



**POSITION VACANT  
TEAM LEADER – CONSTRUCTION (ROADS)**

*Application period extended – applications close Friday 27 January 2023!*

The Shire of Broomehill-Tambellup is seeking a suitably skilled and experienced person to fill the full-time position of Team Leader – Construction (Roads).

The successful applicant will possess excellent team leadership qualities, have practical knowledge of road construction and maintenance requirements, relevant plant operation and maintenance skills, final trim grading experience, and the ability to plan and coordinate operational tasks within a safe working environment.

The position works a 9 day fortnight with above-award wages and conditions in accordance with the Shire's Operations Employees' Enterprise Agreement 2019 and Council policy.

Housing with subsidised rental is available to the successful applicant if required.

For more information about the requirements of the position, please contact Peter Vlahov, Manager of Works, on 0418 955642

An application package can be downloaded at [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au), or alternatively, please contact Pam Hull on 9825 3555 or [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au).

Applications will be accepted until 4.00pm on Friday 27 January 2023.

*The Shire of Broomehill-Tambellup is an equal opportunity employer.*

Anthony Middleton  
Chief Executive Officer



## SHIRE OF BROOMEHILL-TAMBELLUP

### Vacancy Information Package

#### About the Shire

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern region of Western Australia, some 328km south east of Perth and 135 km north of Albany. The region is predominantly a sheep and grain producing area with a growing interest in viticulture and horticulture. The Shire has a population of approximately 1,045 and covers an area of 2,813 square kilometres.

The Shire has two towns, being Broomehill Village and Tambellup. Both towns offer the advantage of rural lifestyle with the convenience of most essential services, including recreation and leisure facilities, government, health and education services. Although the towns are small, they offer numerous sites of interest for tourists and travellers. The most well-known is the Holland Track, which starts at Broomehill and ends at Coolgardie.

The Council of the Shire of Broomehill-Tambellup consists of seven elected members, with the workforce consisting of around thirty staff members, across the administration and works areas.

Employees at the Shire of Broomehill-Tambellup make up a multi-skilled workforce that contributes across a diverse range of areas, including road construction and maintenance, management of parks, gardens and reserves, animal control, waste management, maintenance and improvement of the Council's built assets, financial management, customer service, community services and planning.

We take pride in our ability to provide appropriate services and facilities for our community, and this is achieved through effective and efficient management of staff, resources, plant and equipment. Each person's role in the organisation as part of a team is important to being able to achieve our aims.

|   |   |
|---|---|
| <b>Community Vision</b><br><br><b>'A region driven by community spirit'</b> | <b>Community Values</b><br><br><b>Commitment; Care; Friendship; Inclusion</b> |
|---|---|

## Submitting an application

### Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

### Preparing your application

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

|                                     |  |
|-------------------------------------|--|
| <b>Application form</b>             | Please complete all sections and sign the declaration. Job applications which do not include a completed application form will not be considered.  |
| <b>Covering letter</b>              | State the identifying details of the position together with any relevant information of your availability for an interview.<br>You may wish to summarise your application and emphasis your strongest points and achievements.   |
| <b>Curriculum Vitae (resume)</b>    | This is a summary of your work history and should start with the most recent or current position. You should include employment to and from dates, position title and details of duties.<br>Please ensure you include your personal details; name, current address and telephone number.<br>Also include qualifications and training achievements or any study you are currently undertaking and membership of professional bodies.  |
| <b>Addressed selection criteria</b> | It is a requirement of your application that you address the selection criteria for the position you are applying for as outlined in the position description.<br>The selection criteria are the qualifications, experience, knowledge, skills and abilities considered necessary to perform the functions of the position.<br>This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.<br>An easy way to do this is to use the <b>STAR</b> model - that is:<br><b>Situation:</b> provide a brief outline of situation /setting<br><b>Task:</b> outline what you did<br><b>Approach:</b> outline how you did it<br><b>Result:</b> describe what the outcomes were. |

|  |   |
|--|---|
| <b>Referees</b>  | You should contact your referees for their approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.<br>Provide names, work addresses and current contact telephone numbers for each referee.<br>Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included. |
| <b>National Police Clearance / Working with Children Check</b> | Some positions may require preferred applicants to provide a recent National Police Clearance and/or Working with Children Check and these will be at the expense of the applicant.<br>The police clearance should have been obtained within the three months prior to applying for or obtaining the position.<br>The Working with Children Check must be valid at the time of application.   |
| <b>Pre-employment medical / physical assessment</b>            | In the course of the application and selection process you will be required to undertake a physical or medical assessment relevant to the duties in your position description to ensure we exercise our duty of care to our current and future workforce. <b>Drug and alcohol testing may be undertaken as part of this assessment.</b>   |

