



ROLE DESCRIPTION

Surveillance Officer – State Roads and Contract Services

Directorate	Community Service Delivery
Unit	Roads and Drainage
Reporting to	Coordinator Roads and Drainage
Position Number	100850
Band	2/3
Grade	13
Date of Review	March 24

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide a high level of service in the construction and maintenance of Council's state roads and drainage infrastructure in line with Council's strategic objectives.

Key Accountabilities

- Support the delivery of Council's state road and drainage infrastructure works in accordance with relevant legislation, policy and Council's strategic plans. Inspecting and ensuring quality control of works is being carried out throughout projects in accordance with plans and specifications.
- Carry out formal inspections of State Roads in line with TfNSW specifications, road maintenance contracts and legislative requirements.
- Support the monitoring and review of works to ensure packages are delivered as designed, project sign-off and works-as-executed are completed with the asset management system.
- Prepare and maintain a range of accurate and timely documentation, reports and correspondence to internal and external stakeholders, including TfNSW
- Contribute to continuous improvement initiatives and services provided by the role and team to ensure effective, efficient and safe delivery of objectives and maximise utilisation of resources.
- Champion a positive safety culture within the organisation to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required.

Key Challenges

- Managing the appropriate allocation of resources in a cost-saving environment
- Understanding a variety of legislation, regulations and standards and understand how they impact the work the team delivers
- Working within changing priorities and tight deadlines.

Qualification Requirements

Essential

- Certificate IV in Civil Construction/Project Management AND 3 years experience in a related environment
- Class C Driver Licence
- SafeWork Construction Induction Certificate (WHS White Card)
- SafeWork accredited certificate for Traffic Controller
- SafeWork accredited certificate for Implement Traffic Control Plans
- SafeWork accredited certificate for Prepare Work Zone Traffic Management Plan

Desirable Experience

- Experience in the surveillance and control of works undertaken by staff and contractors delivering key roads and drainage infrastructure construction and maintenance projects and contract works
- Experience or knowledge in the area of bitumen spray sealing.
- Experience with the Microsoft Office Suite (Outlook, Word, Excl)

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
Coordinator Roads and Drainage	<ul style="list-style-type: none">✓ Receive advice, provide recommendations and report on progress towards business objectives and discuss future directions✓ Contribute to discussions and communicate issues✓ Identify emerging issues/risks and their implications and propose solutions
Roads and Drainage team	<ul style="list-style-type: none">✓ Contribute to team discussions and knowledge share across the team✓ Provide advice and respond to enquiries on State Roads and Contract services
Construction Delivery Teams	<ul style="list-style-type: none">✓ Communicate needs, manage expectations and resolve issues✓ Ensure relevant documentation is received and compliance with legislative requirements✓ Provide advice and recommendations on enquiries related to the team
Internal	
Government Agencies/Regulators	<ul style="list-style-type: none">✓ Provide accurate documentation and ensure compliance with legislative requirements
Contractors	<ul style="list-style-type: none">✓ Communicate needs, manage expectations and resolve issues✓ Ensure relevant documentation is received and compliance with legislative requirements

Role Dimensions

Decision Making

Problems are solved using analysis of options available with authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Continuous improvement initiatives are sought, and the role provides recommendations based on technical knowledge and experience.

Regular planning is required to ensure activities are resourced and coordinated for day-to-day work including projects running to schedule.

Direct Reports

None

Financial Delegation

\$10,000

Technology

Mobile Phone, Laptop, Dual Monitors, Headset

Emergency Warden Responsibilities

None

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call





Participation in an On-Call Roster is required with up to 8 weeks rotation.

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

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

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Advanced	<ul style="list-style-type: none"> Considers council and community assets in the design/delivery of services Facilitates and monitors appropriate deployment of assets and tools in line with community priorities Implements and monitors compliance with asset management and maintenance plans and policies

Acknowledgement

Surveillance Officer - State Roads and Contract Services

Employee Name: _____ Date: ____/____/____

Signature: _____

Director Community Service Delivery

Employee Name: _____ Date: ____/____/____

Signature: _____