



INVERELL
SHIRE COUNCIL

Position Profile

Senior Team Leader Water Services

CESD:EEB:W/ WWS:#02

May 2020



Attaining Excellence Together



Contents

	PAGE
1. Corporate Ethos	3
2. Background Information	5
3. Guidelines for Applicants for Positions within Council	6
4. The Position: General Information Position Description	7 8
5. Position Vacant Advertisement	11
6. Position Application Form – This cover sheet and application form must be completed, signed and attached to the front of your application.	12



CORPORATE ETHOS

Council's Mission Statement

“To work with the community in providing and facilitating the provision of services that enhance the quality of life of all Shire residents.”

Our Commitment to the Community

We are a service organisation and will conduct ourselves accordingly. Our customers can reasonably expect the highest possible standards of service. Staff will make every effort to ensure that our response reflects our commitment to providing a quality service.

Key Themes

-  Working with the Community.
-  Quality service.
-  Enhancing quality of life of all.

To deliver on the key themes you, as a potential Council employee, are expected to behave in a certain manner. The expected behaviour is described in our Values Charter. The values in our charter are abbreviated by the acronym **STRIVE**.

The Values Charter requires that each employee of Council shall **STRIVE** to make a devoted effort towards Council's mission in the interests of the community in which we live.

Selflessness	To have concern for the welfare of others.
Teamwork	To encourage and support others.
Respect	To acknowledge and value others.
Integrity	To be truthful, open and transparent to others.
Vision	To be creative and forward thinking for the betterment of others.
Excellence	To embrace continual enhancement of our services to others.

All Council employees are invited to give their best efforts at all times and in return Council will endeavour to create the environment supportive of their aspirations.

The community's perception of Council, as an organisation, is predicated on the performance of each and every member of staff.

Through our commitment, dedication and cooperation, the community's expectations can be met and exceeded.





Selflessness

- 💎 Willingly participate within Council and extending yourself to help others.
- 💎 Undertaking critical self reflection for self improvement to assist others.
- 💎 Being attentive and client focused.
- 💎 Being aware of the contributions people make and the challenges they face.

Teamwork

- 💎 Encouraging and supporting your colleagues.
- 💎 Committing to and pursuing team goals by positive contributions to team activities.
- 💎 Being responsible for your contribution to effective team performance.
- 💎 Freely sharing information, knowledge and skills with your colleagues.
- 💎 Being open to the advice and opinions of others.
- 💎 Working together to achieve the corporate strategic direction and goals that will deliver the community's aspirations.

Respect

- 💎 Acknowledging and valuing the experience and contributions of others.
- 💎 Communicating and behaving in ways that maintain the self-esteem and dignity of yourself and others.
- 💎 Adapting your communication and behaviour to enhance the service delivery outcomes.
- 💎 Being aware and mindful of the implications for others when making decisions.
- 💎 Being respectful of people's views, beliefs and mannerisms.

Integrity

- 💎 Behaving in a truthful, transparent and open manner in all your dealings.
- 💎 Providing comprehensive, up to date and accurate information to others.
- 💎 Consistently work in accordance with organisational and professional codes of conduct, legislative requirements and established standards of practice and behaviour to achieve quality service delivery results.

Vision

- 💎 Being creative and forward thinking for the betterment of others.
- 💎 Being appreciative of feedback as an opportunity to learn and as a means to promote positive change.
- 💎 Being open, accepting and embracing of challenges and change.
- 💎 Persistently questioning what is and create what could be.

Excellence

- 💎 Proactively identifying and acting on opportunities for continuous improvement in all that we do.
- 💎 Utilising effectively internal and external partnerships that enables the enhancement of service delivery outcomes.
- 💎 Utilising resources in a responsible and flexible manner for the betterment of the community.
- 💎 Being committed to personal and professional growth through lifelong learning.
- 💎 Taking ownership for your own personal and professional development and encourage others to do the same.
- 💎 Consistently model the Council's Values Charter and associated behaviours.



BACKGROUND INFORMATION

The Inverell Shire was formed in July 1979 following the amalgamation of the Macintyre and Ashford Shires and the Inverell Municipality. The Shire comprises an area of 9,430 sq. km and is situated in the New England area of New South Wales. The Shire has an overall population of approximately 17,500 and the major town, Inverell, has a population of 11,000.

