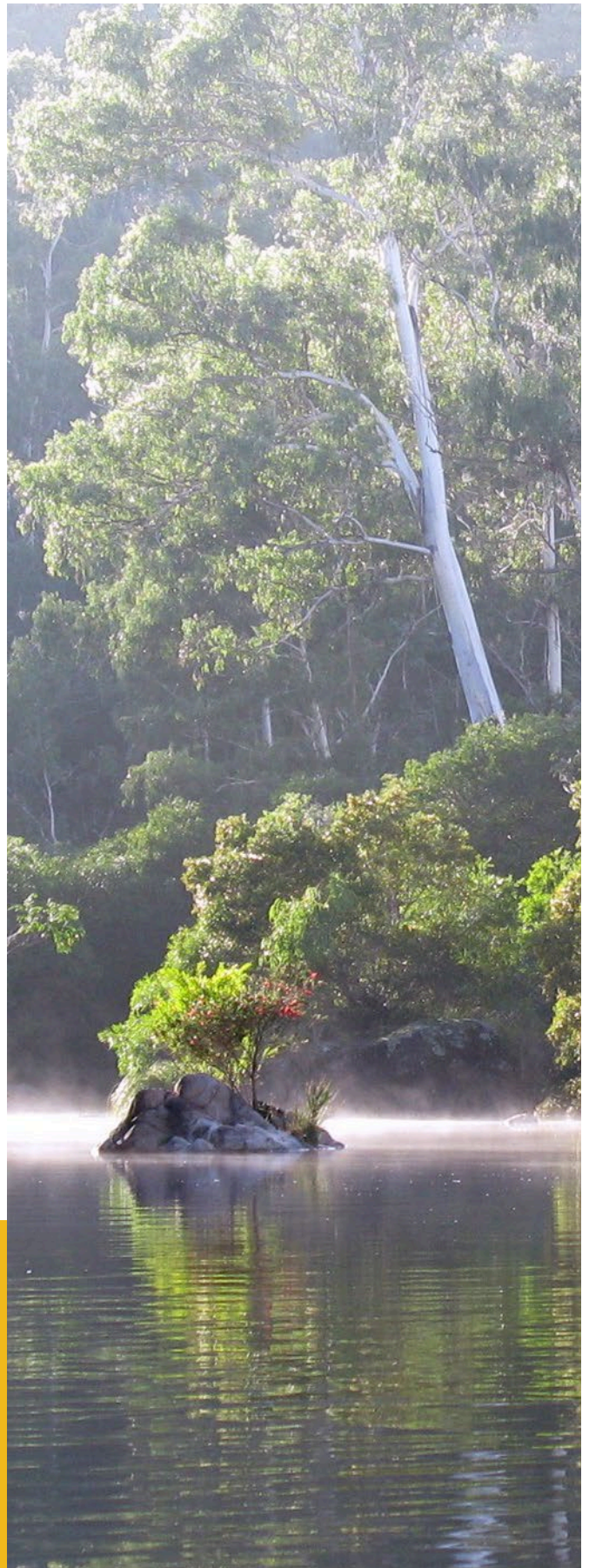
The position requires a substantial amount of stakeholder engagement both internally and externally.

External:

- Community members
- Contractors
- Consultants
- State and Federal funding bodies
- Various departments and agencies

Internal:

- Councillors and Executives
- Departmental Asset Managers
- Grants, Procurement, Finance and Administrative Staff
- Project delivery staff





The Section

The immediate Projects and Design Services section has recently undergone a number of staff changes as retirement and transitions have taken place and new cadets have been recruited.

Despite being relatively newly formed, they are a capable, competent and cohesive group, demonstrating a strong commitment to work together effectively. They comprise mainly of young professionals, many of whom have limited work-from-home arrangements to help with personal circumstances and work life balance.

The Culture

After a period of high staff turnover, Bega Valley Shire Council engaged a partnership with the University of South Australia to conduct culture and satisfaction surveys, resulting in noticeable improvements across all metrics during the research period. With a workforce of 560 employees, the Council is widely regarded as a positive place to work, with a generally positive culture.

Senior leadership, including the CEO, are accessible and visible in the organisation, fostering connection and approachability through regular interaction and mentorship opportunities. Additionally, manager-level leaders form a tightly knit team, contributing to the supportive and collaborative atmosphere within the organisation.



