

## POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

### Overview

Position Title:	Supervisor	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	6586	Classification Level:	3
Employment Location:	Gin Gin Depot	Position Status:	Full-time Permanent
Department:	Infrastructure	Document Last Reviewed:	2/06/2022
Branch:	Civil Works	Job Dictionary:	MD-5-104
Accountable To:	Civil Works Coordinator		
Aim of Position:	The focus of this position is to plan, coordinate and control advanced and diverse construction projects and maintenance activities as appropriate which are undertaken by the Civil Works group in a manner than promotes good customer service.		

### Council Values

Bundaberg Regional Council's culture is driven by the following values:



### Key Responsibilities

1. Ensure that construction and maintenance activities undertaken by Council's crews are to a high quality, applying Council work practices, policies, procedures, and guidelines, especially Quality Assurance, Environmental and Work Health and Safety procedures.
2. Interpret design plans and specifications, assist in job planning and undertake job set out.
3. Forecast and coordinate resource requirements, estimate costs and quantities for project work.
4. Ensure construction sites are appropriately setup in line with MUTCD requirements.
5. Ensure the operation and maintenance of equipment, plant and machinery is in accordance with Council's requirements and to manufacturer's instructions.
6. Provide sound technical advice on civil works issues.
7. It is expected that the incumbent undertakes other reasonable duties and tasks requested by Management within the incumbents' capabilities, including additional duties as required during periods of absence of other staff.

## Position Requirements - Qualifications and Experience:

### Mandatory:

1. Significant roads and drainage construction and maintenance experience within Local Government or a similar work environment.
2. Demonstrated experience supervising the delivery of advanced or diverse civil construction projects or maintenance activities within time, cost and quality constraints.
3. Demonstrated significant experience as a team leader with the ability to motivate and encourage staff.
4. Well-developed interpersonal and oral communication skills with the ability to communicate effectively with a variety of internal and external parties.
5. Demonstrated sound knowledge in the application of Council work practices, policies, procedures and guidelines, including Work Health and Safety, Environmental Management and Traffic Control.
6. Appropriate licences and certificates in relation to road and drainage construction plant and equipment. An unrestricted Class C Drivers Licence.

### Desired:

1. Project Management experience and certificate level qualifications will be highly regarded.
2. Strong understanding of minor and major plant machinery.

## Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building Relationships (mandatory)	<b>Building relationships with teams and stakeholders:</b> <ol style="list-style-type: none"> <li>1. Inspires and connects with the values, beliefs and interests of others</li> <li>2. Effectively manages consultative processes in a group or forum</li> <li>3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies</li> <li>4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation</li> </ol>
Customer Focus (mandatory)	<b>Understands customer perspectives and works across boundaries:</b> <ol style="list-style-type: none"> <li>1. Actively works to understand customers and stakeholders</li> <li>2. Encourages a strong customer focus and builds understanding of customer perspectives within their team</li> <li>3. Shows respect for customers and stakeholders</li> </ol>
Safety and Professionalism (mandatory)	<b>Champions and models safe, professional and ethical behaviour:</b> <ol style="list-style-type: none"> <li>1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance</li> <li>2. Models ethical behaviour and consistently applies those ethical standards to self and others</li> <li>3. Is consistent in words and actions</li> <li>4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others</li> <li>5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self</li> </ol>
Job Requirements (mandatory)	<b>Applies business management skill:</b>

