



# **Coordinator Infrastructure Projects**

## **APPLICATION PACKAGE**





Dear Applicant

Thank you for your interest regarding the position of Coordinator Infrastructure Projects with the Shire of Toodyay.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Community Profiles;
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Checklist for you to use prior to submitting your application; and
- Applicant Declaration.

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

Tabitha Bateman  
**Acting Chief Executive Officer**  
**Shire of Toodyay**

6 May 2024



## Coordinator Infrastructure Projects

Are you an experienced, dynamic, and highly motivated professional seeking an exciting opportunity? The Shire of Toodyay welcomes individuals like you to join our Infrastructure, Assets & Services Team as the Coordinator Infrastructure Projects.

As a key member of our team, you will play a pivotal role in ensuring the effective management of the Shire's hard infrastructure assets. From strategic planning to meeting the evolving needs of our community while adhering to all relevant regulations and policies, your contributions will make a significant impact.

To attract the right candidate, the Shire is offering a competitive base salary ranging from \$90,000 to \$95,000 per annum, plus superannuation. You'll also enjoy a range of benefits, including professional development opportunities, a uniform allowance, additional superannuation contributions, and income protection. We understand the importance of work-life balance and are open to considering flexible working arrangements. Additionally, a fully maintained vehicle for business purposes with limited private use will be provided in accordance with HR Directives.

We're looking for candidates with proven relevant knowledge and experience, exceptional time management skills, and a demonstrated ability to take initiative at a high level. Your commitment to collaborative teamwork and driving continuous improvement will be instrumental in achieving our goals.

If that is you, the application package containing the position description for this role is available on our website at <https://www.toodyay.wa.gov.au/employment/> or by contacting the Records Management Officer on 9574 9300 or via email [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

Applications should be marked "CONFIDENTIAL – Coordinator Infrastructure Projects" and forwarded to the Chief Executive Officer at the Shire of Toodyay by mail, in person, via email or through the Seek platform [here](#).

Applications close at **4.00pm on Friday 31 May 2024**.

### **Please Note:**

- The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace. Applicants must have the right to live and work in Australia.
- Canvassing of Councillors will disqualify applicants.
- The successful candidate will need to obtain a current Federal Police clearance, undergo a pre-employment medical examination, and provide evidence of all claimed qualifications before commencing employment

Tabitha Bateman  
**Acting Chief Executive Officer**



## Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. As of 2023, Toodyay has 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of color with magnificent displays of wildflowers during the spring months. The Shire is part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning “mist”. Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, such as a bank and ATMs, post office, telecentre, library, pharmacy, day-care, hardware store, supermarket, garage, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches. Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay, Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

## Guidelines to applying for an advertised vacancy

These guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position. Not all applicants will be interviewed. Those who the panel determine best meet the criteria will be considered for interview.

### 1. Preparing your application

- (a) The Shire will accept typed applications however neat and legible handwritten applications are also acceptable.
- (b) All information should be stapled and/or secured in the top left-hand corner.
- (c) Refrain from submitting your application bound or in folders.
- (d) Provide copies of supporting documentation rather than original documents however, the original documents **MUST** be made available at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

### 2. Your application should include the following:

#### (a) Covering Letter (maximum 4 pages) to support your application

- (i) This letter ought to contain details that align to the selection criteria contained in the Position Description as well as your suitability for the role.
- (ii) Please indicate how you meet the criterion and provide examples of events and projects which assist in demonstrating the relevant experience, knowledge and skills.
- (iii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria (refer to the Position Description for specific criteria).
- (iv) Your Curriculum Vitae (CV) and/or Resume will also support the information contained in your covering letter.

#### (b) CV/Resume (maximum 4 pages)

- (i) This document should contain current details about you, how we can contact you and outline relevant work history, education, professional development information, qualifications and professional memberships.
- (ii) Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.
- (iii) In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

#### (c) Referees

- (iv) Please nominate at least two contactable employment referees within your application.
- (v) Referees should be able to comment on your recent work experience, skills and knowledge in relation to the role.
- (vi) Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.
- (vii) Preferably one referee should be your current employer but if this is not

possible, someone you have worked for in the past two years and who can comment on your ability for this role in a professional capacity.