Qualifications, Skills & Attributes

- Bachelor's degree level qualification in Civil Engineering or similar discipline as a minimum.
- Tertiary qualification in Project Management/Contract Administration highly regarded.
- Exceptional demonstrated ability in the delivery of project and contract management outcomes.
- Excellent written and verbal communication skills.
- Current and verifiable experience in the delivery of high-value infrastructure projects.
- Concept development, design and delivery background highly desirable.



Salary Package Information

Bega Valley Shire Council prioritises the well-being and professional growth of its employees. The comprehensive range of employee benefits is designed to support a healthy work-life balance and foster personal and career development. Below are the benefits available to valued team members and specific information related to this role:

- Base Salary: \$139.4k - \$161.4k (Incrementally move through salary structure at 5% per year for 3 years depending on experience and performance)
- 11.5% Superannuation as of 1 July 2024
- Civil Liabilities Allowance loading of 3.5%
- A market allowance may be available for an exceptional candidate
- Annual Award increment of 3.5% on 1 July 2024
- Leaseback vehicle or negotiable allowance in lieu
- 9-day fortnight
- Access to flexible work arrangements, with opportunities for work-from-home days.
- Wellness reimbursement program
- Training and development programs including mentoring, interim higher duties opportunities, secondments and corporate training program.
- Transition to Retirement Program
- PLaCE and Service Awards (internal awards program for work staff do in and for the community)
- Employee Assistance Program (EAP)
- Salary Packaging Options



About Council

Bega Valley Shire is also known as the “Sapphire Coast”. It is located halfway between Australia’s two largest cities, Sydney and Melbourne and only a three-hour drive from the nation’s capital, Canberra.

Bega Valley Shire Council, situated in the south-eastern coastal region of New South Wales, is bordered by Eurobodalla Shire to the north, the Tasman Sea to the east, the State of Victoria to the south, and the Snowy Monaro Regional Council area to the west.

Covering 6,200 square kilometres, including a stunning 225km coastline with 101 beaches and 26 estuaries, the area encompasses towns such as Bega, Tathra, Merimbula and the major port of Eden.

Notable industries within the Shire include conservation, timber production, agriculture (particularly dairy farming), fishing, oyster harvesting, tourism and retail.

With approximately 36,279 residents, the Shire's major employment sectors include Health Care and Social Assistance, Retail Trade and Accommodation and Food Services. The economy is further supported by key industries such as construction, manufacturing, agriculture, forestry and fishing, health care and social assistance and accommodation and food services.