	1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-Organisational Thinking	<b>Understands how their team's work aligns to Council's objectives:</b> <ol style="list-style-type: none"> <li>1. Conveys the vision for their area in a compelling way</li> <li>2. Able to describe their work, and the work of their team, contributes to organisational objectives</li> <li>3. Considers wider organisational objectives when making decisions and performing work</li> </ol>
Leading People	<b>Inspires individual and team commitment to achieve results:</b> <ol style="list-style-type: none"> <li>1. Motivates individuals and creates a climate in which people want to do their best</li> <li>2. Regularly reviews performance and holds timely and frank discussions with all team members</li> <li>3. Provides regular feedback and recognises team member contributions</li> <li>4. Gives people the balance of autonomy and support they need to achieve outcomes</li> <li>5. Builds a cohesive and supportive team environment</li> </ol>
Developing People with a One Team Focus	<b>Builds team capability:</b> <ol style="list-style-type: none"> <li>1. Takes responsibility for team development</li> <li>2. Uses development plans to address skills/knowledge gaps or to strengthen current capability</li> <li>3. Identifies a broad range of development opportunities for team members</li> <li>4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues</li> </ol>
Driving People's Performance	<b>Manages team performance:</b> <ol style="list-style-type: none"> <li>1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks</li> <li>2. Organises the team to deliver the required program of work</li> <li>3. Provides clear and accurate reporting of progress and performance</li> </ol>
Managing Stakeholders	<b>Manages internal and external relationships:</b> <ol style="list-style-type: none"> <li>1. Written and verbal communication is clear and concise</li> <li>2. Models open communication by actively and attentively listening to others</li> <li>3. Seeks to understand the audience and adapt accordingly</li> <li>4. Builds networks with peers and works collaboratively with others</li> <li>5. Reads situations quickly and sees conflicts as opportunities</li> <li>6. Can settle disputes equitably by finding common ground and gaining cooperation</li> </ol>
Decision Making	<b>Displays rigour in advice:</b> <ol style="list-style-type: none"> <li>1. Provides advice that is rigorously considered and supported by a clear rationale</li> <li>2. Looks beyond the obvious and persists with analysis and solutions</li> <li>3. Makes timely decisions</li> </ol>
Making Improvements	<b>Drives continuous improvement:</b> <ol style="list-style-type: none"> <li>1. Encourages creativity and innovation</li> <li>2. Identifies and implements improved ways of doing things</li> </ol>
Progressing Change	<b>Champions and implements change:</b> <ol style="list-style-type: none"> <li>1. Communicates the positive side of change for the team and organisation</li> <li>2. Assists the team to adapt to a changing environment</li> </ol>

	3. Influences others
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## Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
<b>1. People Management</b>	<ol style="list-style-type: none"> <li>1. Oversee and manage the performance management process, including completing performance appraisals and managing unsatisfactory performance, for direct reports to drive and recognise high performance.</li> <li>2. Manage the recruitment and selection process within area of responsibility.</li> <li>3. Actively coach and develop direct reports, continuously assess training needs and monitoring completion of agreed training.</li> </ol>
<b>2. Workplace Health and Safety</b>	<ol style="list-style-type: none"> <li>1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.</li> </ol>
<b>3. Culture</b>	<ol style="list-style-type: none"> <li>1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.</li> <li>2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.</li> </ol>
<b>4. Information Services and Technology</b>	<ol style="list-style-type: none"> <li>1. Protect and manage Council's information assets in accordance with legislative, policy and process requirements.</li> <li>2. Use Council's technology appropriately and with respect.</li> </ol>
<b>5. Disaster Management</b>	<ol style="list-style-type: none"> <li>1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.</li> </ol>
<b>6. Customer Service</b>	<ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.</li> </ol>
<b>7. Financial Accountability and Governance</b>	<ol style="list-style-type: none"> <li>1. Models compliance with Council's procurement Policy.</li> <li>2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.</li> <li>3. Legislative Sub-Delegations and authorisations may also be applicable.</li> </ol>
<b>8. Corporate record-keeping</b>	<ol style="list-style-type: none"> <li>1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.</li> </ol>

## Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
<b>COVID-19</b>	Staff are to be fully vaccinated or provide evidence of a medical contraindication.
<b>Tetanus</b>	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
<b>Twinrix (Hepatitis A and B)</b>	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, childcare, carers of people with disabilities, healthcare workers, plumbers or sewage workers.

## Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

<b>Signature of Employee</b>	
<b>Print Name</b>	
<b>Date</b>	/ /