

INFORMATION PACKAGE

POSITIONS VACANT

**4 X CIVIL CONSTRUCTION (CONSTRUCTION & MAINTENANCE)
APPRENTICESHIPS
(3 YEARS)**

BASED FROM MORUYA

COMMENCEMENT DATE: MONDAY 7 FEBRUARY 2022

CLOSING DATE: 4.30PM WEDNESDAY 22 SEPTEMBER 2021

REF: ESC488

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MORUYA NSW 2537

Telephone: (02) 4474 1016
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Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Greg Knight on 0417 049 911.



Important Information

Use our on-line application system to apply for these positions. This can be accessed through the *Vacant Positions* section of Council's website www.esc.nsw.gov.au

Complete the online questionnaire

This is a really important part of your application.

- Only applicants that complete the questionnaire will be considered for the position;
- Selection for interview is based on the responses you make to each of the questions;
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / or experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experience.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.

School reports – if required

If you have completed schooling within the last 5 years your most recent school report is required as part of your application. If your schooling was completed more than 5 years ago this is not a requirement.

Referees

- If you are a recent school leaver (ie. If you have left school within the last 2 years) you will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Overview of a Civil Construction Apprenticeship

This is an exciting opportunity for a highly motivated individual to develop a career in civil construction and gain nationally accredited qualifications.

Within the Maintenance and Construction sections of Council's Infrastructure Services department, you will work with highly skilled teams including qualified Engineers, technical, supervisory and operational staff. This position offers the opportunity to develop practical skills plus tuition in higher level supervisory and project management activities.

The successful applicant will undertake a development program which will include completion of a Certificate III in Civil Construction (Road Construction and Maintenance) over the 3 years. The apprentice will be rotated to work with different specialist crews to ensure they gain experience in a broad cross section of work and have a mentor to guide their progress throughout.

Training

Training will involve completion of a Certificate III in Civil Construction (Road Construction and Maintenance) with a Registered Training Organisation. It is anticipated that delivery of the training will be through a combination of on-the-job and off-the-job training.

Apprentices will also be required to undertake other accredited training which may include WHS Construction Induction, Risk Assessment, Traffic Control and other courses.

Travel to and from work and off-the-job training is the responsibility of the apprentice.

Uniform

A Council uniform including safety boots will be provided and must be worn whilst at work.

Locations

Each Apprentice will be based from Moruya Depot (210 Araluen Road, Moruya) and will be required to work at various locations across the Shire. In addition, apprentices in these roles could expect to rotate through some of the other areas to gain broader experience.

Position Description

Civil Construction (Construction & Maintenance) Apprentice

Division	Infrastructure - Works
Location	Moruya Depot
Classification/Grade/Band	Apprentice

Council overview


Come and join a stable and progressive council working with an engaged community to contribute to a promising future. Eurobodalla Shire Council is located on the beautiful south coast of New South Wales and encompasses the regional centre of Batemans Bay, the main towns of Moruya and Narooma, and smaller villages and rural areas dotted along the coastline. Surrounded by beaches, bays, rivers and mountain ranges, we are situated in a stunning natural environment while also having access to quality schools, retail and medical facilities. You will advance your career and make a difference locally as you enjoy a pristine and thriving region.

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 <p>Our values</p>	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To gain skills, experience and qualifications in civil construction, assisting with the construction, and maintenance of various projects within construction and maintenance.

Key accountabilities

Within the area of responsibility, this role is required to:

- Successfully complete all practical and theoretical components of the apprenticeship.
- Work in an efficient and safe manner to assist with the construction, operation and maintenance of water infrastructure and sewage systems.
- Assist with servicing and installation of water and sewer property connections to meet customer requirements and Council standards.

Key challenges

- Maintaining health and safety standards at the workplace; this position requires the trainee to undertake physical labouring work in dirty environments with water and sewage, muddy trenches and treated waters.
- Completing daily work commitments and off the job training.

Key internal relationships

Who	Why
Supervisor	• Day to day supervision and instruction.
Team Members	• Work collaboratively and support team members to contribute to the delivery of quality water and sewer services.

Decision making

This role is fully supervised and is required to follow instructions regarding day to day activities, liaising with their supervisor and other team members.

