



CANDIDATEPACK

Building Services Manager

Kowanyama Aboriginal Shire Council



CONTACT

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We respectfully acknowledge the Traditional Owners, Kokoberra, Yir Yoront (or Kokomnjen) and Kunjen clans people 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

Reporting to the Executive Manager Roads, Infrastructure and Essential Services, the Building Services Manager plays a key role in managing the Council's built infrastructure and building services, contributing productively to the Kowanyama Aboriginal Shire Council and the Kowanyama community.

In this hands-on role, the successful applicant will plan, coordinate, supervise and deliver quality and timely building services and building project outcomes and ensure compliance with relevant standards.

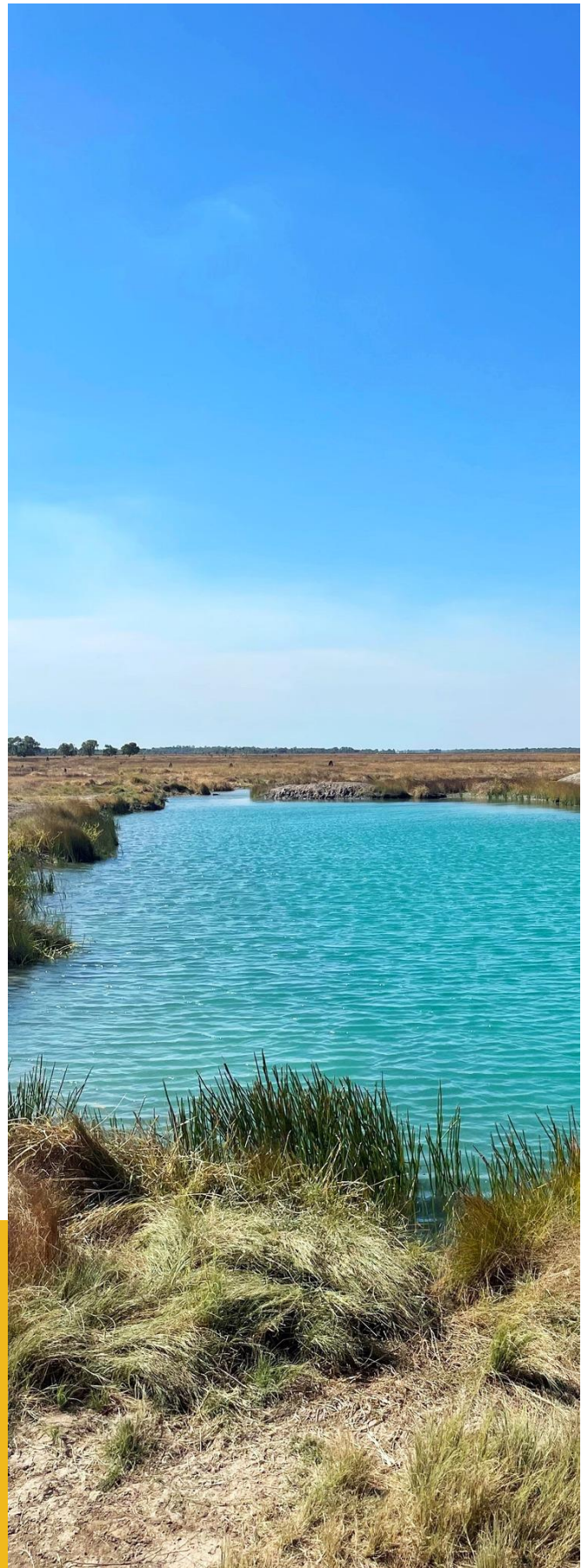


Key Responsibilities

- Delivering strong project management and improving building services to meet community needs, which includes timely delivery of projects ensuring they are on time and budget and delivering high-quality outcomes for the community.
- Lead and develop the Building Services team and positively influence contractors and other areas of Council.
- Closely manage contractors, ensuring high standards of accountability, quality and compliance with relevant standards, legislation, policies and procedures.
- Deliver a high level of customer service, ensuring satisfaction in the community through building works.
- Dive deep into the role and embrace the opportunity to contribute as a valued member of both the Council and the community, finding joy in being and residing in Far North Queensland.

