



Candidate Information

Cook Shire Council

EA to Infrastructure Director

September 2021

Cook Shire



Cook Shire Overview



Cook Shire enjoys a mild tropical climate with the wet season typically running from January to March, which is also the hottest part of the year. April to December brings a drier period and cooler weather, with temperatures averaging 27 degrees.

The number of people visiting Cook Shire and moving to this beautiful region is growing steadily, as access and facilities improve across the communities. There are airports and airstrips in most areas of the Shire, with the largest in Cooktown and Coen, and scheduled or charter flights available to those destinations and there is a regular bus service between Cairns and Cooktown.

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000km² and occupies 80 per cent of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts. About half of the Shire's 4600-strong population live in Cooktown, on the banks of the Endeavour River, with the remainder spread between the smaller population centers of Marton, Laura, Lakeland, Coen, Ayton, Rossville, Portland Roads and offshore islands including Lizard Island.

Cook Shire is enriched by the unique contributions of its smaller communities, with Lakeland a national leader in agriculture and Laura world famous for its rock art.

Cook Shire Council

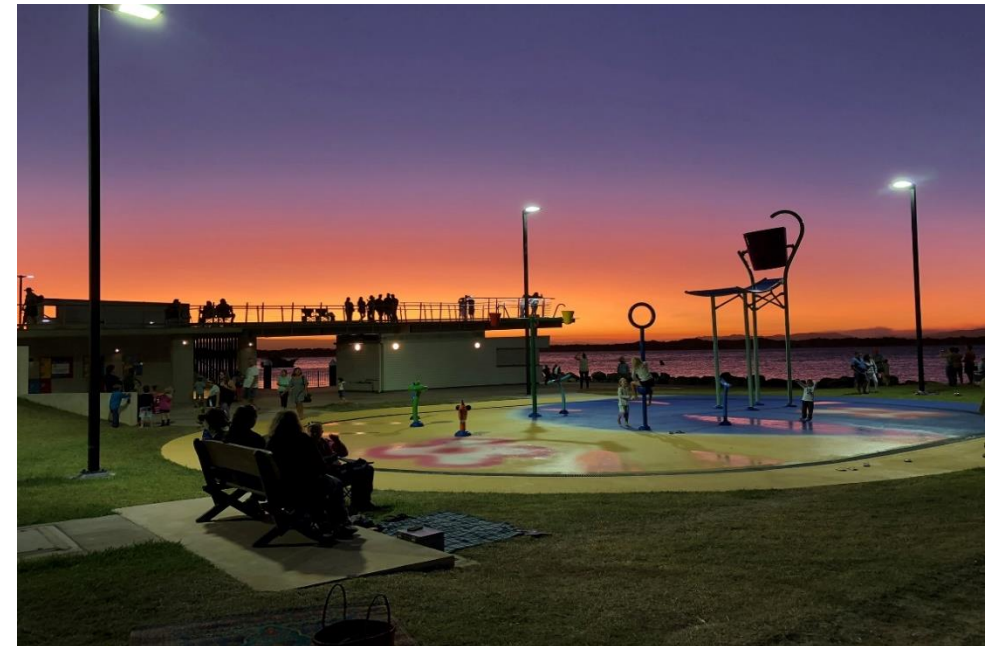
Council has developed an organisational structure that maximises the effectiveness of service delivery to the community. The Council comprises the Chief Executive Officer and Executive Leadership Team along with three departments:

- Organisational Business Services.
- Community, Economy and Innovation.
- Infrastructure Services.

The Mayor, Chief Executive Officer and Directors form the Executive Leadership Team. The role of this team is to provide consultation on issues regarding the Council's strategic direction and long-term planning.

As one of the largest employers in Cape York, Cook Shire Council supports this growing region and a diverse community of over 4,400 people. It is ranked in the top 10 per cent of local governments across Australia so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.

Construction was completed on the Gateway to Cape York project in 2021. This \$1.2 million project at Lakeland on Mulligan Highway features an iconic "gateway" which includes a purpose-built traveler information centre, a rest stop area and an interactive sculpture park that showcases communities from Cape York. The projects completion time aligned to welcome visitors attending the Cooktown and Cape York Expo 2021 held between 11-20 June this year.



