



# Senior Technical Officer Application Pack

**May 2024**

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## Senior Technical Officer – F240078

\$90,196 base per annum (plus entitlements)

### The Position

The Shire of Manjimup is seeking a motivated and results driven civil engineer / surveyor to join our Technical Services team. Reporting to the Manager Technical Services, this role provides expert support to the Works and Services Directorate in areas of road, drainage, municipal assets, surveying, designing, drafting and estimating services for various municipal engineering functions of the Shire of Manjimup.

This role is responsible for:

- Managing and updating Councils asset registers for the Technical Services Department.
- Coordinating and supervising capital works projects and calling of tenders and quotations as directed by Manager Technical Services.
- Providing advice to the general public, developers and public utility authorities on matters relating to Technical Services.
- Undertaking drafting, inspection and estimating services for various municipal engineering functions of the Shire of Manjimup.
- Assisting Manager Technical Services to ensure effective coordination of all activities within the Technical Services Department.
- Liaising with the Manager Technical Services, Manager Works and other Departments on engineering related matters.
- Liaising with the Manager Technical Services to carry out detailed designs and reports.
- Undertaking survey and providing design.

### The Person

To be successful in this role you will need:

- Relevant degree (Civil Engineering, Surveying or similar).
- Demonstrated experience in civil / municipal engineering design and construction techniques.
- Strong analytical skills and the ability to interpret raw data.
- Project Management experience, with demonstrated experience in successfully supervising projects from inception to completion.
- Developed in the use of ROMAN or similar asset management software.
- Developed skills in computer aided drafting techniques including MAGNET Office and AutoCAD.
- Current C class drivers licence.
- Local Government experience (desirable).
- Knowledge and experience of asset management practices (desirable).
- Training in Road and Drainage Design (desirable).

### Qualifications / Clearances

- Diploma in Civil Engineering, Surveying or related qualifications (unqualified persons may be considered, if they have considerable experience and are currently in progress of attaining qualification).
- Training or Experience in Computer Aided Design.

- Training or Experience in Road and Drainage Design.
- Training or Experience in Traffic Management Planning.
- First aid certificate.
- Current “C” class drivers licence.
- National Police Clearance.

### **The Benefits**

The Shire provides the following benefits:

- Immediate start available.
- Additional superannuation matching up to 5.5%.
- Free Manjimup Regional AquaCentre membership.
- Free parking.
- Great opportunity providing challenging and varied scope of works.
- Idyllic location, tall timbers of the Southern Forests, to coastal settlements of the south, and providing an excellent work life balance.

### **To Apply**

Well, what are you waiting for? Jump on to [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au) for all the information about the position, including the position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community.

To get further information, including the position description, please contact Emily O’Neil, Human Resources Manager, by phone (08) 9771 7751 or email [hr@manjimup.wa.gov.au](mailto:hr@manjimup.wa.gov.au)

**Closing Date: 5.00pm Friday 17 May 2024**

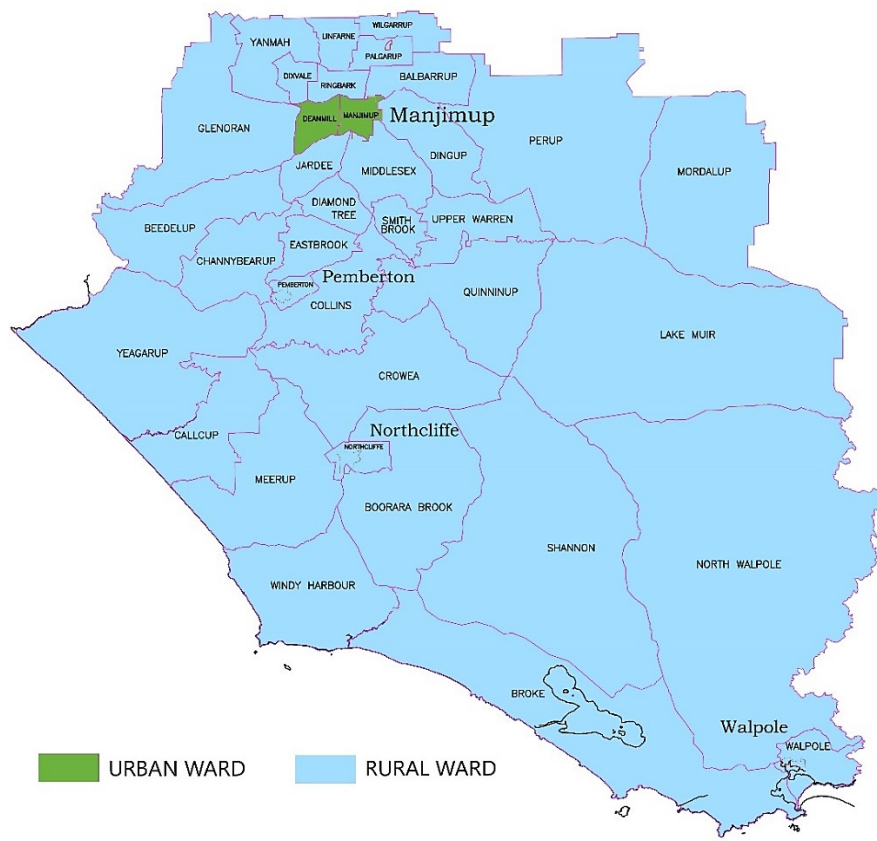
The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

## Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.



***Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup.***

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

[www.facebook.com/shireofmanjimup/videos/1807679652632922](https://www.facebook.com/shireofmanjimup/videos/1807679652632922)

### **Our Community Vision**

- We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

### **Our Mission**

- The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity and its sustainable future.

## Working at the Shire

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

<p><b>A comprehensive healthy lifestyle and wellbeing program</b></p> <ul style="list-style-type: none"> <li>• HIF and HBF private health discounts</li> <li>• Influenza vaccinations</li> <li>• Health seminars and exercise sessions</li> <li>• Executive health assessments</li> <li>• Employee assistance program</li> </ul> <p><b>Financial Reward</b></p> <ul style="list-style-type: none"> <li>• Superannuation up to 16.5%</li> <li>• Relocation expenses</li> </ul>	<p><b>Professional and Personal Development</b></p> <ul style="list-style-type: none"> <li>• Training and development</li> <li>• Study assistance</li> <li>• Study leave</li> </ul> <p><b>Flexible Working Arrangements</b></p> <ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Rostered day off</li> <li>• Hour bank</li> </ul>
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*Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.*

### Organisational Values

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

<b>Professionalism</b>	We provide competent and effective services and encourage innovation and excellence in our people.
<b>Courtesy</b>	We are polite, approachable and helpful in our dealings with all people.
<b>Integrity</b>	We are honest and trustworthy and make fair and transparent decisions.
<b>Reliability</b>	We deliver services in an efficient and consistent way and honour our commitments.
<b>Proactivity</b>	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

# How To Apply

## Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview.

For your application to be considered it **must** include:

1. Cover letter
2. Resume / Curriculum Vitae
3. Selection Criteria Statement
4. References
5. Supporting Documents

### **A cover letter**

- A short statement highlighting relevant experience and expertise that relates to the position.

### **Your Resume (Curriculum Vitae)**

- Contact Details - Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, details of the duties, performance and achievements.
- Any activities undertaken outside of work, which you consider are relevant to the position.

### **A Selection Criteria Statement**

- This is the most important part of your application and must be provided as a separate document.
- Make sure that each selection criteria are addressed separately and that the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.
- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience and qualifications to successfully carry out the duties.
- Only applicants who best demonstrate they meet the competency requirements of the position will be interviewed.
- The selection criteria for this position can be found on the last page of this pack.

### **Your Referees**

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

### **Other Supporting Documents**

- Please provide **Only copies** of supporting documents with your application.



## **Applications**

The closing date for applications is **5.00pm Friday 17 May 2024**

Applications should be sent, marked "Private & Confidential - CEO Manjimup" to:

[info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)

**OR**

Benjamin (Ben) Rose – Chief Executive Officer  
Shire of Manjimup  
PO Box 1  
MANJIMUP WA 6258

*In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.*

## **Prior to appointment**

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

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*The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*

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## Senior Technical Officer

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Directorate	Works and Services
Department	Technical Services
Reports to	Manager of Technical Services
Direct Reports	Onsite Works Employees
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 7
Primary Location	Shire of Manjimup Works Depot

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### Position Benefits

Vehicle	No	Mobile	Yes
Laptop	No	Relocation expenses	Yes

### Position Objectives

- Manage and update Councils asset registers for the Technical Services Department.
- Coordinate and supervise capital works projects and calling of tenders and quotations as directed by Manager Technical Services.
- Provide advice to the general public, developers and public utility authorities on matters relating to Technical Services.
- Undertake drafting, inspection and estimating services for various municipal engineering functions of the Shire of Manjimup.
- Assist Manager Technical Services to ensure effective coordination of all activities within the Technical Services Department.
- To liaise with the Manager Technical Services, Manager Works and other Departments on Engineering related matters.
- To liaise with the Manager Technical Services to carry out detailed designs and reports.
- Undertake survey and provide design.