Opportunities

- Lead and project manage building developments that will be of great benefit to the community.
- Use your experience to provide strong leadership and capability development to the Building Services team.
- Join an organisation that is highly, regarded and appreciated by the community for making a difference.
- Become part of a close and wonderful community and live in a beautiful part of Far North Queensland.
- Work in a role that creates a tangible and positive change.





Challenges

- Strong organisational skills, attention to detail, careful planning and project management discipline is required, including accuracy of contracts, specifications and project administration.
- Working around the wet season requires strong planning skills. The community is cut off by road for 3-4 months of the year with access being via the air. Air transport is excellent and available all year.
- An understanding of the challenges of working and living in a remote community is required.

Key Projects

- Building maintenance work on behalf of the QBuild portfolio.
- Annual expenditure budget \$5M per year.



Qualifications, Skills & Attributes

- Builders Licence: Low Rise
- Possession of a C Class Driver Licence
- White Card
- Leadership capabilities - ability to mentor, train and motivate the team.
- Strong project management experience
- Experience managing a budget.
- Computer literacy
- Strong stakeholder engagement skills to build relationships with stakeholders.
- Attitude and willingness to learn.
- Cultural awareness of First Nations People – 80% of the workforce are Aboriginal.



Salary Package Information

The Kowanyama Aboriginal Shire Council offers a range of benefits to its employees. Some of the benefits that the council offers include:

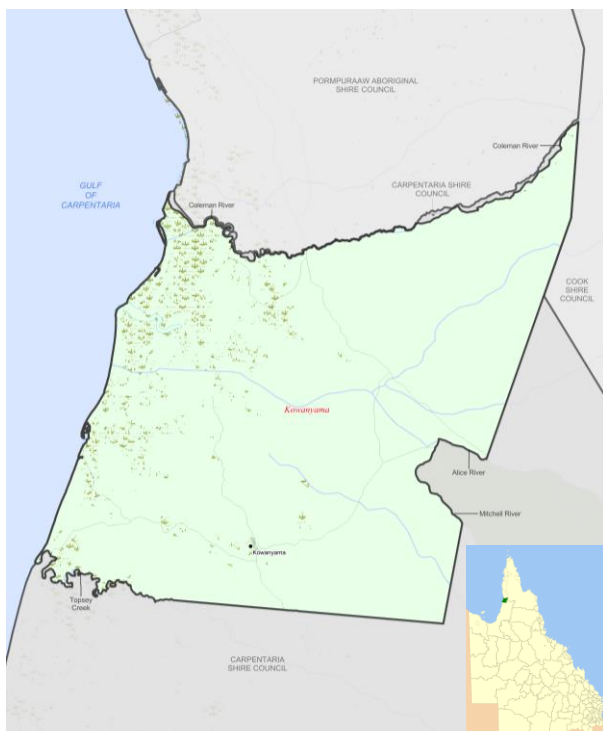
- Annual Salary \$120 000 - \$130 000 + 12% Super.
- Supplied subsidised housing.
- 17.5% Leave Loading.
- 5 Weeks' Annual Leave.
- Training and development opportunities.
- Flexible working arrangements.
- Employee assistance programs.
- Health and wellbeing initiatives, including access to a gym, health checks, and flu vaccinations.

Council is committed to providing a supportive and inclusive workplace culture that values its employees and helps them to achieve their personal and professional goals.



About Council

Located in the western region of Cape York Peninsula, the Shire covers an area of approximately 4,120 square kilometres and is home to several important cultural sites including rock art galleries, burial grounds and ceremonial sites.



Links to Council Information



The Kowanyama Aboriginal Shire Council is a local government body in Queensland, Australia. It is responsible for governing the Kowanyama Aboriginal community and is home to around 1,200 residents of indigenous descent who belong to various language groups, including the Yir Yoront, Kokoberrin, Kunjen, and Wik Mungkan peoples.

