

POSITION INFORMATION



Manager Technical





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THE FORBES SHIRE

Forbes is a vibrant town nestled on the Lachlan River and has the amazing Lake Forbes running through the centre of town.

In a sought after location, Forbes offers ease of access to Sydney via a 1 hour flight or a 3 hour drive to Canberra. We are also located half way between the busy cities of Melbourne and Brisbane right on the Newell Highway boasting the benefits of country living with young families and couples who may want to work in Mining or construction as well as a thriving agricultural base.



LIVING IN OUR REGION

Forbes is a mix of cherished heritage buildings and contemporary public art creating an eclectic streetscape and attracting visitors from all corners of the world. Our Lake is the centrepiece of Forbes and the envy of communities across regional New South Wales. A haven for families and a meeting place for friends, Lake Forbes is a picturesque, tranquil space to relax.

The lifestyle in Forbes is balance at its best. When you live in Forbes you can own your own home, raise a family and forge a career. Our rural charm, our welcoming community and our striking waterways and landscapes make moving to Forbes an easy choice.

Visit Council website for more information on living in our regions.







OUR ORGANISATION

Forbes was proclaimed a Municipality in 1870. In 1981 the Municipality of Forbes and the Shire of Jemalong amalgamated to form Forbes Shire Council.

Since the amalgamation Forbes has continued to thrive with increased opportunities for economic development in the Shire, with job growth and wealth creation within its community .

The region spans 4718 square kilometres in the Central West of NSW.

Forbes Council is a hive of activity, especially in regards to the operational delivery of projects to the community and the diversity within the workforce. With an Organisational Structure with close to 150 identified positions, roles range from Masters and Degree qualified professionals (Engineers, Surveyors, Planners and Accountants) to experienced labourers, trainees, trade qualified operators and a diverse range of officers in administration, Strategy, environment, economic development and community. Council offers flexible work arrangement, study support and a wide exposure to the legislative operations of Local Government through to community engagement and delivery.

With a \$22 million capital works budget for the delivery of infrastructure and capital projects, Council is currently undertaking exciting projects such as the Lake Forbes Activation Strategy, CBD redevelopment Projects, major works in regards to the Water and Sewer networks, our state of the art Central West Livestock Exchange and a range of other exciting projects. Forbes Shire Council is also currently delivering major projects in the People and Technology space including Leadership Development programs, online management software and enterprise wide system upgrades - in the aim of being future ready for the dynamic and changing pace of Local Government.

Our future plans are related to the IP&R framework in Local Government and our emphasis is in the areas of preservation, growth and development in Infrastructure and asset management, governance and leadership, community development and environment and heritage. We have ambitious goals set out in our Community Strategic Plan – paving the way for an ever changing and growing Forbes Shire, and Central West hub into the future. Forbes Council values vibrancy and energy, community partnerships, high quality delivery and the safest operations for our staff and the community. Come and be a part of our team!

OUR VISION, MISSION AND VALUES

The establishment of the formation of the Municipality of Forbes Shire Council celebrates 150 years in 2020. The Council services the communities of Forbes, Bedgerabong, Garema, Wirrinya, Corninella and Ootha.

COUNCIL'S VISION

A prosperous rural community where residents and visitors enjoy a clean, safe environment enhanced by our unique heritage and country lifestyle

COUNCIL'S MISSION

For the whole community to grow and prosper through effective leadership, provision of sustainable services and promotion of economic development opportunities

COUNCIL'S VALUES



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.



“ I ensure that council decisions are implemented promptly, overseeing the daily management of council operations”

STEVE LOANE
GENERAL MANAGER



GENERAL MANAGERS MESSAGE

Here at Forbes Shire Council, our vision is bold but simple, to build on an already amazing regional community with great facilities and services for the young and not so young. When you join us, you'll be part of a team that delivers.

We ensure a strong focus on entry level and developmental roles within our business – providing cross-skilling opportunities for staff and the community to enter our Council.

Our managers are responsible for leading and building great teams within our workforce. Inspiring employees and managing relationships to enable us to push through the difficult and the good times.

In all operations, we have safety as our first and utmost priority, ensuring 100% of staff are safe, respected and engaged in our work in order for us to deliver excellent services to our community.

At Council we work collaboratively with other employers and providers in the area to ensure family members can also find work within our community. The lifestyle in Forbes is balance at its best. When you live in Forbes you can own your own home, raise a family and forge a career in the "Central Wests best address".

