Dear Applicant

Thank you for your interest regarding the position of TECHNICAL OFFICER with the Shire of Northam.

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

- Copy of advertisement;
- Shire of Northam Profile
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Application Checklist
- Application Form

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.

The Shire of Northam is an Equal Opportunity Employer.

Yours sincerely

JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

17/10/2017
JOIN OUR INNOVATIVE TEAM

ENJOY OUR BENEFITS

Nine Day Fortnight * Generous Subsidised Superannuation * Strong Cultural Values
Career Development Opportunities * Comprehensive Health & Wellness Package

The following excellent opportunity has arisen in the Engineering Services Directorate

TECHNICAL OFFICER

Full Time

An opportunity is available at the Shire of Northam located in the picturesque Avon Valley 96km from Perth CBD. The Shire services a population of approximately 11,000 residents and offers a blend of urban and rural lifestyle. The principal town, Northam, is a designated Regional Centre, offering government services and a comprehensive range of social, recreational, education, retail, commercial and medical facilities.

The Shire is experiencing significant growth and we are seeking to fill this exciting new role within the Engineering Services division. The successful candidate will have experience in an engineering field, sound knowledge of engineering project planning, design, management and implementation and the ability to understand, interpret and apply engineering construction drawings. The salary range for this position is $73,123.97 to $83,327.43 negotiable dependent upon previous qualifications and experience.

The Shire of Northam is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, impairment, age, or veteran status.

Application packages including the position description are available at www.northam.wa.gov.au or by contacting Bev Jones on 9622 6100, or records@northam.wa.gov.au. Graduates are very welcome to apply.

Applications, which must address the selection criteria, should be marked “PRIVATE & CONFIDENTIAL-Technical Officer” and reach the undersigned by 4:00pm, Friday 3rd November 2017 or emailed to records@northam.wa.gov.au.

Jason Whiteaker
Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401
A GLIMPSE OF NORTHAM …

The Shire of Northam is situated in the Avon Valley, on the fringes of the Darling Scarp and is bounded by the Local Governments of Mundaring, York, Toodyay, Goomalling and Cunderdin.

The Shire encompasses the townships of Northam, Wundowie, Bakers Hill, Clackline, Irishtown, Spencers Brook and Seabrook, the most western of these townships being Wundowie which is just 70kms from the centre of Perth. The total area of the Shire of Northam is 1,443 square kilometres with a population of the 10,670, with 6,638 Electors and over 4000 dwellings.

The main town, Northam, is situated on the Avon River, 96 kilometres from Perth, in the picturesque Avon Valley. The town of Northam, with a population of around 7,000 people, occupies approximately 2,400 hectares and is the main urban and commercial hub of the Shire.

Northam, with its recently acquired SuperTown status is the Regional Centre of the Avon Valley and Central Wheatbelt farming communities of the Shire of Northam (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and Government needs.

Northam has also been clearly established by the State Government as a Regional Centre, resulting in many Government Departments strengthening their regional office or establishing such an office. Furthermore, the four major banks have outlets in town, unlike smaller rural communities.

The Shire of Northam is well catered for in recreation, culture, health and education facilities. The town of Northam is home to a Regional Library, Hospital, Senior Citizens’ Centre and recreation facilities, including a Recreation Centre, major sporting grounds and an Olympic Swimming Pool. Wundowie also has a sporting ground, swimming pool, library and Telecentre, and there is an indoor Recreation facility in the township of Bakers Hill.

The townsite of Northam was first gazetted in 1836 and is the focal point for rail and road links to Eastern Australia. It was a centre for Post-War migration and many of the residents have strong links to Eastern Europe. The Mundaring to Kalgoorlie Pipeline also passes through the Shire. Council is committed to developing the Shire and encouraging growth, through new investment and tourism, whilst maintaining a warm country feel and friendly community.

### POSITION DETAIL

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Engineering Technical Officer</th>
</tr>
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<tbody>
<tr>
<td>Position Number</td>
<td>9026</td>
</tr>
<tr>
<td>Department / Section</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>Work Location</td>
<td>Shire of Northam</td>
</tr>
<tr>
<td>Date Created/Revised</td>
<td>Revised September 2017</td>
</tr>
<tr>
<td>Award / Level</td>
<td>Local Government Industry Award 2010</td>
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### THE ORGANISATION

**Our Mission**

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

**Our Corporate Values**

- **Safe** - focus on importance of safety in the organisation
- **Open** - engage in two way communication, with transparency and trust
- **Accountable** – know what you are responsible for, take ownership and deliver
- **Respectful** – demonstrate respect for others skills, knowledge and differing value systems
## THE POSITION