### Key Duties and Responsibilities

- Provide design, drafting, inspection and estimating services for various municipal engineering functions including roads, drainage, footpaths, and bridges and parking facilities.
- Undertake survey and setting out of Council jobs, if required.
- Manage the Asset Management activities with regards to roads, drainage, footpaths, bridges and parks and gardens.
- Maintain and update Council's Road Asset Management system, including ROMAN/RAMM and other asset management records.
- Utilise ROMAN/RAMM to provide reports and interpretations on Council current and predicted road conditions.
- Administer, maintain and utilise Councils Geographic Information System (GIS) to provide plans and information for day-to-day operations and interpret information for Council's forward planning operations.

- Assist the Manager Technical Services in preparing applications for State and Commonwealth Government Grants for engineering associated works.
- Supervise, inspect and report on all subdivision works, including liaison with developers and contractors.
- Coordinate and supervise minor capital works projects and the calling of quotes and tenders, as directed by Manager Technical Services.
- Assist in the preparation of budget estimates and work schedules for each of Technical Services and Works Department's approved activities.
- Maintain Council policy pertaining to Technical Services Department operations and procedures.
- Liaise between Technical Services, Works, other Departments of the Council and public.
- In consultation with the Technical Services Manager, prepare and disseminate information to the community and assist in the public relations functions of the Council.
- Co-ordinate the implementation of Council policies and procedures as directed.
- Ensure that designs are provided in accordance with good practice and within budget.
- Ensure that the functions of the Technical Services Department operate within the specified parameters.
- Ensure that the quality of all completed work meets standards required.
- Ensure maintenance of Design Program for continued operation of the construction workforce.
- Ensure that good public relations are maintained within and external to the organisation.
- Other duties as specified by the Manager Technical Services.

## **Skills, Knowledge, Experience and Qualifications**

### Skills

- Developed in the use of ROMAN/RAMM or similar asset management software.
- Developed time management skills.
- Developed verbal and written communication skills.
- Developed skills in computer aided drafting techniques including CivilCAD and AutoCAD.
- Ability to work in a team environment.

### Knowledge

- Sound Knowledge of Computer aided drafting techniques, particularly CivilCAD and AutoCAD software packages.
- Knowledge of GIS (ARCVIEW or similar).
- Knowledge of asset management practices.
- Sound Knowledge of civil/municipal engineering design and construction standards and techniques.

### Experience

- At least 3 years design experience in the field of municipal engineering.
- Demonstrated experience in civil / municipal engineering design and construction techniques.
- Experience in asset management and associated computer programs.
- Experience in survey and setting out of Council jobs as required.

### Qualifications

- Diploma in Civil Engineering, Surveying or related qualifications (unqualified applicants may be considered, if they have significant experience and are currently attaining qualification).
- Training or Experience in Computer Aided Design.
- Training or Experience in Road and Drainage Design.
- Training or Experience in Traffic Management Planning.

- First aid certificate.
- Current “C” class drivers licence.
- National Police Clearance.

### **Physical and Environmental Demands**

- Office and site based; sitting, walking and bending. Some site work year-round where walking on uneven ground, up and down embankments will be required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations

### **Extent of Authority**

- Operates under general direction of the Manager Technical Services within established guidelines, procedures and policies of Council.

### **Responsibilities Common to All Employees**

#### Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

#### Achieve results

- Does what is required from the role, including;
  - Meeting targets
  - Following procedures
  - Working with standards
  - Providing required level and quality of service
  - Maintaining records
  - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

#### Occupational Safety and Health

- Fulfil requirements of Council’s Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

## Selection Criteria

### **Essential**

1. Relevant degree (Civil Engineering, Surveying or similar).
2. Demonstrated experience in Civil/Municipal engineering design and construction techniques.
3. Strong analytical skills and the ability to interpret raw data.
4. Project Management experience, with demonstrated experience in successfully supervising projects from inception to completion.
5. Developed in the use of ROMAN/RAMM or similar asset management software.
6. Developed skills in computer aided drafting techniques including MAGNET Office and AutoCAD.
7. Current C class drivers licence.

### **Desirable**

1. Local Government experience.
2. Knowledge and experience of asset management practices.
3. Training in Road and Drainage Design and/or Traffic Management Planning.