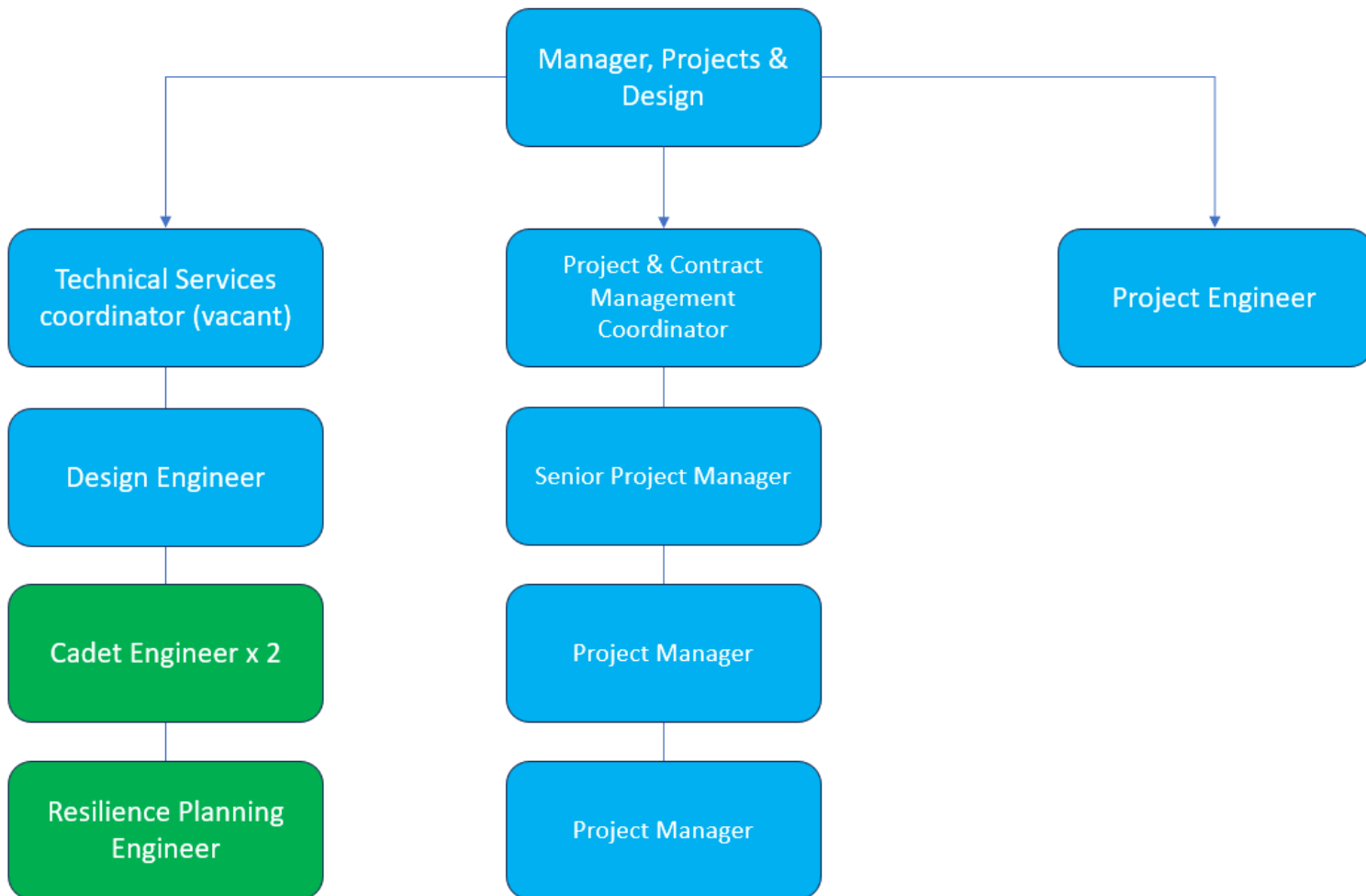
The council, composed of nine elected members, is led by the mayor and deputy mayor elected by the councillors. Bega Valley Shire Council manages assets valued at over \$1.7 billion, playing a vital role in facilitating a vibrant community and supporting the region’s growth and development.



Links to Council Information



Organisational Structure





Living in the Region



Housing

From coastal properties overlooking pristine beaches to rural retreats nestled among rolling hills, residents have access to a mix of housing types. The region boasts vibrant townships such as Bega, Tathra, Merimbula and Eden, each offering its own unique charm and amenities.



Educational Facilities

The area is home to a mix of public and private primary and high schools, providing quality education within accessible reach for local families. With eighteen primary and four high schools, residents have access to a variety of educational approaches and facilities. Additionally, tertiary education options are available through institutions such as the University of Wollongong, which operates a campus in Bega, offering opportunities for higher learning and skill development. Vocational courses and trade skills are also offered by the TAFE Illawarra campus in Bega, providing avenues for practical training and career advancement.



Healthcare

The region is served by hospitals such as the South East Regional Hospital located in Bega, which offers a wide range of services including a 24-hour emergency department, maternity, medical and surgical inpatient beds, paediatrics, critical care and more. Additionally, there's Pambula Hospital, which provides emergency services and has medical and surgical services. Additionally, medical centres, general practitioners, specialists and allied health professionals are available throughout the area, offering comprehensive healthcare services to the community. The region also benefits from access to aged care facilities, mental health services and community health programs, ensuring holistic care for residents of all ages.



Living in the Region



Shopping & Dining

In the Bega Valley Shire Council region, various shopping centres cater to diverse needs. Bega Village in central Bega is the primary shopping destination, offering a range of stores. Tura Beach Shopping Centre provides everyday essentials, including Woolworths and Harvey Norman. Sapphire Marketplace offers eco-friendly products. Charming town centres in Bega, Tathra, Merimbula and Eden feature boutique stores, local artisans and fresh produce markets. The region also offers a vibrant culinary scene with cafes, restaurants and eateries serving a variety of flavours.