Please ensure **photocopies** of your qualifications, certificates and the like are attached to your application – please do NOT send originals. If applying for more than one position, separate applications must be submitted – one application for each position.

Applications will not be accepted after the closing date.

**Lodging your application:**

- By hand or by post to: Chief Executive Officer  
Shire of Broomehill-Tambellup  
46 - 48 Norrish St  
TAMBELLUP WA 6320
- By email to [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au) , Attention: Chief Executive Officer.

*We recommend that you contact Pam Hull on 9825 3555 to confirm your emailed application has been received.*

**Applications must be received by one of the above methods, by 4.00pm on Friday 27 January 2022**

| <b>EMPLOYMENT CONDITIONS</b>  |   |
|---|---|
| <b>Location</b>   | <i>Shire of Broomehill-Tambellup, based at the Tambellup Works Depot</i>  |
| <b>Industrial agreement</b>   | <i>Local Government Industry Award 2020 in conjunction with the Shire of Broomehill-Tambellup Operations Employees Enterprise Agreement 2019</i>  |
| <b>Salary</b>   | <i>Level 6 – Range \$61,983 to \$66,310 dependant on experience</i>   |
| <b>Tenure</b>   | <i>Full time permanent</i>  |
| <b>Hours of work</b>  | <i>Employees work a 80.5 hour nine day fortnight</i>  |
| <b>Superannuation</b>   | <i>10.5% as per legislation, up to 5% additional with matching employee contribution</i>  |
| <b>Annual leave</b>   | <i>20 days per annum + 17.5% leave loading</i>  |
| <b>Personal/carer’s leave<br/>(recognised as sick leave)</b>              | <i>10 days per annum</i>  |
| <b>Long service leave</b>   | <i>In accordance with the Local Government (Long Service Leave) Regulations and the Shire of Broomehill-Tambellup Operations Employees Enterprise Agreement 2019 - 13 weeks leave after ten years continuous service then 13 weeks leave after every seven years continuous service thereafter.</i>   |
| <b>Staff benefits</b>   | <p><i>Including:</i></p> <ul style="list-style-type: none"> <li>• <i>Protective clothing;</i></li> <li>• <i>Additional superannuation (up to 5% with matching employee contribution);</i></li> <li>• <i>Over-award remuneration;</i></li> <li>• <i>Two additional paid public holidays - after New Year’s Day and Easter Monday;</i></li> <li>• <i>Personal Leave benefit;</i></li> <li>• <i>Parental Leave benefit,</i></li> <li>• <i>Annual wage increase for the life of the Enterprise Agreement.</i></li> <li>• <i>Housing with subsidised rental is available to the successful applicant if required.</i></li> </ul> |
| <b>Pre-employment medical</b>   | <i>Required. Medical assessment may include drug and alcohol testing.</i>   |
| <b>Closing date</b>   | <p><b>4.00pm Friday 13 January 2023</b></p> <p><b>In the interest of fairness and equity, late applications will not be accepted.</b></p>   |
| <i>The Shire of Broomehill-Tambellup is an equal opportunity employer</i> |   |



## POSITION DESCRIPTION

1. TITLE TEAM LEADER - CONSTRUCTION

2. CONDITIONS OF EMPLOYMENT

|                |  |
|----------------|--|
| Salary         | In accordance with the Shire of Broomehill-Tambellup Operations Employees' Collective Agreement 2019 |
| Superannuation | As per Legislation and Council policies  |
| Hours          | Employees work 80.5hours in a nine day fortnight.  |

