

Information Package

Trainee Land Surveyor



APPLICATIONS CLOSE: Friday 10 May 2024

Position Overview

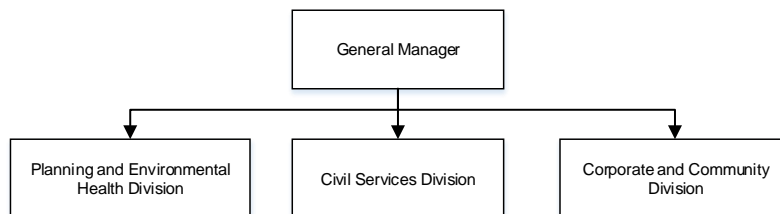
We are offering a great opportunity to gain valuable experience in land surveying while completing your tertiary studies.

Reporting to Council's Manager Infrastructure Planning, you will be a member of a professional team motivated to assist in the delivery of quality land development outcomes for Council and the community. The role works as part of a multi-disciplinary team and provides the opportunity to be mentored by professionals in a fast-paced and exciting working environment.

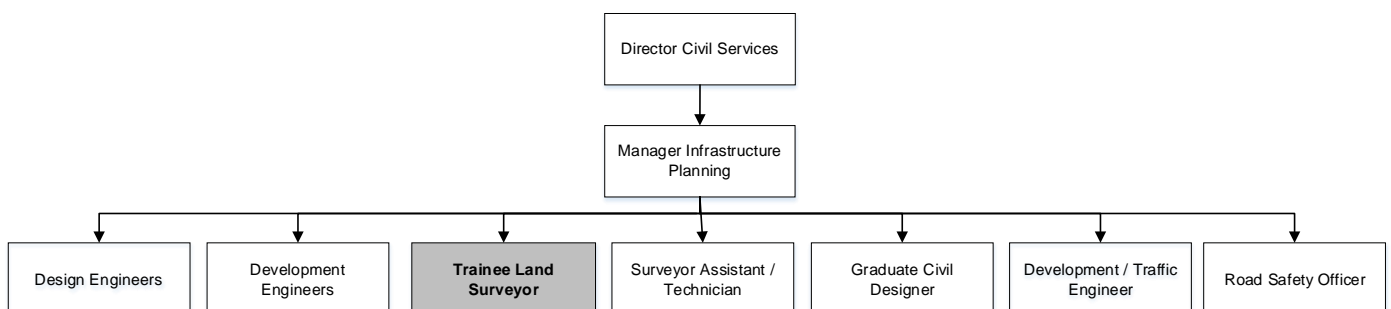
In this role you will learn on the job and complete the study component of your qualification primarily outside of standard working hours. All costs associated with compulsory course fees and requirements during your employment with Council will form part of your support in this role. Upon successful completion of your tertiary studies and subject to demonstrated competence, the position has the opportunity to progress to a Graduate Land Surveyor role.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Trainee Land Surveyor, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-employment medical self assessment – the completion of Council's pre-employment medical self assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Trainee Land Surveyor provides an annual salary range of \$40,500 to \$60,200 (plus superannuation), dependent upon experience, skills and qualifications. In addition to this remuneration package, all compulsory course fees will be paid by Council. You are also entitled to paid leave to attend compulsory course requirements and exams.

In addition, this position currently works under a 19 day four week working arrangement, and has access to health and wellbeing support (including Fitness Passport member options).

Progression to a qualified graduate level Land Surveyor will be based upon satisfactory progression through course requirements and application of relevant skills and competencies for the role.

Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Academic transcript identifying progress in university studies, or successful university enrolment application.
- Contact details of at least two referees.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Trainee Land Surveyor is as follows:

Closing date:	Friday 10 May 2024
Interview date:	Week commencing 27 May 2024
Candidates notified of outcome:	Week commencing 3 June 2024

For further information on this recruitment process, please refer to Council's website or contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Trainee Land Surveyor
Position Status:	Permanent, full time
Reports to:	Manager Infrastructure Planning
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Trainee

Position Objective

- To support the team in providing survey assistance to the infrastructure planning, design and engineering construction teams
- To assist with the maintenance of survey data and equipment to ensure accuracy of results and records.
- To assist in the provision of high level customer service to Council's internal and external clients to ensure efficient and effective operations.
- To work in a complementary manner within the operational framework of the Division and Section.

Organisational Relationships

Within Division:	Director Civil Services Manager Infrastructure Planning Surveyor Assistant Technician Infrastructure Planning staff
Within Council:	General Manager All Council employees
External to Council:	Members of the public Contractors Regulating bodies Local businesses

Our Vision

The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Assist to provide a high level of customer service when dealing with general enquiries from both internal and external customers in respect to surveying related matters.
- Interpret and apply technical concepts and practices to assist other professional staff to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning position related enquiries.

Technical

- Provide support with civil site surveys, including performing exact measurements to determine property dimensions, boundaries, contours, the position, shape and elevation of land or land features.
- Use technical and digital equipment such as total stations, theodolites, levels and GPS/GNSS effectively.
- Provide support for asset collection surveys all divisions within Council.
- Contribute to technical calculations.
- Participate in drafting survey notes and creating detailed drawings.
- Assist with field surveys, including maintaining, loading and transporting survey equipment to site.
- Clean and prepare the land before taking measurements, including clearing vegetation and debris from site.
- Accurately maintain databases.
- Provide support in the design of civil infrastructure.
- Provide technical support, advice and assistance to other sections of Council.
- Assist to ensure all work is carried out in accordance with legislation, industrial and Council policies.
- Carry out other functions and responsibilities as directed.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Contribute to the preparation of clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Assist prepare material for use by the public that clearly and succinctly explains Council policies.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Teamwork

- Participate as a positive team member and contribute to the achievement of team values, goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan

Selection Criteria

Following are the essential and desirable criteria for the position.

Essential

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Currently enrolled, or eligibility to enroll, in tertiary qualifications in surveying or related field.
- Demonstrated interest, capacity and commitment to develop skills and knowledge relating to the land surveying industry.
- Demonstrated effective communication skills, both oral and written
- Demonstrated ability to work autonomously and in a team with solid time management and organisational skills.
- Ability to use the Microsoft Office suite, namely Outlook, Word and Excel.
- Demonstrated customer service skills with an understanding of conflict resolution principles.
- Class C driver licence with a good and safe driving record.
- Understanding of the principles and practice of risk, quality and environmental management, equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

- Basic knowledge of civil construction, subdivision development and development assessment.
- Basic knowledge of planning instruments and regulations applicable to land development.
- Ability to use Survey software packages (e.g. Magnet, 12d) and CAD (e.g. AutoCAD).
- Work Safely in the Construction Industry Induction ticket (white card).