Sports & Recreation

The region is home to numerous sporting clubs catering to a variety of interests, including rugby, soccer, cricket, netball and more, providing avenues for community involvement and competitive play. Additionally, outdoor enthusiasts can explore the region's natural beauty through activities such as bushwalking, cycling, fishing and surfing along the stunning Sapphire Coast. With an abundance of parks, reserves and recreational facilities scattered throughout the area, residents have ample space to enjoy picnics, barbecues and strolls with family and friends.



Getting Around

Merimbula Airport serves as a key transportation hub, offering flights to major cities such as Sydney and Melbourne, providing convenient access to the region. For those travelling to the region, driving presents a scenic journey along the coast or through picturesque countryside, with major highways providing direct routes from Sydney, Melbourne and Canberra.

Recruitment Process and Timeframes



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

- Demonstrated ability to provide strong leadership, mentorship and staff development within a team environment.
- Proven capability in effectively managing complex engineering projects from inception to completion.
- Capacity for lateral thinking and effective time management skills, demonstrated through the prioritisation of concurrent tasks to achieve desired project objectives efficiently.
- Ability to engage effectively with both internal and external stakeholders, maintaining strong relationships and communication channels to ensure alignment and successful project delivery.
- Possession of a tertiary qualification in Civil Engineering or a related discipline, along with demonstrated experience in project and contract management.



Applications Open

- Week Commencing
Monday 3 June 2024



Applications Close

- 5pm Monday 1 July 2024



Initial Assessment

- Week Commencing 24 June 2024



Council Interviews

- TBC

*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 applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require 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 the 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. 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

Principal Talent Consultant



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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.



Leading Roles

People ▶ Performance ▶ Partners

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ATTACHMENT

Testimonials

Testimonials

Kalieg Smerdon – Manager, Corporate Planning and Improvement

Living and working in a regional community where the plans you make and the projects you deliver are very visible is quite rewarding. You get to see and experience the benefits of your work each and every day. It's far more real at a local government level and that can also be challenging. If you want to work in a sector where there is no time to sit idle, where you have to solve complex problems and learn along the way, then Local Government is for you.

There is a reason people stay in Local Government for many years. At a leadership level it's a chance to put to use all the skills you have acquired in your career. You will be challenged, humbled, and supported to deliver in a sector that offers such a diverse range of services.

I am 5 years in and there has not been a single day at BVSC where I haven't learnt something new. Council's leadership team is pragmatic about the challenges we face. They are supportive of managers leading their teams to deliver outcomes and foster a positive work culture.

I think BVSC punch above our weight in the projects and services we deliver, despite the numerous hurdles we face. Working in Local Government is no picnic. We have plenty on our plate but with the team we have, navigating those hurdles feels so much more achievable. We are a smart and happy bunch!

Alexander Wakeford – Acting Manager, Infrastructure and Services

Living in the Bega Valley combined with working for local government has enabled me to have a greater connection to the community I live in. The career options are endless and the work is enjoyable as you see the results of your own hard work in the community.

Bega Valley Shire Council is a dynamic workplace with a good work life balance. With no day the same as the last it creates an enjoyable and rewarding career. BVSC covers a large area with some of the most pristine beaches and beautiful quaint villages to explore, along with access to some of the best recreational activities along the coast. Couple this with the working structure of council, who care for the people who work there and support one another it's the whole package.



ATTACHMENT

Position Description

Position Description

040Position Details

| | | | |
|----------------------------|---|----------------------------------|--------------------------------|
| Position title | Manager Project and Design Services | Position number | PD220 |
| Group | Assets & Operations | Previous position numbers | PD199 |
| Section | Project Services | Reports to | Director Assets & Operations |
| Area | N/A | Evaluated / approved by | Ian Macfarlane |
| Team | N/A | Version number | February 2024 |
| Position level code | 3 Manager | | |
| Position statement | Lead Council's Project Services Section to deliver civil design and project management services in support of major infrastructure projects across Council. | | |