Relevant details about the Inverell Shire Council include the following: -

- Total Annual Expenditure - \$40 million
- Total Employees - 215

The Office of the Inverell Shire Council is located in Inverell, which is situated on the Gwydir Highway, approximately 65km west of Glen Innes in northern New South Wales. Inverell, known as the “Sapphire City”, is one of the world’s largest sapphire producing centres. The town is situated at an elevation of 590 metres, half way down the western slopes of the Great Dividing Range. The climate is dry with an average summer temperature of 28 degrees centigrade and an average of 18 degrees centigrade in winter. Winter mornings can be cold, but the days are mostly sunny and clear and there is very little wind influence.

The town of Inverell possesses an excellent shopping centre and the education facilities are of a very high standard. The town has very well developed sporting facilities that cater for a wide range of sports.





GUIDELINES FOR APPLICANTS

Thank you for expressing an interest in the advertised position with Inverell Shire Council. This organisation is an equal opportunity employer and as such, the following information is provided to ensure that all applicants clearly understand the requirements of the overall selection process.

Purpose of Position Profile

The Position Profile should be read carefully as it describes the requirements and duties of the position and forms the criteria for selection of the most meritorious applicant for the position.

Your Application

Applications may be lodged by mail or electronically. Please ensure any attachments are clearly marked with your name in the event they are dislodged from your letter of application.

Selection Criteria

Shortlisting for interviews is based on how well the information in your application meets the selection criteria. Therefore it is most important that your application addresses each of the selection criteria stated in the advertisement. A full resume on its own is not sufficient. Applications, which do not address the necessary criteria, may not be considered further.

Merit is the sole basis of selection and wherever possible, you are encouraged to cite evidence of your merit; don't simply state that you meet the requirements but give specific examples, which demonstrate how you meet the requirements.

The Interview

Should you be successful in obtaining an interview, ensure that you plan and prepare adequately.

You will be asked a number of questions to determine how well you meet the selection criteria for the position. Consequently, it is important that you be able to demonstrate your qualifications and skills. Bring any documents, examples, etc. that you consider may assist in this process.

It is important for applicants who are not currently employed by Inverell Shire Council that documentary evidence of qualifications is provided.

Reference Checks

Reference checks may be conducted for any applicants who are short-listed for interview. This information will be obtained from your referees. These people will preferably be your current or most recent supervisor and contact details should be included in your resume. If you have any objection to this action, your concerns should be raised in your application so that the Selection Committee can make alternative arrangements.

For clarification of any part of these guidelines, please contact Council's Human Resources Officer, Melissa Daskey, by telephoning (02) 67288 288.



THE POSITION

Remuneration

Salary will be in accordance with qualifications and experience, and will be in a range from \$1,078.45 to \$1,161.40 gross per week. In addition a Level 1 Adverse Working Conditions Allowance of \$0.43 per hour will be paid where applicable.

Conditions

Employment will be in accordance with the terms and conditions of the *Local Government (State) Award 2017*.

Hours of Work

The ordinary hours of work shall be spread between Monday and Friday inclusive and shall not exceed twelve (12) hours in any one day exclusive of unpaid meal breaks or seventy-six (76) hours per fortnight in terms of clause 18 of the *Local Government (State) Award 2017*.

Probationary Period

The appointment is subject to a probationary period of three (3) months.

Smoke Free Environment

Council provides a “smoke-free” work environment.

Education/ Training

Council encourages and supports employees to undertake appropriate training.

Medical

Council’s Recruitment and Selection Procedures include the completion of a medical examination. The medical examination includes a mandatory Drug Test. This examination is at Council’s expense, and you shall be required to attend Council’s consultant doctor.

Applications

Applications close on Friday, 29 May 2020 at 4:30pm. Applications may be posted to:

P J Henry
General Manager
Inverell Shire Council
PO Box 138
INVERELL NSW 2360

Applications may also be submitted electronically to council@inverell.nsw.gov.au.

Interviews

Interviews for the position will be conducted in the week commencing 08 June 2020.

Recruitment Process

It is Council’s aim to complete the recruitment process and notify candidates of an outcome within four (4) weeks of the closing date, however this timeframe may be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for this position is as follows: -

Closing date: Friday, 29 May 2020;

Interview date: Week commencing 08 June 2020;

Pre-employment process (which includes Reference Checks and Medical): Week commencing 15 June 2020; and

Candidates notified of outcome: Friday, 26 June 2020.





