



CANDIDATE PACK

Coordinator Capital Projects

Isaac Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Wangan and Jagalingou peoples 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 Isaac Region offers a unique blend of coastal beauty and rural charm, with over 58,000 square kilometres of diverse landscapes, from the Great Barrier Reef coastline to rich agricultural plains and mining communities. Living here provides an opportunity to enjoy a laid-back lifestyle with access to modern amenities, vibrant community events, and outdoor activities such as fishing, hiking, and camping. The region is home to 18 welcoming communities, offering a great place for families and individuals alike to build a rewarding life. Whether you're seeking adventure or a quieter pace, the Isaac Region presents a balanced, fulfilling lifestyle surrounded by Queensland's natural beauty.



Position Overview

The Coordinator Capital Projects will be responsible for overseeing and delivering key operational and capital works, particularly on Local and State Controlled Road and Transport Infrastructure. Reporting to the Manager of Galilee and Bowen Basin Operations, this position is essential in managing large-scale contracts, ensuring project compliance, and driving positive community impact through infrastructure upgrades.



Key Responsibilities

- Lead the coordination of major infrastructure contracts (over \$1M) for roads, transport, and park projects.
- Ensure the successful delivery of capital projects and provide regular internal reporting.
- Act as a senior team member, providing mentorship and guidance to junior engineers and staff.
- Collaborate with external superintendents and manage project delivery using external resources.
- Engage with internal stakeholders such as Asset Owners, Operations, and Procurement teams to ensure project alignment.
- Build and maintain strong relationships with external stakeholders, including grant funding bodies and contractors.
- Oversee compliance with relevant standards, legislation, and Council policies throughout the project lifecycle.

Key Projects

In this role, you'll have the opportunity to lead and contribute to a variety of impactful infrastructure projects that will shape the future of the Isaac Region. Some of the key projects you'll be directly involved in include:

- **Road Upgrades & Widening:**
Directly manage ongoing road improvement projects, essential for regional connectivity.
- **Sporting Facility Upgrades:**
Oversee the five-year upgrade program, which includes the installation of LED lighting for enhanced community facilities.





Opportunities and Challenges

This role presents an excellent opportunity to contribute to landmark projects in the Isaac Region. A key challenge will be balancing contractor risk profiles and ensuring contractor attraction in a competitive environment. Additionally, you'll play a crucial role in mentoring up-and-coming engineers, fostering their growth within the Council's robust learning and development framework.

Stakeholder Engagement

Internally, you will collaborate with various departments including Asset Owners (Roads and Parks), Operations, and Procurement. Externally, you will engage with grant funding bodies, contractors, and site superintendents, ensuring all projects meet Council's high standards.



The Team

You'll join a close-knit team within a well-established department that values collaboration, knowledge-sharing, and maintaining a positive work environment. The team is stable, with a high level of capability, and has a strong culture of support.

The Culture

The organisational culture at Isaac Regional Council is generally positive and welcoming, characterised by a friendly and supportive atmosphere where everyone gets along well. Despite some turnover and a recent change in CEO, the Council remains stable with consistent elected members. The environment fosters collaboration and inclusivity, making it a pleasant and engaging place to work, with many staff remaining in their positions long-term.



Qualifications, Skills & Attributes

The ideal candidate will be a proactive, solutions-oriented professional with strong contract management and project management skills. They should also be comfortable working autonomously, with a focus on innovation and relationship building. Essential qualifications include:

- A tertiary qualification in Civil Engineering
- Experience in contract and project management
- RPEQ certification (desirable)
- Strong communication and time management skills



Council Employee Benefits

The Isaac Regional Council employee benefits include:

- Base salary: \$135,000-\$145,000
- Up to 14% superannuation
- Housing allowance \$18,200 per annum
- Nominally 72.5 hours per fortnight, Monday to Friday
- Fixed term, full time
- 5 weeks annual leave @ 17.5% loading
- Discounted Medibank Corporate Health Cover with competitive extras and coverage benefits
- Access to free sessions with Gryphon Psychology in accordance with our Employee Assistance Program
- Amazing opportunities to further your intended career path by way of succession planning, career development opportunities (e.g., upskilling through education), and much more!



About Council

The estimated resident population is 20,940 spread across 17 unique communities. The Isaac local government area spans an area of approximately 58,000 square kilometres.

Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 900km south of Cairns, with access to world class export infrastructure.

Isaac's Gross Regional Product was \$5.95 billion in 2018, growing 10.9% since 2016. Much of the region's economic output is attributable to the resource sector. Agriculture is another key industry for the region.