3. ORGANISATIONAL RESPONSIBILITY

Responsible to:

|          |                                      |
|----------|--------------------------------------|
| Direct   | Works Supervisor<br>Manager of Works |
| Indirect | Chief Executive Officer              |

4. WORK LOCATIONS

Locations within the Shire of Broomehill-Tambellup

Locations beyond the Shire of Broomehill-Tambellup upon occasion

| TEAM BT   |
|---|
| <b>Vision:</b>  |
| A region driven by community spirit   |
| <b>Overarching Goal:</b>  |
| To have a peaceful and friendly rural lifestyle with thriving towns.  |
| <b>Values:</b>  |
| <p><b>Respect</b><br/>We will value and acknowledge everyone's contribution by:</p> <ul style="list-style-type: none"> <li>(a) working co-operatively with our colleagues, community and stakeholders; and</li> <li>(b) respecting the individual, and their roles, while working and living in the Shire.</li> </ul> <p><b>Excellence</b><br/>We will:</p> <ul style="list-style-type: none"> <li>(a) commit to providing excellent customer service with a 'can do' approach. It is our 'can do' attitude that is built into our actions and behaviours and allows us to be responsive to our changing environment.</li> </ul> <p><b>Accountability</b><br/>We will take responsibility for our actions and behaviour by:</p> <ul style="list-style-type: none"> <li>(a) being ethical and acting with integrity;</li> <li>(b) providing open and transparent decision making; and</li> <li>(c) providing good governance that addresses legislative and organisational compliance.</li> </ul> <p><b>Leadership</b><br/>We will provide clear direction and inspire people to reach their full potential by:</p> <ul style="list-style-type: none"> <li>(a) leading by example, with a professional pride in our Shire;</li> <li>(b) setting the Shire's direction by providing guidance and helping people be the best they can be.</li> </ul> |

## 5. POSITION OBJECTIVES

To assist in the delivery of the Council's annual roads construction and maintenance program, through effective coordination and implementation of construction and maintenance activities to roads and associated infrastructure.

Whilst on any particular job, the Team Leader assumes full responsibility for staff and contractors assigned to that job, and the efficient and effective completion of that job.

## 6. DUTIES AND RESPONSIBILITIES

- In consultation with the Works Supervisor, undertake planning to effectively deliver the requirements of the work area.
- Coordinate and carry out the construction of road works and other civil engineering jobs in a team environment
- Understand and implement quality control techniques for road construction and maintenance
- Competently operate a grader to advanced or final trim standards
- Ensure that the Council's tools, equipment, machinery and plant are kept in good working order and are used in accordance with the operator's manual, Council guidelines and relevant legislation
- Perform assigned tasks as an individual or as part of a team in an efficient and professional manner, having respect for colleagues and other Council staff, ratepayers and members of the general public, Council plant, tools, equipment and machinery, externally hired plant, tools, equipment and machinery and external contractor's materials
- Any other such instruction of duty as may be required by the Chief Executive Officer, Manager of Works and Works Supervisor
- Observe the requirements of Workplace Health and Safety Legislation and adhere to Equal Opportunity Legislation
- Employees employed within this category will be required to provide the many functions associated with a Works gang in a multipurpose Shire Council.

## 7. EMPLOYEES' RESPONSIBILITY

### Risk Management

- Comply with the Shire's Risk Management Policy and Procedures
- Actively participate in the Risk Management Program and Organisational Performance review and Evaluation Program.
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and instructions as directed by nominated or elected health and safety representatives
- Must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Shire employees
- In accordance with Council procedures in accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- Must comply with the Shire's Work Injury Management Program

## **8. WORKPLACE PROTOCOL**

- Staff should start no later than the assigned time and be ready and prepared to commence work at that time.
- If illness occurs, staff should telephone preferably half an hour prior to the day's shift
- All work areas are to be kept in a clean and tidy manner at all times
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant manager
- All Shire employees shall abide by and uphold the Council's Code of Conduct and respect the image and ethos of the Council, to provide superior services to the Council's clients and community
- Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licenced or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension or expiry of any work related licence.