Corporate Values

Corporate Values and Principles

Cook Shire Council promotes, encourages, rewards and actively believes in:

- providing a safe workplace;
- adopting honest and progressive systems of accountability and reporting;
- working with our communities and stakeholders to plan define, achieve and celebrate common short and long-term goals;
- actively sharing responsibility for improving sustainable, service provision for all customers;
- ensuring equal opportunity for all employees, potential employees, employees pursuing promotion and cross-skilling, and persons and organisations seeking to work with Council through the provision of services, works and consultancy; and
- encouraging and rewarding innovation demonstrated in operational and strategic service provision



Council Information

[Cook Shire Corporate Plan 2017 - 2022](#)

[Cook Shire Operational Plan 2021-22](#)

For further information please visit www.cook.qld.gov.au



EA to Infrastructure Director

Division:	Infrastructure
Location:	Council Office – 10 Furneaux Street, Cooktown
Reports to:	Peter Tonkes – Director Infrastructure
Award/Classification:	Queensland Local Government Industry (Stream A) Award – State 2017 - Level 5 \$74,456 - \$76,738 + Super and other benefits are listed further in the document



POSITION OBJECTIVES

- This position is required to provide high level administration support to the Director Infrastructure and subsequent departments as reasonably directed.
- The position's primary focus will be to enable effective delivery of Council's Strategic and Operational plans, Capital Works program and Asset Management plans by providing the Director with high level administrative support.
- Providing efficient and courteous support and liaison with residents, ratepayers, contractors to Council and Council staff.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Provide high quality administrative support and assistance to the Director Infrastructure and as reasonably directed to support Infrastructure Department Managers, requiring the exercising of sound judgement, initiative and absolute confidentiality in the performance of work.
- Undertake special projects and research.
- Produce reports, presentations, and meeting agendas in a timely and accurate manner.
- Arrange and attend meetings and document minutes.
- Manage diary appointments for the Director Infrastructure and assist in the arrangement of meetings, appointments and travel arrangements.
- Draft correspondence on behalf of the Director Infrastructure in preparation for signature.
- Screen and redirect as appropriate telephone calls and inquiries to the Director Infrastructure.
- Provide customer service, counter enquiries and public assistance.
- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- Recommend changes or strategies which propose improvement and best practice.
- Provide other duties within the scope of the position.

Position Requirements

Qualifications, Experience, Licences and Skills

- Experience in high volume administration roles working with a senior management team.
- Demonstrated experience working within current administrative procedures with high level stakeholder engagement.
- Demonstrated experience in research and delivery of complex information.
- Ability to prepare high quality research papers, reports and correspondence.
- Advanced knowledge of Microsoft software and ability to learn different software applications.
- Neatness, attention to detail and high accuracy of work.
- Demonstrated organisation and planning skills.
- Discretion and confidentiality.
- Knowledge of, and ability to apply statutory requirements to all aspects of duties.

Position Requirements (cont.)

Interpersonal Skills

- The ability to communicate effectively verbally and in writing, with a broad range of people and through various mediums.
- A demonstrated capacity to liaise with other Council staff and members of other organisations to exchange information, seek advice and coordinate services and activities.
- Ability to contribute positively to a team environment.
- Commitment to positive culture change within the organisation.
- Ability to gain cooperation and assistance from internal employees and external authorities to ensure achievement of tasks.
- Professional presentation to maintain Council's image.

Training

- Training will be provided as deemed necessary.
- The incumbent may be required as part of this position to attend professional development opportunities.



Selection Criteria

Essential:

- Certificate 4 or Diploma level in business administration.
- Demonstrated experience in the collation, preparation and/or delivery of reports.
- Professional communication skills.
- High level organisational skills.
- Intermediate to advanced level of competency in the Microsoft Office suite of applications.
- Solutions-focused, with the ability to work in a fast moving and demanding environment.
- Interpersonal skills which allows positive relationships across various levels of the business.
- Demonstrated experience in operating as an effective team member.
- Current Queensland Class “C” Driver’s Licence.



