



CANDIDATE PACK

Planning Engineer

Isaac Regional Council



CONTACT

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Leading Roles



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Isaac Regional Council acknowledges the Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Western Kangoulu and Wirdi Peoples as the Traditional Custodians of the lands and waters throughout the Isaac Region and their enduring cultural connection to country and community.

We pay our respects to the Elders past, present and emerging for they hold the stories, culture and traditions of Aboriginal and Torres Strait Islander Peoples.



The Role

The Isaac Region is at the forefront of change and innovation regionally, nationally and globally. The region's opportunities include mining development, clean energy, agriculture, economic diversification and investment attraction. Picturesque coastal villages and modern mining towns offer a diverse combination of coastal and country living.

Position Overview

Reporting to the Manager of Planning and Projects, the Planning Engineer is responsible for coordinating and developing infrastructure plans and capital projects within the Water and Waste Directorate's Capital Works Program. The role focuses on minimising operational disruptions and optimising maintenance costs by thoroughly assessing the full life-cycle costs of new and existing infrastructure investments.



Key Responsibilities

- Provide expert advice on water and waste management, leveraging extensive experience to guide decision-making and policy development.
- Understand and interpret network models, analyse results and use insights to inform strategic decisions and planning activities.
- Develop forward plans for infrastructure upgrades and new construction projects, ensuring alignment with stakeholder requirements and service delivery objectives.
- Conduct in-depth analytical exercises, prepare comprehensive reports and present well-supported business cases to stakeholders and decision-makers.
- Oversee the planning phase for project management, including internal planning studies, to ensure successful project execution and alignment with organisational goals.

Key Projects

The Planning Engineer will play a key role in projects such as water treatment plant upgrades across the Region, ensuring that the infrastructure meets future demand and adheres to regulatory standards. Their involvement will include providing expert infrastructure planning advice, interpreting network models and supporting the execution of forward planning initiatives.

Opportunities and Challenges

Opportunities:

This role offers a dynamic and varied workload, allowing the Planning Engineer to engage in a broad range of council activities that go beyond routine responsibilities. Working within a supportive team environment, the position also provides significant opportunities for professional development and learning, all while contributing to the betterment of local communities.

Challenges:

The Planning Engineer role involves the complex task of prioritising infrastructure projects across multiple townships, each with unique geographical layouts and needs. The Planning Engineer must balance demanding operational requirements while ensuring compliance with stringent regulatory standards, requiring careful planning and expert decision-making.





Stakeholder Engagement

External Stakeholders

External consultants for modelling, feasibility studies and consultancy services.

- Funding agencies for project financing and grant opportunities.
- Regulatory agencies for compliance with environmental and operational standards.
- State agencies for planning, permitting and regulatory compliance.

Internal Stakeholders

Internally, the Planning Engineer will engage with other staff broadly across the organisation as well as closely with:

- Asset Managers for Water, Wastewater and Waste
- Planning and Projects Manager
- Business Services Team
- Broad collaboration across various Council departments

The Team

The team consists of three highly experienced Project Managers and a Technical Support Officer. This is a small professional team that has excellent morale, works collaboratively and supports each other by sharing challenges, workloads and knowledge. The team enjoys a friendly atmosphere, often taking the time to grab a coffee together, fostering a great team environment.

The Culture

The culture of the Council is warm and welcoming, with a strong emphasis on looking after one another. Colleagues are supportive and always willing to lend a hand, creating a helpful and collaborative environment where everyone feels valued and included.



Qualifications, Skills and Attributes

- Tertiary qualification in Civil Engineering
- Excellent time management capability
- Strong written, verbal and interpersonal communication skills
- Demonstrated ability to take a creative and solutions-focused approach to problem solving
- Demonstrated ability to contribute within a team setting.



Council Employee Benefits

The Isaac Regional Council employee benefits include:

- Base salary: Ranging from \$136,000 – \$163,000 per annum
- Super: Up to 14%
- Full private use vehicle.
- Allowances: Locality allowance, Housing allowance (or housing)
- Relocation assistance in line with Council policy
- Professional Association Membership up to \$500,
- Private telephone expenses up to \$500
- Clothing / Uniform Allowance up to \$500.
- Consideration of flexible working arrangements by negotiation.
- Professional development and training opportunities
- Employee Study Assistance' scheme
- Free Employee Assistance Program for work or non-work-related matters



About Council

The estimated resident population is 20,940 spread across 17 unique communities. The Isaac local government area spans an area of approximately 58,000 square kilometres.

Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 900km south of Cairns, with access to world class export infrastructure.

Isaac's Gross Regional Product was \$32.4 billion in 2022, growing 14.1% since 2021. Much of the region's economic output is attributable to the resource sector with Agriculture being the second largest contributor.

Tourism also features on the economic landscape with the Isaac coast and Clermont identified as an emerging tourism precinct for development in the Mackay Isaac Destination Tourism Plan. The coast also hosts commercial fishing and aquaculture operations while the hinterland houses the largest colony of Northern Hairy Nosed Wombats and Historic Goldfields.

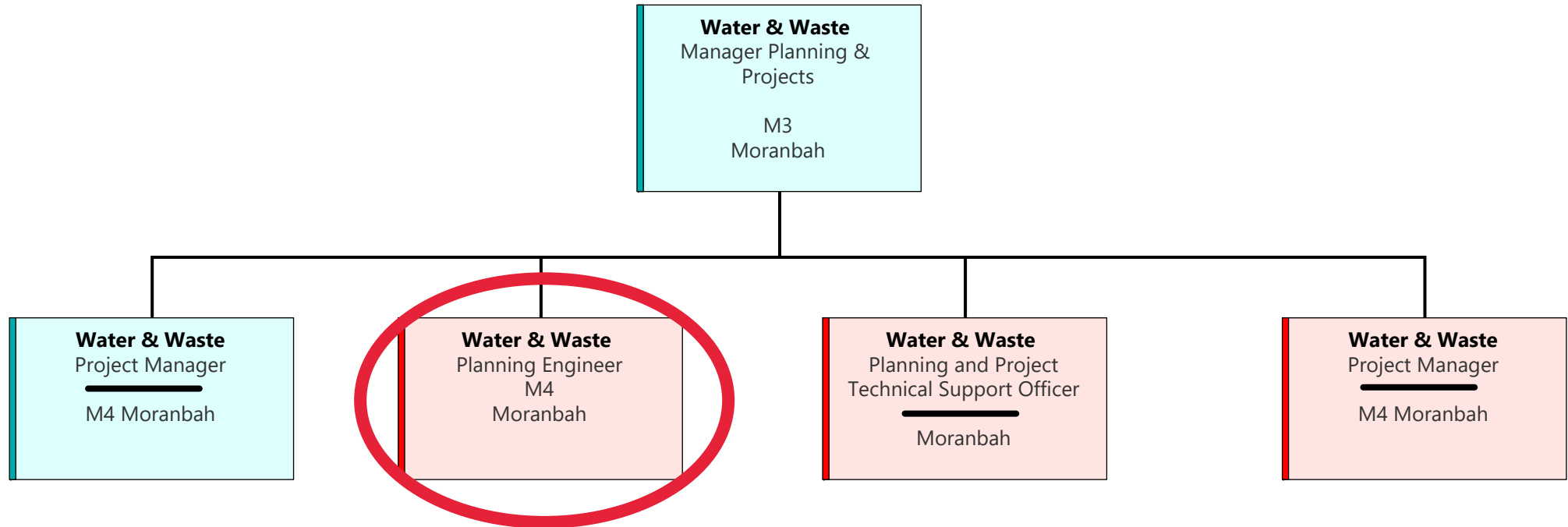


Links to Council Information



Organisational Structure

WATER AND WASTE AS OF 3/09/2024



Currently the Water and Waste have two (2) consultants, one (1) in-house project manager and one (1) technical support officer.



Living in the Region

From picturesque coastal villages to modern mining towns, the Isaac region offers the best of coastal and country living. Covering an area of 58,862 square kilometres the Isaac region is home to more than 20,000 families, workers, retirees and sea/tree changers.

There are 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence and smaller villages of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

Carmila

At the foot of the Connors Range on the Bruce Highway is Carmila, a cane growing district. Before cane farming, the Carmila Ranges was known to hold the most unique rainforest in the world. Today it nurses remnant pockets of rainforest abounding with plants and wildlife.

Clairview

Clairview is a popular fishing and crabbing beachside community. In 1997, the Great Barrier Reef Ministerial Council established Clairview as a Dugong Sanctuary. Isaac Regional Council is active in the management of marine areas for the protection of Dugongs and the continuation of Dugong habitat along the Isaac coastline.