<table>
<thead>
<tr>
<th>Positions supervised</th>
<th>Trainee Civil Designer</th>
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<tr>
<td>Reports To</td>
<td>Executive Manager Engineering Services</td>
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### Summary & Objectives
- Provide technical advice and reports to management on engineering related matters;
- Provide engineering input and advice for building and development application assessments, ensuring compliance to engineering requirements and strategic planning objectives;
- Perform site inspections reporting on network condition, project progress or completed work compliance;
- Oversee designs and preparation of civil construction drawings for minor works;
- Perform assessments for event applications in regard to infrastructure requirements and traffic management plan requirements;
- Investigate and report on customer requests or complaints as required;

### Key Responsibilities
- Undertake investigations and prepare reports;
- Provide technical advice and input to staff on all matters relating to Engineering Services;
- Assist with the preparation of operating/capital budgets and work programs;
- Investigate crossover applications ensuring compliance with Council Policy, also making recommendations as required;
- Prepare and manage funding/grant submissions;
- Manage traffic count systems inclusive of field installations and management of data for future road funding opportunities;
- Assist with the preparation of dial before you dig information and requests from service providers, also performing site inspections to ensure reinstatement works are compliant with Shire standards;
- Respond professionally to enquiries or complaints from the public;
- Provide administrative support to the engineering team as required;
- Undertake special projects or tasks within the skills set and qualifications.
**Knowledge & Skills**

**Organisational**
- Ability to manage one’s own time, set priorities, plan, monitor and organise work in order to meet specific timeframes and allocated tasks within the role.
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.

**Interpersonal**
- High level written and verbal communication skills;
- Ability to secure cooperation and assistance from others to achieve defined objectives of the role;
- Able to effectively communicate with stakeholders of all levels with the ability to reach positive outcomes;
- Ability to communicate effectively with a wide range of stakeholders and manage stakeholder’s expectations effectively;
- Ability to maintain confidentiality

**Risk Management**
- Implement actions to ensure the reduction of the Shire’s exposure to risk management issues.

**Quality Management**
- Ensure developments and projects are completed in accordance with approved drawings and specifications;

**Occupational Safety & Health**
- Complying with and promote workplace procedures for risk identification, risk assessment and risk control through leadership.
- Participation in activities associated with the management of workplace health and safety.
- Take remedial action to control identified hazards and recommending control strategies to senior management where hazard control requires resources beyond the delegated authority.
- Correct utilisation of appropriate personal protective equipment.
- Ensure all employees work in a safe manner.

**SELECTION CRITERIA**

**Essential**
1. Experience within an engineering field;
2. Sound knowledge of engineering project planning, design, management and implementation;
3. Ability to understand, interpret and apply engineering construction drawings;
4. Demonstrated ability to use Microsoft suite software packages;
5. Demonstrated ability to investigate and produce high quality technical reports;
6. Current ‘C’ Class driver’s licence.
7. Commitment to ongoing personal and professional development and training as required.

<table>
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<tr>
<th>Desirable</th>
<th>8. Asset management experience;</th>
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<td>9. Traffic management accreditation;</td>
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<td></td>
<td>10. Local Government experience;</td>
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<tr>
<td></td>
<td>11. Previous experience with engineering design software.</td>
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**PRESENT INCUMBENT**

Name:  
__________________________________________________________

Signature:  
__________________________________________________________ DATE: __________

**EXECUTIVE MANAGER**

Name:  
__________________________________________________________

Signature:  
__________________________________________________________ DATE: __________
GUIDELINES FOR APPLYING FOR AN ADVERTISED VACANCY

General Information

These guidelines are designed to assist you in demonstrating that you are a suitable applicant for the advertised position.

Preparing the Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. Preferably the application should be typed, however neat and legible handwritten applications are acceptable, and stapled in the top left hand corner. Please do not submit applications in plastic or cardboard folders. Applications received will not be returned, therefore you should photocopy any original documentation.

Your application should include the following:-

- **Covering Letter**

  The covering letter introduces yourself to the selection panel and should include the title of the position you are applying for.

  You should explain why you are applying for the position and how you may be contacted during normal business hours.

- **Curriculum Vitae**

  Your curriculum vitae should provide personal details (name, address, and telephone number), relevant work history and education, training courses attended, qualifications and professional memberships.

  Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.
• **Selection Criteria**
Each aspect of the selection criteria should be referenced in your resume. Consideration for interview is based upon clear demonstration of your ability to meet each of the selection criteria.

• **Referees**
You should include in the curriculum vitae the names and contact numbers of at least two referees. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current supervisor or manager or alternatively a supervisor/manager from a previous position may be used.

• **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.