**(d) Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

**(e) Evidence of your right to work and live in Australia**

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

**3. Acknowledgement of your application**

The Shire will acknowledge receipt of the application after the closing date.

**4. Interview Process**

**(f) Short Listing**

- (i) The panel will short list applicants for an interview who meet the selection criteria.
- (ii) This process may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

**(g) Interview Process**

- (i) The panel will consist of at least two Managers.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) The intent of the interview is to assess your suitability for the role.
- (iv) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.
- (v) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.
- (vi) Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and may also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

**(h) Offer and Acceptance**

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

**(i) Feedback to applicants**

If requested, feedback to unsuccessful applicants will be provided.

## 5. Forwarding applications for the position

- (a) Written applications MUST BE addressed to the CEO at the Shire of Toodyay as follows:  
Chief Executive Officer  
Shire of Toodyay  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566
- (b) Applications must be marked “CONFIDENTIAL – COORDINATOR – INFRASTRUCTURE PROJECTS”
- (c) You may submit your application through the Seek platform [here](#) or in person or by mail/post to the above address. You may also send your application to [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

## 6. Checklist

- (a) Ensure you have the following to make your application:
  - Covering Letter.
  - Curriculum Vitae(CV) or Resume.
  - Copies (**not originals**) of supporting documentation.
  - Full application has been proofread prior to submitting.
  - The application has been photocopied for personal reference.
- (b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.



## APPLICANT DECLARATION

I,

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*Full Name of the Applicant*

of,

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*Address of the Applicant*

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

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*Signature of the Applicant*

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*Date*





## Position Description

<b>Coordinator Infrastructure Projects</b>	
<b>Portfolio:</b>	Infrastructure, Assets and Services
<b>Classification:</b>	Level 7/8
<b>Purpose of Role:</b>	This role is responsible for the planning and delivery of the Shire capital works programs, including technical support, to ensure completion and achievement of Shire goals. This role is to ensure continual improvement to the processes and effective management of resources.
<b>Complexity:</b>	The nature of the work is at times complex but generally within known methods, procedures, and processes. Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of several options.
<b>Reports to:</b>	Executive Manager Infrastructure, Assets and Services
<b>Supervision of others:</b>	External contractors and employees of the Shire (including General Hands and Plant Operators) when required in the capital works project delivery.
<b>Delegation of Authority:</b>	Works within established guidelines, budgets, procedures, and policies of the Shire of Toodyay as well as statutory provisions of the Local Government Act WA 1995 and other relevant legislation.
<b>General Requirements</b>	
<ul style="list-style-type: none"> <li>• Act in a professional and ethical manner and in the best interests of the Shire at all times.</li> <li>• Maintain confidentiality and work in accordance with all council policies and procedures as well as all regulatory and legislative requirements applicable to a Local Government Authority.</li> <li>• Ensure that WHS responsibilities are met and promoted by always complying with the Shire's WHS policies and procedures and relevant legislative.</li> <li>• May be required to undertake other duties or activities from time to time that are reasonable and within capacity or training.</li> <li>• Manage own work output and may be required to undertake higher duties in the absence of the Executive Manager Infrastructure, Assets &amp; Services</li> <li>• May have to undertake some travel as part of daily work or to meetings.</li> </ul>	

## Coordinator Infrastructure Projects

### Work Health and Safety

- Apply understanding of WHS and take responsibility for self and others working safely.
- Be familiar with control of hazards from resources in the workplace and identify training needs to ensure optimum competency.
- Engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the status of work health and safety.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Make use of the Work Health and Safety Committee and WHS Representatives to engage and consult regarding work health and safety matters.
- Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way
- Ensure that safe work practices and policies are adhered to

### Responsibilities & Duties

- Manage the design, delivery, and implementation of Council's capital works program.
- Provide engineering related survey, administration and field services for pickups and construction set outs.
- Utilise and update ROMAN II to provide reports and interpretations on Council's current and predicted road conditions, work programs and valuations.
- Create traffic management plans for capital works projects.
- Review & approval of external traffic management plans when required.
- Undertake special projects within skill base and qualifications.
- Liaise with public utility providers, authorities and contractors where required for the relocation or protection of utility services.
- Assist with forward and project planning, including funding applications and liaison with key stakeholders.
- Procure materials and plant as required in line with Council purchasing policies.
- Assist in the preparation of job cost estimates and schedule of works for the annual construction programs.