POSITION DESCRIPTION

- OVERVIEW:** The Senior Team Leader Water Services is an operative/ team leader or tradesperson/ team leader responsible for the satisfactory implementation of maintenance and repair programs for water distribution systems. The Senior Team Leader Water Services shall be responsible for the supervision and control of a team of staff and carrying out of and arranging connection to existing reticulation.
- REPORTS TO:** Water and Sewer Coordinator
- RELIEVES:** Other staff as directed
- BASED AT:** Inverell Works Centre
- SELECTION CRITERIA: ESSENTIAL**
1. NSW School Certificate/ Record of School Achievement or equivalent.
 2. Trade Certificate in Water Plumbing or other relevant trade and suitable experience
OR
Suitable extensive experience including experience in water supply maintenance.
 3. Successful completion of an approved course for supervisors
OR
Suitable experience.
 4. NSW Class C Drivers Licence.
 5. National Licence to perform High Risk Work for Dogging (DG) or ability and willingness to obtain one.
 6. Confined Spaces Certificate or ability and willingness to obtain one.
 7. Traffic Controller Certificate or ability and willingness to obtain one.
 8. Implement Traffic Control Plans Certificate or ability and willingness to obtain one.
 9. Certificate in Copper Cable Location or ability and willingness to obtain one.
 10. Safe Work near Powerlines Certificate or ability and willingness to obtain one.
 11. WorkCover General Induction and Work Activity WHS Induction Ticket ('White Card').
- MANAGEMENT AND CONTROL:**
- Management and control of the Water Services Unit in a cost efficient and operationally effective manner to achieve the Water/ Wastewater Section's objectives.
 - Provide Water Services Unit input to the Water/ Wastewater Section Annual Operating Plan and Budget and implement as approved.
 - Implement and report on the Water Services Unit performance against the Annual Operating Plan and Budget.
 - Input to and adhere to section operating practices and procedures including Standard Operating Procedures, Safe Work Method Statements and Site Safety Rules.



- Management and control of WHS documentation for the section being supervised, ensuring that all documentation is completed and up to date including Site Specific Risk Assessments, Safe Work Method Statements, Standard Operating Procedures and Contractor Traffic Control.
- Ensure security and custodianship of the corporation's assets under my control.
- Ensure appropriate communication, co-operation and co-ordination occurs:
 - intra organisation/ intra divisional
 - with appropriate external entities.
- Supervise, co-ordinate and plan staff (natural working team) activities to achieve approved operating plan.

OPERATIONAL DUTIES:

- Receive jobs and obtain full understanding as to job objectives.
- Plan job(s) to meet time, cost and quality objectives.
- Implement job(s) and ensure adherence to operating practices and procedures including Standard Operating Procedures, Safe Work Method Statements and Site Safety Rules.
- Identify variations to instructions and advise supervisor with recommendations.
- Identify and recommend opportunities for cost saving and/ or efficiencies in operation.
- Participate in and promote a positive public image of the corporation.
- Ensure harmonious and productive relationship exists between the Water/ Wastewater Section and the Water/ Wastewater Section client(s).
- Promote the corporation as a caring service provider.
- Section 7.4 of the Code of Conduct states that members of staff of Council must:
 - a) give their attention to the business of the Council while on duty;
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively;
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions;
 - d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them; and
 - e) ensure that any participation in political activities outside the service of the Council does not interfere with the performance of their official duties.

ACTIVITIES:

1. Implementation of a preventative maintenance program for water distribution systems to meet time cost and quality objectives.
2. Carrying out of breakdown repairs in the water distribution system, to meet serviceability objectives.
3. Installation of services and new connections, preventative maintenance of water infrastructure.





4. Supervision of the workforce under position's control, as required, including operation of on call or after hours work as arranged.
5. Planning of works allocated – arranging of material, equipment and plant associated with all Section maintenance, new connections and services.
6. Report to Section Manager , in writing, problems encountered with:
 - work matters;
 - equipment;
 - staff.and discuss.
7. Report, in writing, condition of plant and equipment, Environmental Engineering Branch assets as observed for recording.
8. Report, in writing, future needs in Section – tools, staff requirements, mains and services for recording.
9. To see that all staff under position's control are gainfully employed to the best of their ability.
10. Input to the Annual Estimates.
11. In conjunction with the Water and Sewer Coordinator, organise and carry out reservoir maintenance and repair.
12. Carry out breakdown repairs including on call or after hours work as arranged.
13. Carry out on call duties and participate in an on call roster for after hours work as required.
14. Undertake site specific risk assessment for all works. Induct all staff, contractors and third parties onto sites being supervised.
15. Maintain all required work health and safety documentation.
16. Relieve Water and Sewer Coordinator as required.
17. Other duties compatible with employee's skills, competence and training.

SAFETY:

All duties to be carried out in accordance with Council's Safety Policy.



POSITION VACANT ADVERTISEMENT

INVERELL SHIRE COUNCIL
POSITION VACANT
SENIOR TEAM LEADER WATER SERVICES
POSITION NO: CESD:EEB:W/ WWS:#02

Applications are invited for the position of Senior Team Leader Water Services, based at Council's Inverell Works Centre. The successful applicant shall be responsible to carry out maintenance and installation associated with water supply systems in a manner acceptable to Water and Sewer Coordinator.