**Preparing for the Interview**

• **Before the Interview**
The panel will short list applicants for interview who meet the selection criteria; this may take up to two weeks after the closing date.

If you are selected for an interview, an Officer will telephone you to organise a mutually convenient time to conduct the interview. The interview is an important part of the selection process.

• **During the Interview**
The panel will generally consist of at least two members. Interviews will be structured and each applicant will be assessed in the same manner.

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, "provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved?"

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.
If you do not understand a question, you should seek clarification before providing a reply.

**After the Interview**
In some cases, preferred applicants may be asked to undertake other selection tests.
Preferred applicants will be required to undertake a pre-employment medical to determine the applicant’s suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you to verbally offer you the position and agree on a commencement date. This would normally occur within one week of the interview. The Chief Executive Officer will then forward in writing the offer of employment to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

**Closing Date**

Vacancies with the Shire of Northam are advertised for a specific period and close at 4:00pm on the closing date shown in the advertisement.

**Late Applications**

Late applications will not be accepted.

**Forwarding Applications for the Position**

Your application can be submitted via:

- **Post:** Addressed as follows:
  
  “Private & Confidential – TECHNICAL OFFICER”
  
  Chief Executive Officer
  Shire of Northam
  PO Box 613
  NORTHAM WA 6401

- **Email:** records@northam.wa.gov.au
  Please ensure that the subject line is marked as follows:
  
  “Private & Confidential – TECHNICAL OFFICER”

- **Website:** [www.northam.wa.gov.au/](http://www.northam.wa.gov.au/)
Application For Employment

<table>
<thead>
<tr>
<th>Position Title</th>
<th>........................................................……………….</th>
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<tbody>
<tr>
<td>Surname</td>
<td>.................................................................................................................. (Please use block letters)</td>
</tr>
<tr>
<td>Other Names</td>
<td>..................................................................................................................</td>
</tr>
<tr>
<td>Contact Address</td>
<td>..................................................................................................................</td>
</tr>
<tr>
<td>Suburb</td>
<td>Postcode.................................................................</td>
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<tr>
<td>DOB</td>
<td>.................................................................</td>
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<tr>
<td>Telephone:</td>
<td>Private .................................................. Mobile..........................</td>
</tr>
<tr>
<td>Email</td>
<td>..................................................................................................................</td>
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<tr>
<td>Driver’s Licence;</td>
<td>..................................................................................................</td>
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<tr>
<td>Class............Number.................................................................</td>
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</table>
Citizenship: Permanent residency is a pre requisite for appointment to permanent employment. Non-permanent residents are eligible for fixed term appointments.

<table>
<thead>
<tr>
<th>Are you an Australian Citizen?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If “NO”, please answer the following questions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you a New Zealand Citizen?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Have you been granted Permanent Residency?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

REFEREES:
1. Name: .................................................. Contact No: ……………….
(Business Hours)
2. Name: ........................................... Contact No: .....................
(Business Hours)

HEALTH:
To the best of your knowledge and belief are you of sound health? Yes   No  
If “No”, please give details:

…………………………………………………………………………………………
…………………………………………………………………………………………

Previous Workers Compensation Claim
A previous Worker's Compensation Claim or other injury/disability is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate:

Yes   No
If “Yes” will the disability or injury be likely to affect your work performance or could it recur or be aggravated by the type of work for which you are applying.

Yes   No

Please give details of previous claim:

…………………………………………………………………………………………
…………………………………………………………………………………………
CONVICTIONS:
Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have declared Spent (Spent Convictions Act 1988)

Yes  No

If “Yes”, please give details:

…………………………………………………………………………………………
…………………………………………………………………………………………

A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

I DECLARE STATEMENTS IN THIS APPLICATION TO BE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT WHICH IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.

Signature:.............................................................. Date:.................

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION SHOULD BE ATTACHED

Survey

Can you please indicate how you became aware of the current vacancy by ticking one of the following boxes ☑:

☐ West Australian
☐ Local paper
☑ Shire of Northam Website
☑ Shire of Northam Facebook Page
☐ Lgnet/Seek/Other Website – Please specify……………………………………
☐ Word of Mouth
☐ Other, please specify

…………………………………………………………………………………………

For any questions regarding the completion of this document please contact Human Resources Coordinator Beverley Jones on 08 9622 6145 or alternatively she can be emailed at humanresources@northam.wa.gov.au.
APPLYING FOR A VACANCY WITH THE SHIRE OF NORTHAM

CHECKLIST

- Covering letter
- Curriculum vitae
- Copies (not originals) of supporting documentation
- Full application has been proof read prior to submission
- Application copied for personal reference