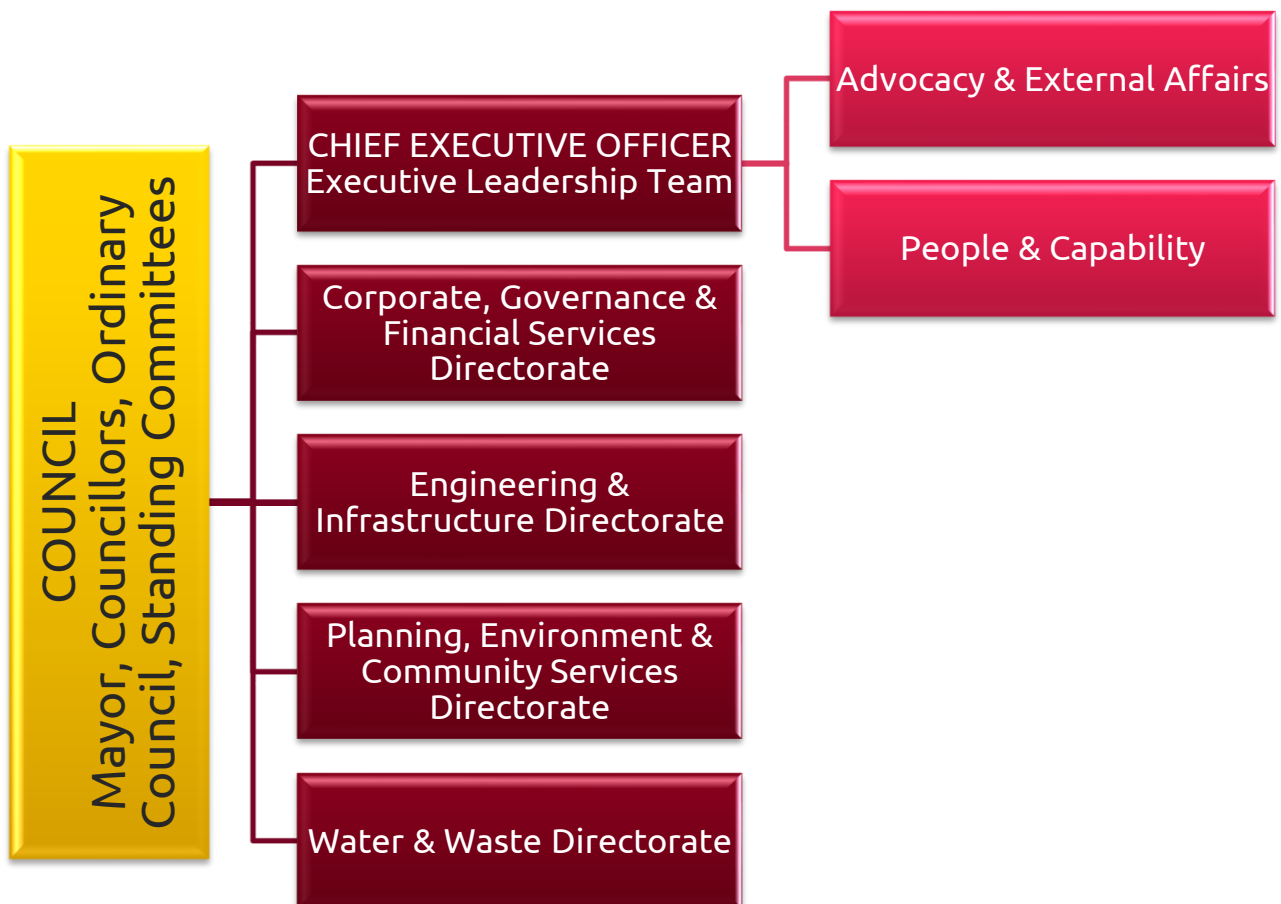
Tourism also features on the economic landscape with the Isaac coast identified as an emerging tourism precinct for development in the Mackay Destination Tourism Plan 2014. The coast also hosts commercial fishing and aquaculture operations.



Links to Council Information



Organisational Structure





Living in the Region

From picturesque coastal villages to modern mining towns, the Isaac region offers the best of coastal and country living. Covering an area of 58,862 square kilometres the Isaac region is home to more than 24,000 families, workers, retirees and sea/tree changers.

There are 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middelmount, Moranbah, Nebo and St Lawrence and smaller villages of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

Carmila

At the foot of the Connors Range on the Bruce Highway is Carmila, a cane growing district. Before cane farming, the Carmila Ranges was known to hold the most unique rainforest in the world. Today it nurses remnant pockets of rainforest abounding with plants and wildlife.