Position Specific Tasks and Activities

| Key area | Duties and responsibilities | Standards for achievement |
|---|--|--|
| Infrastructure and related engineering programs | <ul style="list-style-type: none"> Develop and implement an annual Service Unit Plan for the Section Co-ordinate and report on the delivery of Council's Capital Works Projects and Programs Manage the pre-construction, design, implementation, and finalisation of a range of projects; including but not limited to civil, public domain, and structures Ensure that Project Services provides a contemporary and innovative service to Council Oversee and manage the contracts, standards, specification, and high-level procurement for the Directorate (>\$250K) in consultation with the Property and Legal Services Section Provide input into the Assets and Operations overall Operational Plan, including preparing design and capital delivery programs Act as BVSC's representative on various committees and groups involving capital delivery Provide specialist professional project, engineering, and contract management advice | <ul style="list-style-type: none"> Service Unit Plan is developed and adopted on an annual basis <i>Assigned</i> capital works, as contained in the 1 Year Operational plan or as amended, are delivered within 90% of agreed timeframes Contemporary and innovative practices and solutions are sought, adopted, planned, and advocated and delivered Capital project delivery aligns to the Assets and Operations overall Operational Plan. Actively participate in meetings and workshops Sustainability and resilience practices and outcomes are considered and incorporated in all projects Advice is technically correct and current Contracts are managed in accordance with contemporary construction/legal practices |

Position Description

| Position Specific Tasks and Activities | | |
|--|--|--|
| Key area | Duties and responsibilities | Standards for achievement |
| Budget development and control | <ul style="list-style-type: none"> Plan and allocate resources within the Section compatible with operational development and delivery requirements Review monthly income/expenditure, income/expenditure to date, likely end of year (LEOY) projections for income/expenditure. Review variances both positive and negative and either alter LEOY projections or provide written recommendations for corrective action. Prepare reports to Council relating to the progress of works, the transfer of funds to other projects, the deferral of projects and any matters likely to affect adopted plans. Manage Council's operational resources in the delivery of Project and Design Services Section. | <ul style="list-style-type: none"> Resourcing is appropriately planned and sourced to meet delivery requirements Income/expenditure managed within policy and delegations Reports are accurate, timely and fit-for-purpose Budgetary control and expenditure within specified tolerances. |
| Policy development | <ul style="list-style-type: none"> Develop and review Project Management Policy and associated procedures Provide specialist advice relating to policies and procedures as an integral part of the Assets and Works team and Councils Strategic Leadership Group (SLG) Continually improve Council's Project Management Methodology and Project Management Reporting Framework Manage and standardise the design process across all disciplines Provide technical assistance to Assets and Works Manager and other Managers in relation to technical specification standardisation and renewal | <ul style="list-style-type: none"> Project Management Methodology and Project Management Reporting Framework in place and operational Policies and strategies are developed in a timely manner and adequately address the required issues Advice is technically correct, timely, and includes aspects of innovation or contemporary practices wherever possible Sustainability and resilience practices and outcomes are considered in all projects Participation in management team and SLG meetings |

Position Description

Position Specific Tasks and Activities

| Key area | Duties and responsibilities | Standards for achievement |
|------------------------|---|---|
| Administration | <ul style="list-style-type: none"> • Manage the Project and Design Services activities including the provision of strong leadership and effective delegation • Mentor and educate subordinate staff including cadets and graduates. • Compliance and delivery of relevant sections of Council's Adopted Plans and Strategies • Provide a technical support section which delivers engineering investigation, survey, design, landscape, utility, and public domain solutions • Manage project management documentation and reporting frameworks • Ensure contract administration is undertaken and appropriate to the project to manage any contractual risk on behalf of Council • Prepare correspondence and reports and present to relevant forums including LEG, Council and community workshops • Manage infrastructure related issues and contracts for Merimbula Airport. • Maintain relevant records and registers | <ul style="list-style-type: none"> • The Project and Design Services Section is resourced and delivers on targets • Provision of comprehensive project management documentation and reporting frameworks. • Reports accurate, robust and timely • Contractual claims against contracts are technically valid, justifiable or defensible • Building and Construction Industry (Security of Payment) Act 2021, managed as per regulations • Contract Securities, Warranties and Defect Rectification Periods managed as per contractual requirements • 'Finalisation': project integrated into asset and operational management framework • Monthly Operational Report (Dashboard) submitted as per requirement |
| Stakeholder Engagement | <ul style="list-style-type: none"> • Educate and provide meaningful information regarding Project and Design Services offering to internal Council customers • Champion the Project Management Policy and associated procedures including delivery frameworks to embed a standard approach to Project Management across Council's operations • Respond to requests from Councillors, The CEO and Directors in relation to operational and technical matters pertaining to capital works • Lead the interface with Service Units in other Groups of Council, external agencies and utilities to ensure coordinated development and timely implementation of projects as required • Actively work with Manager of Communication and Engagement to ensure that appropriate and meaningful community consultation is undertaken in accordance with the IAP Toolkit • Draft press and media releases and respond to media enquires • Promote BVSC's role in the provision of contemporary and innovative engineering and project management services within the Council and the community | <ul style="list-style-type: none"> • Stakeholders and customers are engaged with in a positive and constructive manner • Information supplied to stakeholders is fit-for-purpose • CRMs managed within policy • Communication processes promote a positive image of BVSC |