Reports to

Works Supervisors or other nominated supervisor.





Essential requirements

- Ability to undertake physical labouring tasks in dirty environments.
- Current Class C driver's licence (or willingness and ability to obtain as soon as possible).
- Hold a WHS Induction Construction White Card prior to commencement.
- Ability to successfully complete all practical and theoretical components of traineeship including any compulsory attendance at TAFE or other training provider.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section of this document for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions. • Completes tasks he/she has agreed to on time. • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly. • Takes care of own and others' safety and wellbeing by following safe work practices. • Identifies and speaks up about risks in the workplace.
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets

The Recruitment Process:

Application

Council will review each application to ensure that all the necessary sections have been completed and that copies of recent school reports (where required) and a resume have been provided.

Interview

After the closing date, applications will be reviewed and assessed to select candidates for interview. If selected, you will be contacted by telephone to attend an interview. The time frame for interviews will take into consideration students who may be undertaking HSC exams. Pending the ongoing situation with COVID, the interview process may take place electronically.

Decision

Applicants who attend an interview will be notified of the outcome by telephone.

Additional factors

In addition to your interview, the following factors will be taken into consideration:

- The content of your questionnaire in your online application;
- Your record of achievement at school (where required), work experience or out-of-school activities;
- Your referee comments.

CONDITIONS OF EMPLOYMENT

Position Title:	Civil Construction Apprentice (Construction & Maintenance)						
Commencement date:	Monday 7 February 2022						
Completion date:	This apprenticeship traditionally takes up to three years to complete.						
Probation period:	A probationary period of three month applies to apprenticeships. Ongoing employment is subject to successful completion of the probation period.						
Award:	Local Government (State) Award 2020						
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.						
Duration:	The successful candidate will be employed for the term of the apprenticeship which is expected to be approximately three years.						
Hours of work:	<p>You will work full-time, 76 hours per fortnight with hours currently arranged:</p> <table> <tr> <td>Mon to Thurs</td><td>6.55am to 4.05pm</td></tr> <tr> <td>Fri – Week 1</td><td>6.55am to 2.05pm</td></tr> <tr> <td>Fri – Week 2</td><td>RDO</td></tr> </table> <p>with variations from time to time to meet work requirements.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p> <p>Travel to and from work and off-the-job training is the responsibility of the apprentice.</p>	Mon to Thurs	6.55am to 4.05pm	Fri – Week 1	6.55am to 2.05pm	Fri – Week 2	RDO
Mon to Thurs	6.55am to 4.05pm						
Fri – Week 1	6.55am to 2.05pm						
Fri – Week 2	RDO						
Location:	Based from Council's Moruya Depot, Araluen Road, Moruya and required to work at various locations across the Shire.						

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

(Note: Applicants are not expected to have detailed knowledge of these policies. The successful applicant will receive information about them during their orientation and induction at the commencement of their employment.)

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council

WAGE RATES & ALLOWANCES				
Local Government (State) Award 2021	Base salary (gross per fortnight)	Adverse Working Conditions Allowance (gross per fortnight)	Superannuation calculated at 10% (gross per fortnight)	Total Remuneration (gross per fortnight)
T1 at 15 year of age	\$1,190.35	\$33.40	\$122.38	\$1,346.13
T2 at 16 years of age	\$1,342.20	\$33.40	\$137.56	\$1,513.16
T3 at 17 years of age	\$1,478.33	\$33.40	\$151.17	\$1,662.90
T4 at 18 years of age or over or HSC	\$1,631.76	\$33.40	\$166.52	\$1,831.68
Further progression to T5 and above is dependent on satisfactory progress through TAFE training requirements and on the job performance				
T5	\$1,785.29	\$33.40	\$181.87	\$2,000.56
T6	\$1,880.27	\$33.40	\$191.37	\$2,105.04
T7	\$1,953.08	\$33.40	\$198.65	\$2,185.13
T8	\$2,038.16	\$33.40	\$207.16	\$2,278.72
T9	\$2,111.90	\$33.40	\$214.53	\$2,359.83
T10	\$2,187.83	\$33.40	\$222.12	\$2,443.35

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