Living in the Region

Clairview

Clairview is a popular fishing and crabbing beach side community. In 1997, the Great Barrier Reef Ministerial Council established Clairview as a Dugong Sanctuary. Isaac Regional Council is active in the management of marine areas for the protection of dugongs and the continuation of dugong habitation along the Isaac coastline.

Clermont

Clermont is one of the most historic towns in northern Australia and has a colourful past filled with drama and laced with tragedy. Established in 1862, Clermont was the first inland settlement in the tropics, making it a frontier town in the truest sense of the word. Evidence from the days of gold-rushes, copper mines, timber getters, shearers, stock men and squatters can still be found in and around Clermont..

Coppabella

The name Coppabella is said to be an Aboriginal word from a New South Wales dialect meaning 'crossing place'. Coppabella is unique in the region for two reasons: the first, that it did not form around an existing pub, and secondly, that it was built entirely by a government department and passed to local government to administer. It is still a 'closed town' in that it lives and exists only because of the railway.



Living in the Region

Dysart

Dysart is a friendly community with modern facilities, including an Olympic-sized pool and nine-hole golf course. Established in 1973, the town caters to the coal mines of Saraji and Norwich Park as well as the many surrounding cattle and grain properties.

Moranbah

Moranbah is often described as the hub of the Isaac Region, offering most services you will find in the bigger towns. The town centre includes an interesting water feature and child's play area creating a relaxing atmosphere where you can enjoy a coffee break with friends at the local bakery.

Nebo

The town of Nebo was officially known as Fort Cooper; however, in 1923 the name was changed by popular demand to Nebo, derived from Nebo Creek. In the early years Nebo township was strategically situated at the crossroads of the main south-to-north track and the east-to-west track now known as Peak Downs Highway.

St Lawrence

The township of St Lawrence is one of the oldest towns on the east coast of Queensland. It was originally built to service the Customs Office for the Port of St Lawrence. One historical building still remaining from this time is the Council Office. The St Lawrence Wetlands is a significant wetlands and precious habitat for freshwater fish and abundant bird life. Creek and Valkyrie.



Discover the Isaac Region

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

- Strong track record in successfully delivering capital infrastructure projects while ensuring compliance with relevant legislation, standards, and Council policies.
- Excellent interpersonal and communication skills, with the ability to build and maintain positive relationships with both internal teams and external contractors, superintendents, and funding bodies.
- Proactive and solutions-oriented approach, with the ability to assess risk, manage challenges, and seek innovative alternatives to improve project outcomes.
- Demonstrated ability to mentor and coach junior engineers and support staff, fostering their professional development within a collaborative team environment.
- Tertiary qualifications in Civil Engineering with extensive experience in project and contract management, particularly in road and transport infrastructure projects.



Application Period

- Week Commencing 30 September 2024



Closing Date of Applications

- 5pm Monday 21 October 2024



Initial Assessment

- Week Commencing 28 October 2024



Council Interviews

- Week commencing 4 or 11 November 2024 (subject to panel availability)

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

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.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Consultant Support: Direct access to our consultants throughout the application process. • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine applicants that match the requirements for the role. • Online Interviews: Initial online interviews with our consultant to create a longlist of candidates. • Feedback on your Progress: If you are unsuccessful in your application, we will provide you with feedback and suggestions for other suitable roles.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Interview Preparation: Assistance with interview prep, including technical setup and briefing. • Facilitated Interviews: Our consultants may assist with client interviews, either online or in-person, to provide guidance throughout the process. • Post-Interview Feedback: We gather your perceptions and provide feedback as a priority once received from the client.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Verification Checks: Our verification checks are simple, undertaken online, and sent via email for completion. These include: <ul style="list-style-type: none"> ◦ Psychometric Assessments (if required) ◦ Reference Checks ◦ Criminal History and Right to Work (Visa) Checks
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation Process: Transparent and mutually beneficial negotiations. • Direct Engagement: We encourage direct engagement between you and the council for contract exchange and onboarding discussions.
Week 6 to 8 Project Finalisation & Post Placement	<ul style="list-style-type: none"> • Final Feedback: Comprehensive feedback. • Future Opportunities: If you are unsuccessful and open to further opportunities, we will identify additional roles and move you into our Talent Pool for ongoing support and exploration of suitable positions.
Post Placement	<ul style="list-style-type: none"> • Regular check-in calls on the first day, the second week, at the end of the first month, the third month, the sixth month and at 12 months.

