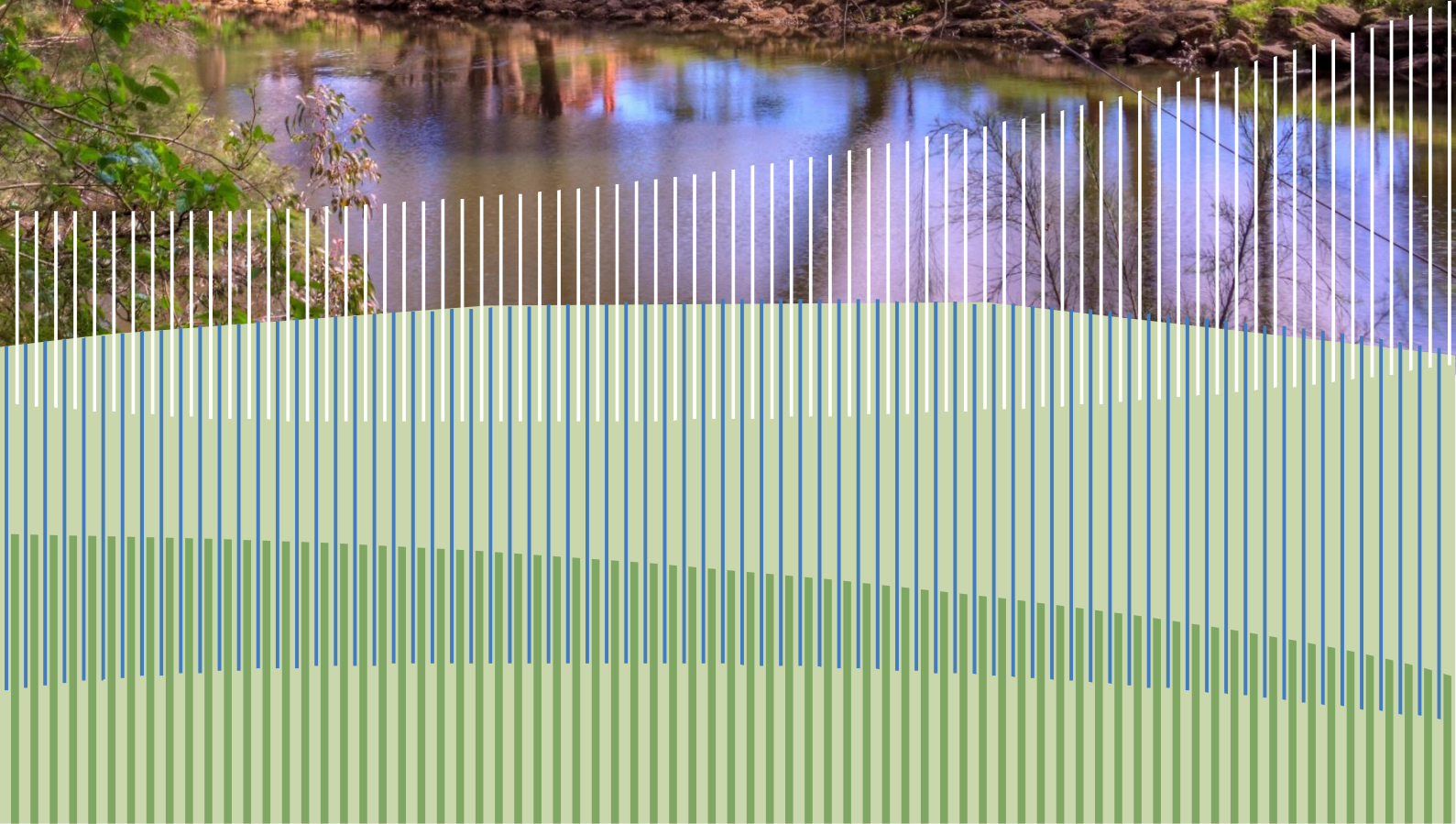


Employment Application Package Graduate Civil Designer



Position Description

Graduate Civil Designer

Directorate: Infrastructure Services

Tenure: Full time

Level: EBA Level 5



Values

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our Values are REAL

Respect -

For our Community - Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

For our Councillors - Take pride in serving councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

For our Colleagues - Approach problems with a *we over me* mentality, collaborate and support each other to achieve organisational goals.

Excellence -

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

Accountable -

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

Leadership -

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative, encourage continual improvement, be agile and adaptive.

Position Objectives

- To provide technical assistance for the Infrastructure Services Directorate in civil design, drafting and advice to ensure a high standard of Civil Development services are implemented and maintained.

Key Duties/Responsibilities

General

- Assist in preparation of civil design and drafting of future projects and plans.
 - Assist in technical procedures of asset management for local government
 - Assist in the development of procedures & guidelines for Infrastructure Services Department
 - Assist in the project delivery of road and drainage projects
 - Provide technical support in the preparation of budget allocations and submissions.
 - Provide technical support in the preparation of reports to Council.
 - Attend Department meetings as required.
 - Liaise with external agencies, consultants, contractors, service authorities and departments as required.
-
- A decorative vertical bar pattern at the bottom of the page, consisting of numerous thin, vertical lines in shades of green and blue.

Key Duties/Responsibilities continued...

Civil Design

- Complete conceptual designs for road, drainage and other civil projects
- Coordinate detail construction drawings for civil projects
- Support the supervision and implementation of civil construction works in conjunction with contractors or Shire Operations staff.
- Coordinate survey to suit civil design requirements

Asset Management

- Assist in the continual update of the Infrastructure Services' Civil Asset Management Systems.

