



APPLICANT PACK

Senior Project Liaison Engineer

Gympie Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, the Gubbi Gubbi/Kabi Kabi, Butchulla and Wakka Wakka peoples as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



Position Overview

The Senior Project Liaison Engineer will play a pivotal role in coordinating high-value road and traffic infrastructure projects between Gympie Regional Council and Queensland Hydro. This fixed-term position, tied to a two-year funding agreement, offers the opportunity to lead critical projects that enhance the region’s transport network and support the safe and efficient movement of traffic. With the potential for extension, this role is ideal for a driven professional with expertise in traffic operations and road infrastructure.

Key Responsibilities

Project Coordination and Management

- Act as the central liaison between Council and Queensland Hydro, ensuring seamless communication.
- Manage project milestones, ensuring timely and cost-effective delivery.
- Prepare and present progress reports, highlighting key achievements and addressing risks.

Technical Expertise

- Ensure all road and traffic project designs meet statutory and regulatory requirements.
- Provide expert engineering advice on traffic management, road safety and transport planning.
- Collaborate with contractors and stakeholders to resolve technical challenges and maintain quality standards.

Compliance and Risk Management

- Ensure all road and traffic projects comply with legal, environmental and safety standards.
- Identify and mitigate risks associated with road construction, transport operations and traffic flow.
- Conduct regular audits and quality checks to uphold high project standards.



Key Projects

In this role, you will oversee several transformative transport and traffic-related infrastructure projects, including:

- Road and transport network upgrades to improve regional connectivity and ensure safe traffic movement.
- Traffic management and operations to support Queensland Hydro's infrastructure development.
- Integration of transport systems with existing and new road networks.

Opportunities and Challenges

This role provides the chance to lead major road and transport infrastructure projects that shape the Gympie Region's future. Strong engagement skills are required, as you will manage complex stakeholder relationships while ensuring compliance with strict traffic safety and regulatory standards. Additionally, you will have the opportunity to mentor emerging engineers and contribute to their professional development.

The Team

You will join a collaborative and supportive team committed to delivering high-quality infrastructure projects. The team's culture emphasises mutual respect, knowledge-sharing and a collective drive to achieve excellence.



Stakeholder Engagement

- Serve as the primary contact for project-related queries and updates, maintaining strong relationships with key stakeholders, including Queensland Hydro, Asset Owners, Transport Operations, Procurement teams, contractors and community representatives.
- Lead stakeholder meetings to align on project goals and expectations, ensuring transparent and regular updates.
- Present project updates to managers and the Executive Leadership Team to support informed decision-making.

Personal Attributes

In alignment with Gympie Regional Council's values, the ideal candidate will demonstrate:

- *Integrity:* Consistently acts with honesty and upholds ethical principles in all dealings.
- *Respect:* Values diversity and promotes inclusiveness within the team and community.
- *Accountability:* Takes responsibility for delivering results and meeting commitments.
- *Innovation:* Approaches challenges with creativity and is proactive in identifying opportunities for improvement.
- *Teamwork:* Builds collaborative relationships and contributes to a supportive and cohesive team environment.



Qualifications

- Tertiary qualifications in a relevant field such as Civil Engineering (preferred), Project Management or other similar qualifications relevant to the duties of the position.
- Department of Transport and Main Roads Traffic Management Design (Open) Qualification or experience in traffic operations and road operations, including knowledge of the MUTCD manual of traffic control devices.

Key Skills and Attributes

- Expertise in road infrastructure design, traffic operations and transport project planning.
- Strong analytical skills for reviewing traffic designs and specifications.
- Ability to lead cross-functional teams in road and traffic projects.
- Exceptional written and verbal communication skills, capable of engaging both technical and non-technical audiences.
- Strong negotiation and conflict resolution skills to maintain project momentum.
- Adaptability in dynamic project environments with changing priorities.



Employee Benefits and Salary

The Gympie Region is renowned for its blend of picturesque landscapes, from lush hinterlands to pristine beaches. Residents enjoy a relaxed lifestyle with access to modern amenities, cultural events and a range of outdoor activities such as hiking, fishing and camping. The region fosters a strong sense of community, making it an ideal place for both individuals and families seeking a balanced lifestyle surrounded by natural beauty.

The Senior Project Liaison Engineer role at Gympie Regional Council presents an exciting opportunity for a skilled professional to contribute significantly to the region's development. Combining technical expertise, leadership and a passion for community impact, this position offers a rewarding career path within a vibrant and supportive organisation.