Angie Simmonds

Talent Consultant



CONTACT

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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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ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION
DESCRIPTION

POSITION DESCRIPTION



POSITION TITLE	Coordinator Capital Projects	CLASSIFICATION	M4
DIRECTORATE	Engineering and Infrastructure	AWARD STREAM	Individual Contract
DEPARTMENT	Galilee and Bowen Basin Operations	REPORTS TO	Manager Galilee and Bowen Basin Operations
POSITION NO.	51,506.00	LAST REVIEW DATE	September 2020

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DIRECTORATE SUMMARY:

The Engineering and Infrastructure Directorate ensures an integrated approach and responsibility for Roads and Drainage Infrastructure, Parks and Recreation, Technical Services, Plant and Fleet and operations of Council.

C. POSITION SUMMARY:

The Coordinator Capital Projects position provides coordination, delivery and compliance of Operational and Capital Works on Local and State Controlled Road and Transport Infrastructure.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Deliver engineering technical services functions supporting Engineering & Infrastructure;
2. Responsible for the delivery of Operational and Capital Projects as they relate to Road and Transport Infrastructure within the Galilee & Bowen Basin Operations;
3. Interpret, comply with and enforce the Capricorn Municipal Development Guidelines (CMDG) & Department of Transport & Main Roads (DTMR) Guidelines, legislation, regulations, Australian Standards and engineering standards;
4. Provide technical policy advice as required;
5. Respond to public enquiries and dispute resolution and environment protection;
6. Where required, assist in the preparation and development of engineering designs and conditions;
7. Review infrastructure planning and modelling of Councils Infrastructure networks and provide recommendations for future required infrastructure works;

POSITION DESCRIPTION



8. Participate in capital infrastructure capacity reviews and make appropriate recommendations;
9. Develop and implement cost estimations and programming for maintenance and capital projects;
10. Assist in the development, implementation and approval of management plans, and contribute to the development of policy and procedures;
11. Action inter-directorate responses for infrastructure related projects and development related enquiries and/or applications;
12. Required to exercise the legislative powers in relation to entry onto private property for the purpose of performing Council works and/or monitoring/enforcing the provisions of legislation;
13. Coordination and Management of internal civil construction crews delivering works on State and Local Controlled Road and Transport Infrastructure
14. Management of contractual and compliance arrangements for the delivery of works on the State Controlled Road Network under Routine Maintenance Performance (RMP) and Sole Invitee Contracts.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Excellent interpersonal, communication and organisational skills are essential.
2. Demonstrated success in the areas of reporting, negotiation, problem solving.
3. Proven ability to analyse asset data and prepare reports.
4. Comprehensive understanding of relevant legislation.

Experience

1. High level experience and knowledge of Microsoft Office suite and working knowledge of CAD, GIS and MapInfo is advantageous;
2. Experience in planning and programming of contractual works and evaluation and management of contracts and tenders is highly desirable;
3. Demonstrated experience in developing, monitoring and managing budgets relevant to the work area;
4. Demonstrated 5-10 years' experience in management of Civil Construction projects on State Controlled Road and Transport infrastructure

Qualifications

1. Tertiary qualifications in Civil Engineering;
2. Registered Professional Engineer of Queensland (RPEQ) Certification or ability to obtain (Desirable);
3. Blue/White Card;
4. Ability to pass a pre-employment functional assessment and/or behavioural testing; and
5. The role requires the possession of a current C Class Open Australian Drivers Licence.

F. PHYSICAL DEMAND CATEGORY:

- ☒ Sedentary Work
- ☐ Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- ☐ Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- ☐ Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- ☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing (Avg)

POSITION DESCRIPTION

Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input checked="" type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs
<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions:

☒ Simple Grasping ☒ Fine Manipulation ☐ Pushing & Pulling ☐ Finger Dexterity ☒ Foot Movement

This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Plant operation with maximum seat rating of 120kgs

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.

POSITION DESCRIPTION

7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.

POSITION DESCRIPTION



2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

WE ARE PURE PEOPLE POWER

OUR VISION STATEMENT
HELPING TO ENERGISE THE WORLD.
A REGION THAT FEEDS, POWERS
AND BUILDS COMMUNITIES.

OUR VALUES

- PROFESSIONALISM**
Accountability, openness,
transparency and integrity.
- CONTINUOUS IMPROVEMENT**
A progressive and creative approach.
- EXCELLENCE**
Achieving the highest
possible outcome.
- PROCEDURAL CONSISTENCY**
Consistent approach to business
across the region.
- CUSTOMER FOCUS**
Identify and meet customers' needs in
a responsive and equitable way.
- TEAMWORK AND COORDINATION**
Work together to achieve
a common goal.
- SAFETY AND WELLBEING**
Committed to working safely and
caring for each other's wellbeing.