## **9. TRAINING AND DEVELOPMENT**

To be negotiated upon an annual basis with the Manager of Works

## **10. KNOWLEDGE, EXPERIENCE AND QUALIFICATION**

- Experience in plant operation and basic maintenance, in particular advanced or final trim grader operations
- Ability to lead a team and work effectively within a team based environment
- Developed verbal and written communication skills
- Ability to follow detailed instructions and complete assigned tasks
- Working knowledge and proven commitment to Workplace Health and Safety
- Full licenses and accreditations with relevant governing bodies for plant operations and specialised tasks
- Working knowledge of Council operations and Quality Assurance principles

## **11. SELECTION CRITERIA**

### **Essential requirements**

1. Developed verbal and written communication skills
2. Demonstrated ability to lead a team and work effectively within a team based environment
3. Demonstrated ability and motivation to follow detailed instructions and complete assigned tasks
4. Demonstrated experience of final trim and construction grading techniques
5. Working knowledge and proven commitment to Workplace Health and Safety
6. Relevant plant operation certificates, in particular grader operations, and demonstrated experience in plant operation and basic maintenance
7. Hold a minimum of a current Western Australian 'HR' class driver's licence
8. White Card

### **Desirable attributes**

1. Relevant industry certificates, eg Traffic Management, First Aid
2. Working knowledge of Council operations and Quality Assurance principles
3. Western Australian 'HC' or 'MC' driver's licence





**EMPLOYMENT HISTORY**

**Most recent employer/Company Name:**

Position held:

Start date:

End date:

Description of duties:

Reasons for leaving:

**Previous employer/Company Name:**

Position held:

Start date:

End date:

Description of duties:

Reasons for leaving:

**Previous employer/Company Name:**

Position held:

Start date:

End date:

Description of duties:

Reasons for leaving:

**HEALTH QUESTIONNAIRE**

Do you suffer form any injury, illness or disability that may impact on the tasks required to fulfil this position?

Yes, please complete below  No

Please note, disclosure of any illness, injury or disability will not exclude an applicant from employment. The Shire of Broomehill-Tambellup has a Duty of Care to all employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.

Have you ever had a workers' compensation claim?

Yes, please complete below  No

Reference is made to Div.8 Section 79 of the *Worker Compensation and Injury Management Act 1981*

Description of injury, illness or disability (nature, date occurred, duration, employer)

**PROFESSIONAL REFEREES**

| Name | Company | Position | Contact Phone |
|------|---------|----------|---------------|
|      |         |          |               |
|      |         |          |               |
|      |         |          |               |

**HOW DID YOU LEARN ABOUT THIS OPPORTUNITY**

|  |                                 |  |  |   |
|--|---------------------------------|--|--|---|
| <input type="checkbox"/> West Australian | <input type="checkbox"/> Seek   | <input type="checkbox"/> Other online recruitment agency | <input type="checkbox"/> Shire Website         | <input type="checkbox"/> Professional Association/Institute |
| <input type="checkbox"/> Referral        | <input type="checkbox"/> LG Net | <input type="checkbox"/> Local Newspaper                 | <input type="checkbox"/> Educational Institute | <input type="checkbox"/> Other (please give details)        |

**ATTACHMENTS**

Please include the following documents with your application:

Cover Letter  Resume

Are you currently or have you worked for the Shire in the past? Yes  No

Are you currently or have you been placed at the Shire by a recruitment agency in the past 12 months? Yes  No

If 'YES', provide Position Title .....

I consent to any reference checks which may be necessary to support my applicaiton Yes  No

**Health**

Applicants who are successful in the short listing process may be subject to a pre–employment medical and drug and alcohol testing as part of the Shire’s recruitment process. At this stage applicants may be required to disclose any prior workers compensation claim/s and details of any previous or current medical condition/s or restriction/s that may impede their physical ability to perform the role they have applied for.

I understand and agree to these terms and conditions

Yes

No

**Applicant declaration**

I certify that my answer to each of the above questions is true and this information is correct. I understand that any misrepresentation of facts in this application could be cause for instant termination if I am employed with the Shire.

*If you are successful in your application your form will become part of your employment record.*

Signed: .....

Date: .....