Applicants should address the following selection criteria:

Essential:

1. NSW School Certificate/ Record of School Achievement or equivalent.
2. Trade Certificate in Water Plumbing or other relevant trade and suitable experience
OR
Suitable extensive experience including experience in water supply maintenance.
3. Successful completion of an approved course for supervisors
OR
Suitable experience.
4. NSW Class C Drivers Licence.
5. National Licence to perform High Risk Work for Dogging (DG) or ability and willingness to obtain one.
6. Confined Spaces Certificate or ability and willingness to obtain one.
7. Traffic Controller Certificate or ability and willingness to obtain one.
8. Implement Traffic Control Plans Certificate or ability and willingness to obtain one.
9. Certificate in Copper Cable Location or ability and willingness to obtain one.
10. Safe Work near Powerlines Certificate or ability and willingness to obtain one.
11. WorkCover General Induction and Work Activity WHS Induction Ticket ('White Card').

Employment will be in accordance with the terms and conditions of the *Local Government (State) Award 2017*. The classification for the position will be up to Administrative/ Technical/ Trades Band 2, Level 1, Grade 9. Salary will be in accordance with qualifications and experience, and will be in a range from \$1,078.45 to \$1,161.40 gross per week. In addition a Level 1 Adverse Working Conditions Allowance of \$0.43 per hour will be paid where applicable.

Further information, including enquiries in relation to the recruitment or application process, together with a detailed Position Profile, is available by:

- Contacting Council's Position Profile number on (02) 67288 145 and request position number CESD:EEB:W/ WWS:#02; or
- Go to the Council Employment Section at www.inverell.nsw.gov.au

Enquiries in relation to the nature of the position may be made by speaking directly with Council's Water and Sewer Coordinator, Tony Turner on (02) 67288 200.

Applicants must complete and sign the cover sheet and application form, obtainable in the Position Profile or the Council employment section at www.inverell.nsw.gov.au, and attach it to the front of your application. Please ensure that you have addressed the selection criteria as listed. Applications are to be addressed to the General Manager, and will close on Friday, 29 May 2020 at 4.30pm. (No original documents please). Council is an Equal Opportunity Employer and provides a smoke free work environment.

Inverell Shire Council
PO Box 138
INVERELL 2360

P J Henry
General Manager





POSITION APPLICATION FORM

Cover sheet and application form: - This cover sheet must be completed, signed and attached to the front of your application. Please ensure that you have addressed the essential and desirable requirements of the position in your application.

Lodging your application: - Applications indicating the position reference number should be forwarded by the closing date and time specified, to the General Manager, Inverell Shire Council. You may lodge your application by:

- Mail to PO Box 138, INVERELL NSW 2360;
- E-mail to council@inverell.nsw.gov.au;
- Fax to (02) 67288 277; or
- Hand delivered to Council's Administrative Centre, 144 Otho Street, Inverell.

Position number:	
Position title:	
Closing date:	

Name:	
Postal address:	
Contact telephone number(s):	
E-mail address:	
Preferred method of contact:	Email <input type="checkbox"/> Post <input type="checkbox"/>

By signing this cover sheet:

- I have read and understood the Position Profile and accept the conditions contained in it. I believe the conditions set out in the Position Profile to be fair and reasonable;
- I am in agreement for Council to contact the nominated referees or any other person quoted in my application for employment screening checks to be conducted upon me;
- I declare that the information provided in support of my application is true and that the qualifications that are asserted in my application are genuine; and
- I acknowledge that any employment or offer of employment may be withdrawn if I have provided false information in support of my application including falsely claimed qualifications.

Signed: _____ Date: _____

I have enclosed the following:

- Claim against the essential and desirable criteria as detailed in the Position Profile.
- Copy of my resume.

Applicants must complete, sign and attach this cover sheet and application form to the front of your application. If you do fail to complete, sign and attach this coversheet then your application will not be assessed.



Referees:

Applicants **must** supply details of at least **two (2)** current referees:

Name of referee:	
Company name:	
Position title:	
Relationship to referee: (e.g. supervisor)	
Contact telephone number(s):	
Email address:	

You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?

Yes No

Name of referee:	
Company name:	
Position title:	
Relationship to referee: (e.g. supervisor)	
Contact telephone number(s):	
Email address:	

You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?

Yes No

Name of referee:	
Company name:	
Position title:	
Relationship to referee: (e.g. supervisor)	
Contact telephone number(s):	
Email address:	

You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?

Yes No