Additional Information

- The new Infrastructure Director commences early October so you will support each other whilst coming up to speed with capital works projects and DFRA work across the Shire.
- Helping him to prioritise and stay on top of everything and quickly being able to pre-empt situations and juggle a multiplicity of sometimes conflicting priorities will ensure the partnership starts on a strong footing.
- This role is based at the Depot along with all infrastructure staff so a down to earth disposition and the ability to develop and maintain respect and form trusted relationships is essential.
- You will be renowned for your ability to get on with everyone, and adjust your style to ensure you are able to get the best from the people you work with. With a collaborative approach your style is such that you wouldn't expect others to do anything you wouldn't jump in and do yourself if required. You will make time to assist wherever required for the purpose of the Division meeting its objectives will be key to your ongoing success and enjoyment in the role.
- Cook Shire Council is led by a CEO who encourages calculated risks, drives change and is innovation driven and outcomes focused so you will have the opportunity to support a Director who is joining to drive this mandate across the Infrastructure Division.



Why this Role

- This is a fast-paced environment where a significant number of projects are currently being delivered. If you enjoy working as a true 2IC helping to prioritise and keep on top of everything, ensuring you are 'ahead of the curve' and anticipating when things may need to be reprioritised as you juggle a multiplicity of changing scenarios then you will relish being appreciated for your skills in this important role.
- For those considering a 'sea change' this could be your chance to enjoy life away from the daily commute and to enjoy all the benefits of living in a truly unique coastal location where work/life balance is genuinely possible. The organisation is very 'family-friendly' and flexible hours are genuinely supported by management.
- Council offers attractive staff benefits including relocation support and assistance, salary packaging, monthly rostered day off, 5 weeks' annual leave and generous leave provisions included in the Indoor Certified Agreement, under which this role is covered.



Other Information

- Cook Shire Council has been ranked in the top 10 per cent of local governments across Australia, so there couldn't be a better time to experience the diversity the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.
- Cook Shire Council is an equal opportunity employer and operates under a Certified Agreement.
- The tasks for the role will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.



Recruitment Process

Application Period:	Friday 10 th September – Monday 27 th September 2021
Closing date for Applications:	10pm Monday 27 th September 2021
Initial Assessment and Agency Interviews:	Commencing Tuesday 28 th September 2021
Council Interviews:	Week commencing 4 th October 2021

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

With the recommendation of Peak Services, Council will determine a shortlist of suitable candidates, and will arrange interviews with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide references and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- A salary between \$74,456 - \$76,738 + Super will be negotiated subject to qualifications, experience and knowledge.
- SPA Salary Packaging – A summary of the benefits are listed below and further details will be provided to the successful applicant.

Salary Packaging is a tax effective way to receive your salary as a combination of income & benefits that allows you to deduct some of your pre-tax income & use it to pay for a variety of benefits.

By reducing your pre-tax income you can reduce the amount of income tax you pay & in turn increase the amount you take home each pay day.

Employees based in an Australian Tax Office (ATO) designated remote area are eligible for additional benefits. These fringe benefit tax (FBT) exempt items are offered by the Federal Government to assist rural & remote organisations to attract & retain employees.

Employees renting a residence in a remote area can salary package 50% of rental payment as an FBT exempt benefit. Employees renting an Employer owned residence can claim 100% of rental payment as an FBT exempt benefit.

100% mortgage interest payments must be packaged to realise 50% exemption and also include FBT liability for the remaining 50%.

Remote area fuel packages also need the correct FBT liability and this is packaged in the same format as the remote area mortgage interest.

- Annual locality allowance single \$2367, with dependents \$4734.
- Other benefits include up to 12% superannuation; 5 weeks annual leave, 5 days special leave and relocation assistance.
- Council provide time worked in lieu over 42 hours a week to be taken as an RDO on a four weekly rotational basis. More details on the policy will be provided to the successful applicant.
- In the last staff survey completed and benchmarked against 90-plus other councils, Cook Shire Council was in the top quartile in terms of overall staff happiness, engagement and performance, making it a great place to work!



Principal Consultant Recruitment – Rona Horsfall

rhorsfall@wearepeak.com.au

0438 943 854

CAIRNS | BRISBANE

www.wearePeak.com.au