The Kowanyama Aboriginal Shire Council was established in 2004, following the passage of the Aboriginal Land Act in 1991, which allowed for the recognition of Aboriginal shires in Queensland. The council is made up of a mayor and six councillors, who are elected every four years. It is responsible for providing a range of services to the community, including health, education, housing, and infrastructure.

One of the key priorities of the Kowanyama Aboriginal Shire Council is to promote economic development and employment opportunities for the community.

The Kowanyama Aboriginal Shire Council plays a vital role in supporting the Kowanyama Aboriginal community and ensuring that its needs and interests are represented at the local, state, and national levels. Through its various programs and initiatives, the council is helping to build a more sustainable and prosperous future for the community.



Vision

"To build a healthy and safe community, with strong economic opportunities and wellbeing services, through innovation and collaboration."

Mission

"To deliver best practice council services, and work with stakeholders to ensure our community members receive first rate services, with a focus on business development, culture, education and wellbeing."



Living in the Region

Council Services

The Kowanyama Aboriginal Shire Council is responsible for local government services such as road construction and maintenance, water infrastructure, sewerage infrastructure and maintenance, environmental health, and parks & gardens. In addition to these primary functions Council also provides the following services and facilities:

- Bakery
- Blue Cafe
- Vehicle Workshop
- Post Office and Bank
- Batching Plant
- Residential and Commercial Rentals
- Training Centre Offices
- Airport
- Centrelink Agency
- Housing
- Local radio station
- Operation and management of the Purchasing Store
- Management of leasehold cattle properties (Oriners and Sefton), including Carbon Farming
- Operation and management of the Aged Care Centre
- Operation and management of the Child Care Centre and Play Group
- Operation and management of the Land & Natural Resources Office
- Aboriginal Community Police Officers, in collaboration with Queensland Police Service
- Sport & Recreation programs and services
- Swimming Pool
- Women's Shelter
- Women's and Men's Groups



Living in the Region

Nature and Environment

Kowanyama has a rich abundance of nature and wildlife which consists mainly of wetlands and delta mangroves in the north, extending to forest country of the central peninsula. These unique natural environments are home to a vast array of bird and animal species.

Culture

Kowanyama means “place of many waters” in the Yir Yoront language. The Indigenous inhabitants are the direct descendants of Aboriginal groups who inhabited the Lower Mitchell and Alice Rivers and neighbouring areas. The community includes the Kokoberra, Yir Yoront (or Kokomnjen) and Kunjen clans.

Kowanyama’s Aboriginal people continue to identify strongly with their ancestral countries and with the languages, stories, songs, dances, and histories associated with those countries.



**Kowanyama Aboriginal
Shire Council Cultural
Induction Video**

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

- Significant experience in building maintenance and construction and exposure to a range of related trades.
- Experience coordinating, supervising and managing team members, contractors and tradespeople associated with the construction and building industries.
- Demonstrated excellent computer skills including Microsoft Office applications.
- Well-developed verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels.
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.



Applications Open

- Week Commencing
Monday 22 January 2024



Closing Date of Applications

- 5pm Friday 16 February 2024



Initial Assessment

- Week Commencing 19 February 2024



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.

Katharine Ottaway

Talent Consultant



Katharine is an experienced and resourceful senior recruitment consultant having worked across both the private and public sectors across Australia.

Her experience across labour hire, internal and external recruiting and job networking, has enabled Katharine to build strong relationships with stakeholders, implement new strategies and processes and deliver projects on time.

Katharine's professionalism and fairness, along with her commitment, energy and perseverance are what makes her an excellent recruiter.

CONTACT

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Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description



Position Description

Job Title:	Building Services Manager
Award:	<i>Queensland Local Government Industry (Stream A) Award - State 2017</i>
Division:	Division 2 - Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services
Classification:	Level 8 - Above Award Salary
Employment Type:	Full time – Maximum Term Contract
Department	Roads, Infrastructure and Essential Services
Reports to:	Executive Manager Roads, Infrastructure and Essential Services
Approved:	Kevin Bell, Acting Chief Executive Officer
Signature:	Version Date: Sep 2023

POSITION OBJECTIVE

Contribute productively to the Kowanyama Aboriginal Shire Council and the Kowanyama community through planning, coordination, supervision and delivery of quality and timely building services and project outcomes in a hands-on role, ensuring compliance to relevant standards.