General Position Requirements

| Key area | Expected Behaviours |
|---|---|
| Leadership and management | <ul style="list-style-type: none"> You support and implement organisational strategies. You have input to and direct your people according to the Operational Plan. You manage your financial and people resources in order to be able to deliver on your business objectives. |
| Risk management, Work Health and Safety | <ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements. |
| Equal employment opportunity | <ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements. |
| Financial management | <ul style="list-style-type: none"> You monitor your revenue and expenditure budgets regularly and manage to ensure budget remains on-track. You provide budget estimates based upon the agreed business plan deliverables within the required timeframe. You comply with the organisational procedures for procuring services and supplies, including tendering processes. |

Our Values Commitment: PLaCE

We are committed to and believe

| | |
|---|---|
| People matter Learning is important And we Can do Engaging the whole organisation | We care for our people and each other We learn and innovate We have a can-do approach and focus on solutions and outcomes We engage and communicate clearly and consistently |
|---|---|

Behavioural Competencies

| Value Description | Expected Behaviours |
|-----------------------|---|
| People matter | <ul style="list-style-type: none"> You publicly role model the PLaCE values and actively encourage your people to do same. You promote and ensure employees have a work-life balance. You promote and ensure safe work practices are used by employees/contractors/volunteers. You insist upon fairness in the workplace regardless of people holding differing ideas, perspectives and having different backgrounds. |
| Learning is important | <ul style="list-style-type: none"> You promote the importance of continuous learning, and ensure all employees have a current learning/career plan in place. You review your own performance and ask for feedback to learn and improve. You promote and drive continuous improvement by asking "How could we do this better?" and introduce new and better ways of working. |
| Can do | <ul style="list-style-type: none"> You actively promote and support organisational change initiatives. You work with stakeholders in tailoring services to meet or exceed their expectations. You encourage the celebration of success and achievement by the team and by individuals. You set expectations for performance, managing poor performance and inappropriate workplace behaviour. |

Behavioural Competencies

| Value Description | Expected Behaviours |
|--|--|
| Engaging the whole organisation is important | <ul style="list-style-type: none"> You support and communicate corporate messages and information to the team, including insisting upon 'above the line' behaviour. You are happy to share control, power or resources to benefit all stakeholders, fostering positive relationship with other teams. You facilitate stakeholder involvement and consult with representative groups when formulating strategies. You inspire a 'one-team' culture. |

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Extensive experience in the end-to-end delivery of Capital Infrastructure Projects in accordance with recognised Project Management Principles.
- Proven success in system development and continuous improvement involving organisational change & contemporary project management applications.
- A proven track record in the management of a diverse team of staff in providing consistent quality services.
- Significant experience in Contract Administration, including dispute resolution and system development.
- Demonstrated GC21 contract management experience (desirable)
- Preferable experience in government or similar service delivery area involving multi discipline development and implementation outcomes.
- High level of applied management skills, including the ability to lead, direct and train staff.
- High level of written and verbal communication skills including the ability to consult, liaise, persuade, convince and negotiate with internal and external stakeholders.
- Ten (10) years' work experience in project management or closely related discipline (indicative) at a level commensurate with the requirements.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as specific work experiences, management and/or technical qualifications, and professional memberships or specialist training.