Living in the Region

Clermont

Clermont is one of the most historic towns in northern Australia and has a colourful past filled with drama and laced with tragedy. Established in 1862, Clermont was the first inland settlement in the tropics, making it a frontier town in the truest sense of the word. Evidence from the days of gold-rushes, copper mines, timber getters, shearers, stock men and squatters can still be found in and around Clermont.

Coppabella

The name Coppabella is said to be an Aboriginal word from a New South Wales dialect meaning 'crossing place'. Coppabella is unique in the region for two reasons: the first, that it did not form around an existing pub, and secondly, that it was built entirely by a government department and passed to local government to administer. It is still a 'closed town' in that it lives and exists only because of the railway.

Dysart

Dysart is a friendly community with modern facilities, including an Olympic-sized pool and nine-hole golf course. Established in 1973, the town caters to the coal mines of Saraji and Saraji South as well as the many surrounding cattle and grain properties.



Living in the Region

Middlemount

Middlemount was established in the early 1980s, as a purpose-built coal mining town offering breathtaking panoramic views from the iconic Blue Mountain. It is a relaxed town with many services, facilities and plenty of parking.

Moranbah

Moranbah is often described as the hub of the Isaac Region, offering most services you will find in the bigger towns. The airport is the busiest regional airport in Australia, providing over 85 flights per week for charter and public passengers..

Nebo

The town of Nebo was officially known as Fort Cooper; however, in 1923 the name was changed by popular demand to Nebo, derived from Nebo Creek. In the early years Nebo township was strategically situated at the crossroads of the main south-to-north track and the east-to-west track now known as Peak Downs Highway. The popular annual Nebo Rodeo is Queensland's largest one-day rodeo event.

St Lawrence

The township of St Lawrence is one of the oldest towns on the east coast of Queensland. It was originally built to service the Customs Office for the Port of St Lawrence. One historical building still remaining from this time is the Council Office. The St Lawrence Wetlands is a significant wetlands and precious habitat for freshwater fish and abundant bird life.



Discover the Isaac Region

Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Hold a strong understanding of water and waste management, infrastructure planning and project management.
- Demonstrated experience in coordinating and developing infrastructure plans and capital projects.
- Excellent written, verbal and interpersonal communication skills, with the ability to effectively engage with both internal and external stakeholders.
- Proven ability to conduct in-depth analytical exercises, interpret network models and present well-supported business cases.
- Tertiary degree in Civil Engineering.



Applications Open

- Monday 9 September 2024



Applications Close

- 5pm Monday 30 September 2024



Initial Assessment

- Week Commencing 7 October 2024



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and Isaac Regional Council will collaborate to create a shortlist of qualified candidates. Interviews with the Council's interview panel will be scheduled based on the availability of candidates and Council staff.

The Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.

Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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✉ Angie.Simmonds@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



POSITION DESCRIPTION



POSITION TITLE	Planning Engineer	CLASSIFICATION	M4 Contract
DIRECTORATE	Water and Wastewater	AWARD STREAM	Individual Contract
DEPARTMENT	Planning and Projects	REPORTS TO	Manager Planning and Projects
POSITION NO.	86602	LAST REVIEW DATE	June 2020

A. ORGANISATION SUMMARY

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Water and Waste Directorate is an integrated, multifaceted service responsible for managing and maintaining a safe, quality water supply, a reliable wastewater collection, treatment and effluent irrigation system and an integrated waste management and resource recovery service to the Isaac Regional Council (IRC) communities. These services are managed in alignment with regulatory and legislative requirements.

C. POSITION SUMMARY:

Reporting to the Manager, Planning and Projects this position is responsible for developing the capital program and the planning phases of project delivery. This encompasses investigations and the planning phases of projects, in addition to this, the assessment of water and waste related considerations for Development Applications.

The identification of projects and delivery into the project development process from inception through to concept design, within timeframes and budget allocations and to necessary standards whilst ensuring that ongoing operation and maintenance costs associated with new and existing infrastructure investments are minimised through consideration of life-cycle costs at an early stage, are all within scope.