POSITION SPECIFIC KEY RESPONSIBILITIES

1. Daily direction, coordination and supervision of Council's Building Services Staff and Contractors and their activities.
 2. Coordinate responses, quotes and actions for building maintenance requests for all Council owned or controlled premises.
 3. Act as Q Build contractor/project manager in Kowanyama.
 4. Deliver quality building outcomes and monitor expenditure of funds allocated for the maintenance of Council's premises.
 5. Prepare estimates for requests for minor or capital building improvements and minor construction works for Council's properties.
 6. Ensure fair and equitable distribution of contracted works to ensure the successful completion of the annual works program
 7. Ensure tenders and quotes are evaluated and issued in accordance with KASC Procurement Policy
 8. Preparation of relevant documentation and coordination of QBuild cost recovery process
 9. Provide timely advice to higher Management on all issues that may impact on the efficient and effective provision of Council's building maintenance and construction services.
 10. Oversee Council owned batching plant including requests, co-ordinating delivery and receipt of concrete and recording for invoicing purposes.
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SELECTION CRITERIA

1. Significant experience in building maintenance and construction and exposure to a range of related trades.
2. Experience coordinating, supervising and managing team members, contractors and tradespeople associated with the construction and building industries.

3. Self-motivated with well-developed administrative and organisational skills and the ability to prioritise work requests in accordance with Council's budgetary intentions and limitations
4. A good understanding of estimating and cost centre accounting processes and monitoring
5. Demonstrated excellent computer skills including Microsoft Office applications
6. Well-developed verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels
7. Licensed Builder-low rise.
8. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
9. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
10. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.

Key Performance Indicators

Functions	<ul style="list-style-type: none"> • Monitor projects and works to ensure expenditure is within budget constraints and work scopes are met and comply to Standards • Monitor and manage QBuild works to ensure works are completed within the required timeframes and ensure documentation is completed to enable invoicing of works • Ensure Quotes and tender documentation is prepared in accordance with Local Government procurement requirements • Ensure fair and equitable distribution of contracted works to ensure the successful completion of the annual works program • Duties are carried out in a timely, accurate manner and treated with confidentiality
Supervision	<ul style="list-style-type: none"> • Develop and Maintain a Positive Team Environment • Ensure staff are suitably trained, supported and competent to provide required services and training and development plans implemented • Demonstrate and encourage a safe working environment
Reporting	<ul style="list-style-type: none"> • Accurate data and information records are maintained • Reporting timeframes are achieved • Timesheets prepared for submission each fortnight
Customer Focus	<ul style="list-style-type: none"> • Maintain a high level of customer service towards all clients • No substantiated complaints • No breaches of confidentiality
Workplace Health and Safety	<ul style="list-style-type: none"> • Follow Council OH&S policies, rules and guidelines • Contractors comply with Council WHS requirements • Development of JSA's and SWMS within area of expertise • Risk Register developed and maintained • Contribute positively to improvement initiatives • Demonstrate a strong focus on workplace safety in accordance with Industry standards
Adherence to Council's policies, procedures	<ul style="list-style-type: none"> • No breaches of Council's policies and procedures • Maintaining a Police Clearance • Maintaining a current White Card • Maintaining a current QLD 'C' class driver's licence • Involvement in the organisation promoting a sense of ownership and team work into the organisation.

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor no less than 30 minutes prior to their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager Roads, Infrastructure and Essential Services
Internal Liaison:	Chief Executive Officer, Executive Managers, Tradesmen (carpenters, painters/decorators, plumbers, electricians, concreters, etc), Housing Officer and all Kowanyama Aboriginal Shire Council employees.
External Liaison:	Federal and state government agencies, statutory authorities, Contractors, members of the community

MANDATORY REQUIREMENTS

- Builders Licence: Low Rise
- Possession of a "C Class Driver Licence.
- Police Clearance
- White Card

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.