## Coordinator Infrastructure Projects

- Monitor the progress of works and expenditure against budget allocations and report actual or anticipated discrepancies to the Executive Manager Infrastructure, Assets & Services.
- Ensure that quality control and assurance procedures are implemented and constantly reviewed.
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented in line with Council policies and procedures.
- Required to make planning, technical, and operational decisions relating to the work and safety of employees and the safety of the public.
- Assist in on ground works within construction projects as/when required.
- Backfill/assist other supervisory positions as and when required.
- Respond to incoming telephone calls and maintain and record all correspondence, purchase orders, invoices, and other paperwork in line with Council policies and procedures.
- Other duties as directed by the Executive Manager Infrastructure, Assets and Services.

### Values

The following values are expected to be applied by staff in all their activities associated with their role.

<b>Integrity</b>	We behave honestly to the highest ethical standard
<b>Accountability</b>	We are transparent in our actions and accountable to the community
<b>Inclusiveness</b>	We are responsive to the community, and we encourage involvement by all people
<b>Commitment</b>	We translate our plans into actions and demonstrate the persistence that will produce results.

### Selection Criteria (Skills, Knowledge & Experience)

- At least three years supervisory experience in the construction and maintenance of road and drainage works for local or public authorities or private contractors.
- Working knowledge of road and drainage design, intersection treatments and drafting of traffic management plans
- Developed team management and leadership skills
- Excellent time management and prioritisation skills.
- Ability to solve problems promptly and have a can-do attitude.

<b>Coordinator Infrastructure Projects</b>	
<ul style="list-style-type: none"> <li>Developed verbal and written communication skills.</li> </ul>	
<ul style="list-style-type: none"> <li>Developed negotiation, public relations, and interpersonal skills.</li> </ul>	
<ul style="list-style-type: none"> <li>Basic skills in the use of survey equipment.</li> </ul>	
<ul style="list-style-type: none"> <li>Proficient in Microsoft Office suite of programs</li> </ul>	
<b>Qualifications and/or Training</b>	
<ul style="list-style-type: none"> <li>Relevant qualifications or equivalent experience in Civil Engineering or Surveying with a minimum of 3 years' experience in these areas.</li> </ul>	
<ul style="list-style-type: none"> <li>Hold Basic First Aid Certificate (St Johns Ambulance or equivalent)</li> </ul>	
<ul style="list-style-type: none"> <li>Hold Basic Worksite Traffic Management Qualification</li> </ul>	
<b>Licences / Clearances</b>	<b>* All are essential unless otherwise denoted</b>
<ul style="list-style-type: none"> <li>Hold a current HR class Motor Driver's Licence as a minimum</li> <li>National Police Clearance</li> <li>Pre-employment Medical</li> </ul>	
<b>Internal Liaison</b>	<b>External Liaison</b>
<ul style="list-style-type: none"> <li>Chief Executive Officer (CEO)</li> <li>Other Executive Managers</li> <li>Other Staff</li> </ul>	<ul style="list-style-type: none"> <li>Ratepayers</li> <li>General Public</li> <li>Suppliers and Contractors</li> <li>Public Utilities and Authorities</li> <li>Government Departments</li> </ul>
<b>PERFORMANCE CRITERIA</b>	
<b>Core Competencies</b>	<b>* All are essential unless otherwise denoted</b>
1. Quality of Work	
2. Values & Behaviours	
3. Working Relationships	

## Coordinator Infrastructure Projects

### ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities, and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

### ACTING CHIEF EXECUTIVE OFFICER – Shire of Toodyay

NAME: Tabitha Bateman

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

### COORDINATOR INFRASTRUCTURE PROJECTS

NAME: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_

DATE OF REVIEW:

\_\_\_\_/\_\_\_\_/\_\_\_\_