D. DUTIES:

POSITION DESCRIPTION



POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Project manage the planning and project development phase for water and waste infrastructure including growth, renewal and replacement projects;
2. Provision of overall program management including resource management for planning and project development tasks being delivered by resources internal and external to the Water and Waste Directorate;
3. Accurate project estimating and total cost management;
4. Ensure that planning & project development tasks progress in accordance with delivery timeline requirements and monitor and report progress in accordance with agreed schedules and budget;
5. Establish and implement project management systems for briefs, budget, schedule, reporting etc. in the planning and project development environment;
6. Identify and secure resources to meet planning objectives;
7. Deliver a robust process that ensures the asset solutions are 'Value for Money' and meet asset owner requirements;
8. Responsibility for hydraulic analysis and network planning of water and waste infrastructure;
9. Contribute to the development and prioritisation of the ten (10) year Capital Works Program for water and waste infrastructure;
10. Identify and prepare business cases for future capital works;
11. Contribute to the development of asset management strategies as part of the Planning and Projects delivery team;
12. Provide modelling inputs from Water and Waste into the assessment of new developments for planning applications / development approvals to ensure conditions are strategically aligned with all Water and Waste planning policies, design guidelines and corporate direction as required;
13. Implement water infrastructure planning and policy initiatives to improve efficiency, reduce costs and increase value to Isaac Regional Council;
14. Implementation of the cultural leadership program and the assigned aspects of the Isaac Capability Plan 2027 both within the department and directorate; as well as positively influencing their implementation corporately.
15. Proactively ensure activities meet current and emerging regulatory requirements;
16. Assist in the development of Asset Management condition monitoring and forecasting systems and models;
17. Assist with the maintenance and development of Water and Waste's asset database;
18. Assist in the construction and maintenance of Water and Waste hydraulic models;
19. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Extensive knowledge and understanding of the requirements of engineering and management concepts associated with planning for water and waste infrastructure, including use of risk-based prioritisation models in decision making processes;

POSITION DESCRIPTION



2. Strong knowledge and demonstrated understanding of design specifications for water and waste infrastructure;
3. Demonstrated program and project management skills;
4. Proven ability to schedule, allocate workflow and resources and monitor progress to achieve project outcomes;
5. High level computer skills, skills in MS Office suite and MS Project scheduling software (or similar);
6. High level written and verbal communication skills with proven ability to prepare documentation;
7. Demonstrated knowledge of workplace health and safety principles including risk management and implementation to achieved increased safety outcomes;
8. Extensive knowledge of water and waste systems, assets and infrastructure;
9. Demonstrated technical skills including hydraulic modelling of water and waste networks using industry standard tool such as H2Omap, WaterGEMS, Infoworks (WS &CS) are desirable;
10. The ability to acquire a comprehensive knowledge of Council Policies, Local Laws, Quality Assurance Procedures, Standards, work procedures and risk management;

Experience

11. Demonstrated extensive experience in planning and project development as well as asset management of water and waste civil, mechanical and electrical engineering infrastructure;
12. Demonstrated program and project management experience using an industry recognised project management methodology;.
13. Experience using water and waste hydraulic modelling packages is desirable (Infoworks and WaterGEMS preferred);
14. Experience in tracking and managing project scope, timeframes and costs;
15. Experience in managing and supervising staff and consultant/contractor project teams;
16. Proven ability to identify and mitigate asset and project risk.

Qualifications

Essential

1. Tertiary qualification in Civil Engineering or related discipline is mandatory;
2. 'C' class licence;
3. Construction Induction Safety Induction (white) card.

Desirable

1. Accredited qualifications in Project Management;
2. RPEQ accreditation.

F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

POSITION DESCRIPTION



- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs |
| <input checked="" type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | Attribute: | Yes | No |
|---------------|-------------------------------------|--------------------------|
| Chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dampness | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fumes/Gases | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heights | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noise | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|-------------------------------------|--------------------------|
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.

POSITION DESCRIPTION



7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:



POSITION DESCRIPTION

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

POSITION DESCRIPTION



Isaac Regional Council

We're delivering in a changing world

OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.


OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.

OUR VALUES

COMMUNITY FOCUS 
We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.
We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK 
We expect respectful relationships in our work together, to achieve.
We cultivate commitment through shared purpose, to create value.

CARING 
We are committed to working safely and caring for the safety and wellbeing of our people and communities.
We believe that people matter.

POSITIVE WORK ETHIC 
We do our best every day to have pride and enjoyment in our work.
We display accountability, transparency, procedural consistency and integrity.
We seek the highest possible practical outcomes in everything we do.
We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.