Our values are embedded into the Council business we undertake each day for Forbes Shire Council. We strive to do the best and deliver great success for our community. We welcome you to our team. See you soon.

ORGANISATIONAL STRUCTURE



STEVE LOANE

GENERAL MANAGER

is responsible for overseeing all functions of Council. Directly responsible for management of Forbes Central West Livestock Exchange.



STEFAN MURRU

CORPORATE SERVICES

Executive and councillor support; audit, risk and governance; customer service; cemetery management; procurement; corporate planning; finance; people management; information technology; WHS; community relations; youth services; grants; events; tourism; marketing and communications; and asset management.



PAUL BENNETT

PLANNING AND GROWTH

Strategic land use planning; town planning and development assessment; building certification; heritage advice; environmental services; regulatory compliance and ranger services; waste management; waste education; management of landfill sites; property management; facilities management; and economic development.



RICHARD JANE

ENGINEERING

Open space management; streetscaping, roads, traffic management; bridges and fleet management; quarries; drainage; sewage and water; emergency services and cemetery.



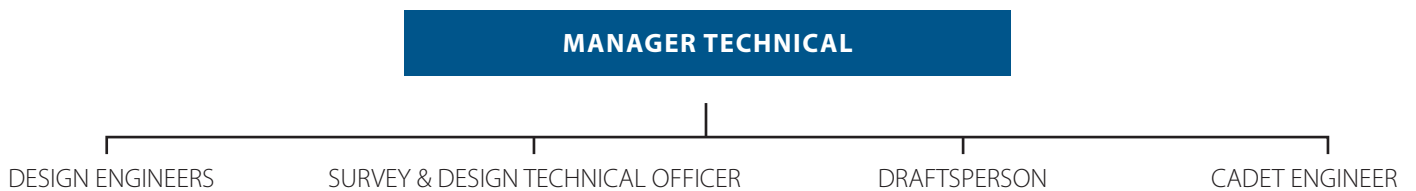


ABOUT YOUR NEW ROLE

The Manager Technical role is responsible for the management of Council's survey and design department and provide technical expertise to other Council departments and divisions to ensure successful completion of operational and project requirements in line with Council's Community Strategic Plan, Delivery Plan and Operational Plan.

AREAS OF DELIVERY

Technical, Design Engineering	40%
Strategy, Planning and Design Management	40%
Leadership and Management of Technical Division	20%



ROLE RESPONSIBILITIES

Manager Technical

The responsibilities include:

- o Survey investigation and planning, design and as constructed plans of various civil infrastructure projects as required by internal and external clients; including, but not limited to:
 - Rural Road Design including geometric design and pavement design;
 - Rural culvert design including hydrological and hydraulic analysis;
 - Urban Road Design including Kerb & Gutter and intersection design;
 - Urban Stormwater Design;
 - Water Reticulation and Pump Station Design;
 - Sewerage Reticulation and Pump Station design;
 - Small concrete and steel structures design.
 - o Preparation of 'Works as Executed' (WaE) plans for completed projects;
 - o Utilisation of various Computer Aided Design (CAD) software packages, and survey equipment for civil infrastructure projects;
 - o Provide the accurate data required for the programming of capital projects; including material quantities and set-out information;
 - o Provide support to the Works Section for the Machine Control upload of designs to graders, where required;
 - o Provide support to the Works Section on the setup of GPS base stations and GPS rovers;
 - o Develop, review and monitor a design framework including processes, procedures and design checklist for the efficient and effective delivery of survey and design;
 - o Undertake Road Safety Audits where required. Manage Council's Drone Survey and Design Operations including:
 - o Holding and maintaining a Drone pilots licence (RePL) and maintaining Council's Remotely Piloted Operator's Certificate (ReOC);
 - o Preparation and maintenance of a Council specific Drone Policy and Procedures;
 - o Organisation and approval of drone flights for Survey and Design;
 - o Ensure all upgrades and calibration of Drone equipment is fully compliant;
 - o Ensure that all operators of Council's Drone equipment undertake regular maintenance on equipment ensuring safety and accuracy of data;
 - o Ensure Council is compliant in all aspects of CASA's rules and regulations in regards to drone use.
- Provide engineering advice related matters in regards to Council's infrastructure and development matters;
- Develop, foster and maintain collaborator relationships with other departments and divisions of Council in the delivery of survey, design services and engineering advice;
 - Prepare scope of works, design estimates, engagement and the management of consultants to provide investigation and design services for various Council projects;
 - Management of the National Heavy Vehicle Access Permit applications on behalf of Council;
 - Investigate and co-ordinate all Council and development traffic matters and participate in the Traffic Advisory Committee;
 - Undertake design reviews (including safety in design), design verification and 'as constructed plans';
 - Participate in regional initiatives as directed by the Director Engineering;
 - Keep up to date and abreast with the latest in technology and information as it relates to civil engineering;
 - Undertake planning, concept, feasibility and detailed designs as required by Council in a timely manner;
 - Any other civil engineering design duties as requested by the Director Engineering.