Selection criteria – qualifications and licences

- Tertiary qualification in Project Management, Civil Engineering, or closely related, profession.
- Professional memberships to position related industry associations (desirable).
- NSW Class C Drivers Licence.

| Conditions of Employment | | | |
|-----------------------------|---|----------|--|
| Status | Permanent full time | | Hours per weeks 35 |
| Award classification | Band: 4 | Level: 2 | Award Local Government (State) Award 2023 |
| BVSC grade | 21 | | |
| Pattern of work | 8.30am to 5.00pm, Monday to Friday with one-hour unpaid lunch break | | |
| Special requirements | <input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: This position will require unplanned out of hours work in order to meet occasional stretch targets and manage challenges beyond control of Director | | |

| Delegations | |
|-------------------|--|
| Staff | Number of direct report positions: 3 Staff span of control: Up to 15 |
| Budgetary | Up to \$20m |
| Purchasing | Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase card limit: \$1000 per month |
| Statutory | As per BVSC Register of Delegations |
| Security | Access to Zingel Place Building, anytime |

| Benefits | |
|-------------------------------|--|
| Motor vehicle | Benefit Related Vehicle (leaseback) |
| Information technology | <input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Palm Pilot <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text. |
| Telecommunications | <input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input checked="" type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text. |
| Workwear | <input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input checked="" type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: |
| Tools | N/A |

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required.

Note: 'Minimal Likelihood' is described as something that would not occur very often, a very minor part of the role.

Job title: Manager | Project and Design Services

PD Number(s) PD200

Completed by Name: Mark Irvin

Date: 15/08/2023

Administration

Notes

Computer Use (including hand held tablet)
generic screen based

Yes

Sitting at desk

Yes

Standing for long periods
if yes, please indicate length in hours

Minimal
Likelihood

Manual Handling

Notes

Light lifting/Carrying (0-9kg)

Yes

Moderate Lifting/Carrying (10-15kg)

Minimal
Likelihood

Heavy Lifting/Carrying (16kg and above)

No

Note- If yes manager/coordinator to liaise with WHS Officer

Climbing

No

Bending

No

Kneeling/Squatting

No

Reaching

No

Sequential/Repetitive movements in short
period of time
*is the ability to carry out a repetitive action doing
the same thing over and over again*

Yes

Incumbent required to undertake administrative duties
using a PC, mouse and keyboard.

Manual dexterity/manipulation
*is the ability to make coordinated hand and
finger movements to grasp and manipulate
objects. It can include muscular, skeletal and
neurological functions to produce small, precise
movements*

No

| Work Environment | | Notes |
|---|-----------------------|--|
| Works in isolation from other staff <i>remote supervision</i> | Minimal Likelihood | |
| Walking <i>including distance eg job sites</i> | No | |
| Walking/running up and down steep slopes | No | |
| Walking whilst pushing/pulling object | No | |
| Works outdoors <i>majority of work is outdoors</i> | No | <i>Note-if yes a functional assessment may form part of the pre employment medical</i> |
| Works in a customer service environment | Yes | |
| Confined spaces <i>if yes this must also form part of position description</i> | No | |
| Requirement to wear personal protective equipment (ppe) | No | |
| Working at heights <i>if yes this must also form part of position description</i> | No | |
| Task Involving | | Notes |
| Exposure to chemicals <i>fuels, chlorine, insecticides</i> | No | |
| Exposure to biological hazards <i>animal products, live animals, biohazard</i> | No | |
| Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i> | No | <i>Note-if yes a baseline hearing test may form part of the pre employment medical</i> |
| Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i> | No | <i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"</i> |

| | | |
|---|-----------------------|---|
| Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i> | Minimal Likelihood | <i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i> |
| Exposure to some infectious diseases | No | <i>Please see Immunisation Procedure (including matrix) for clarification</i> |
| Vehicle/Plant/Equipment | | Notes |
| Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i> | Yes | |
| Plant/Equipment and or vehicle operation | No | <i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i> |
| | | |
| Cyclic Workload | | Notes |
| Peaks and Troughs | Yes | |
| Frequent overtime | No | |
| Rostered shift work | No | |
| Psychological Demands | | Notes |
| High turnover of work | Yes | |
| Tasks involving interacting with distressed people | Minimal Likelihood | |

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, we will only request such information for reasons relating to Workplace Health and Safety. Additionally – Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records Information Privacy Act (HRIP) 2002*, as well as Council’s Records Management Policy and Privacy Management Plan