Infrastructure Services and Land Development (Civil Works)

- Assist in the technical support in civil design in all engineering aspects regarding:
 - Drainage strategies
 - Footpath and Bicycle Strategies
 - Development Applications (DA's)
 - Traffic Management Studies and traffic management planning
 - School bus services

Footpath, Shared Path and Bicycle Networks

- Support the development strategic plans for the implementation of pedestrian infrastructure.
- Support the construction of pedestrian infrastructure programmes.

Organisational

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health & Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.

Occupational Safety and Health

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
 - Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
 - Report all accidents, incidents and hazards.
 - Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
 - Eliminate and control hazards in the workplace using the hierarchy of controls.
 - Take reasonable care to ensure your safety at work, and that of others, by understanding and complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.
-

Position competencies

Skills

- Developed Computer Aided Drafting (CAD) skills.
- Good literacy and numeracy skills (verbal and written).
- Sound time management and organisational skills.
- Good project management skills.
- Developed computer literacy (spreadsheet, data base, and word processing skills).

Knowledge

- Knowledge of road and drainage design
- Knowledge of construction standards and techniques.
- Knowledge of Austroads Guidelines, Australian Standards and other civil design standards

Qualifications and Training

- Suitable qualification in civil engineering/surveying (or significant industry experience will be considered).
 - Undertake ongoing professional development and training to keep abreast of current technology and practices.
 - Hold a Work Safe WA Safety Awareness Training Certificate (White Card).
 - Hold a current unrestricted C class national driver's licence.
 - Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
-

Organisational Relationships

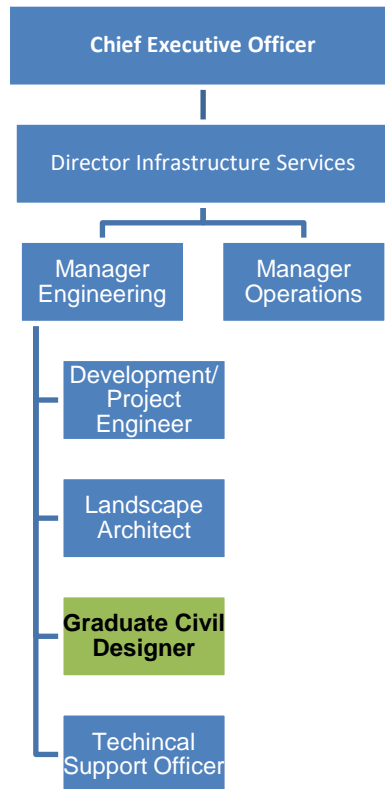
Reporting to: Manager Engineering

Supervision of: Nil

Member of: Infrastructure Services

Liaison with: Shire of Murray staff, Local Government Associations and other Municipalities, Unions.

Organisation Chart



Work Related Requirements

Knowledge and Skills

- Road and Stormwater Drainage design skills.
- Developed computer literacy (spreadsheet, data base, and word processing skills). **Essential**
- Developed Computer Aided Drafting (CAD) skills.
- Sound time management and organisational skills. **Essential**
- Sound written and verbal communication skills.
- Developed computer literacy (spreadsheet, project and word processing skills). **Essential**
- Hold a current unrestricted C- class national driver's licence.
- Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.

Experience

- Suitable qualifications in civil engineering (or significant industry experience will be considered). **Essential**

Employment Conditions – Graduate Civil Designer

Salary:	A salary range between \$73,308.14 to \$77,136.50 per annum will be offered dependent on knowledge and experience.	
Agreement:	Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2023.	
Hours:	This is a full-time position working a minimum of 76 hours per fortnight.	
National Police Clearance:	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.	
Supporting Documents:	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).	
Probationary Period:	A standard probationary period of six (6) months applies to all new appointments within the Shire. The probation period may be extended if necessary.	
Superannuation:	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.	
Annual Leave:	4 weeks leave with leave loading.	
Long Service Leave:	13 weeks of long service leave after 10 years of continuous Local Government service, transferable between all Local Government Authorities in Western Australia.	
Sick Leave:	As per the Local Government Officers' (WA) Interim Award 2021.	
Vehicle:	A fully maintained vehicle is provided in accordance with current Council policy.	
Benefits:	<ul style="list-style-type: none">• Free Gym membership• Study assistance	<ul style="list-style-type: none">• Health and Wellbeing program• Service recognition program
Closing Date:	4pm Friday 1 December, 2023 In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date.	

How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who meet the criteria in the “Work Related Requirements” and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

Your application will include the following documentation:

Cover Letter:	Prepare a cover letter outlining your expression of interest and suitability for the role.
Resume and References:	An up-to-date resume listing your experience and qualifications. Please also include at least two work related references that may be contacted in support of your application.
Work Related Requirements:	<p>The best way to address the Work Related Requirements is by including them on a separate page in addition to your cover letter and resume.</p> <p>You should list each criteria and then clearly explain under each one how you meet it. Describe your skills, knowledge and experience and explain how they could be used in the position you are applying for.</p> <p>You may wish to use the STAR method to assist in addressing each of the requirements appropriately - Situation, Task, Action, and Result.</p> <p>Situation - Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p>Task - What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p>Action - What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p>Result - What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge,</p>
Submitting your application:	Submit your application to careers@murray.wa.gov.au . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.
Contact:	If you require more information, please contact Human Resources on (08) 9531 7704.