Organisation - professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines
- Manage and develop staff through implementation of Council's Human Resource Management Systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.








Key Relationships

WHO	WHY
INTERNAL	
Director Engineering	Direct report and professional guidance / advice
Works and Water Teams	Provide engineering support services as required
Technical Team	Provide leadership, direction and support to the technical division and ensures operations are being delivered effectively and efficiently
Department Planning and Growth	Provide engineering services support
Road Safety and Injury Prevention Officer	Provide professional engineering advice and assistance as required
Council Staff	Provide relevant advice and assistance as required
EXTERNAL	
Traffic Advisory Committee	Provide professional engineering advice to the Traffic Advisory Committee
National Heavy Vehicle Regulators	Liaison on matters relating to heavy vehicles
Contractors and Consultants	Management of contractors and consultants in the delivery of projects as required

POSITION CAPABILITIES

LGNSW CAPABILITY FRAMEWORK

CAPABILITY GROUP	CAPABILITY NAME	LEVEL REQUIRED
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Works Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced



PERSON SPECIFICATION

ESSENTIAL

- Degree qualification in Civil Engineering or an equivalent qualification with the ability to be a Registered Professional Engineer on the National Engineering Register (NER) with Engineers Australia;
- Class C (Standard) Drivers Licence.

DESIRABLE

- Level 2 Road Safety Auditor Certificate;
- Remote Pilot Licence (RePL), or ability to obtain;

EXPERIENCE

- Demonstrated experience in Civil Engineering Design and plan preparation;
- Demonstrated experience in the use of a Robotic Total Station and Machine Control;
- Demonstrated experience in Traffic Matters and preparing reports for Traffic Advisory Committee;
- Demonstrated experience in Project Management;
- Demonstrated leadership experience.

AUTHORITY AND ACCOUNTABILITY

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Council will provide leaseback opportunities with this position which will include full private use. Conditions will be in line with Council's Leaseback Policy;
- Mobile Tablet;
- Mobile phone





THE RECRUITMENT PROCESS

How to apply for the position

To apply for this position, please complete the online application (www.forbes.nsw.gov.au/council/about-council/working-with-council/paid-employment) by 25 February 2021.

When submitting your application you will need:

- Cover letter (optional)
- Responses to the online application questions
- An up to date and detailed resume
- Copies of any qualification, licences or tickets relevant to the role you are applying for.

Application questions are tailored to the position you are applying for. It is essential you provide detailed information of how you meet the requirements of the question. Responses indicating you have done what is required is not sufficient. Please provide evidence of how you meet the requirements.

Shortlisting and Interviews

Short-listing

The selection panel (usually 4 members) will assess all applications against the selection criteria contained in the position description. The panel will then decide which applicants best meet the criteria and will call for interview.

Interviewing

You will be given at least 2 days notice if you are required for an interview. The interview panel will consist of either 3 or 4 members, one of which will be the HR Facilitator, who will work with the panel to recommend the most suitable person for the position.

Reference checks and other checks

Referee checks will be carried out on the recommended applicant/s. Positions that have been identified as child-related, will be required to undergo a Working with Children Check through the Office of Children's Guardian NSW

Pre-employment Functional Assessment

The preferred applicant will be required to undergo a pre-employment functional assessment at Council's expense. This will include a Functional Assessment, urine Drug and Alcohol Testing and a hearing screen

Notification of result

The successful applicant will be verbally notified as soon as possible after the interview and will receive a written letter of offer via email and in the post. Unsuccessful applicants will be notified by email once the offer of employment has been accepted and Council has been formally notified of the acceptance.



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