Salary and Benefits:

A competitive salary package of \$130,000 - \$150,000 (negotiable depending on skills and experience), relocation assistance in line with Council policy and 12.5% superannuation, reflects the level of responsibility and influence that comes with this role. Contract until October 2027

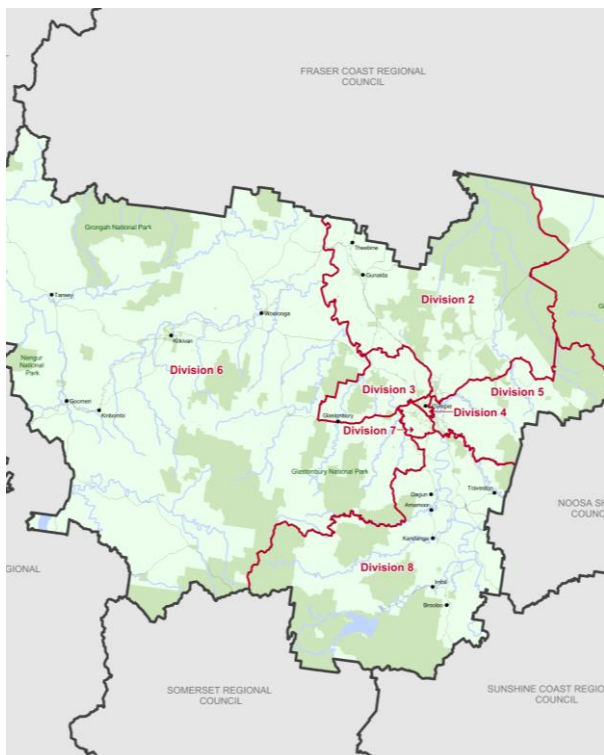
Additional Employee Benefits:

- flexible working arrangements
- access to employee health and well-being programs
- Fitness Passport which allows you and your family to work out at over 25 local gyms at a subsidised rate
- access to long service leave after seven years of service
- generous superannuation scheme of up to 13 per cent
- access to salary sacrifice arrangements
- an employee assistance program offering free confidential counselling and personal coaching services for employees and their immediate family.



About Council

The Gympie Regional Council covers an area of 6,898 square kilometres, with over 100 parks and almost 3,000 km of roads. The council is renowned for its iconic “Mary Valley Rattler”, a heritage steam train that traverses the picturesque landscapes of the region.



The Gympie Region, spanning 6,898 sq. km with a population of around 48,000 residents, is a diverse and vibrant area in Queensland, Australia. At its heart lies Gympie, a bustling economic hub situated 160 km north of Brisbane, the State Capital, and a short 40-minute drive from the picturesque Sunshine Coast.

Beyond Gympie, the region encompasses several smaller towns and centres, such as Goomeri, Kilkivan, Woolooga, Gunalda, Curra, Cooloola Cove, Tin Can Bay, Rainbow Beach, Amamoor, Kandanga, and Imbil. Gympie City stands as a robust regional centre, providing essential services and support to a wide expanse of rural properties.

The Gympie Region boasts a significant business community, comprising over 4,500 enterprises, including notable manufacturers. In the most recent data available, the region's economic vitality is evident through its estimated gross regional product, which now stands at approximately \$2.40 billion. This economic strength, coupled with its strategic location and diverse towns, underscores the Gympie Region's importance as a dynamic and integral part of Queensland's landscape.

The council consists of eight councillors and a mayor.

Links to Council Information





Living in the Region



Housing

Housing in the Gympie Regional Council area is characterised by a diverse range of options that reflect the region's distinct charm and lifestyle. From quaint heritage homes that pay homage to Gympie's rich history to modern residential developments that cater to contemporary needs, the housing landscape offers something for everyone.



Educational Facilities

The Gympie region is well-serviced by both state and private school facilities, there are approximately 30 primary and high schools throughout the region. For those wishing to further their education, there are two colleges available in Gympie; Queensland TAFE and SkillCentred Queensland with the University of the Sunshine Coast located in Sippy Downs, just 57 minutes drive south of Gympie.



Healthcare

There are excellent medical facilities in the region including both public and private hospitals readily available including Gympie Hospital and Gympie Private Hospital. The region is home to medical centres, private health centres, dental practices and aged care facilities.



Living in the Region



Shopping & Dining

The Gympie Region has easily accessible shopping facilities for everyday needs and a vast array of specialty stores. The region is home to an artistic community, with studio trails, a regional art gallery and a variety of festivals and events. Fresh food and produce are available all year round in the region with many of the local dining facilities showcasing the best of the region.



Sports & Recreation

The Gympie Regional Council area boasts several excellent sport and recreational facilities, including the Aquatic and Recreation Centre. There are many sporting clubs in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local tracks and trails, canoeing and kayaking and National Parks.





Getting Around

The Gympie Regional Council area is served by the Bruce Highway, the Bunya Highway, the Burnett Highway, the Wide Bay Highway and the North Coast railway line. The Sunshine Coast is a short 58-minute drive from Gympie and Brisbane is about 1 hour 30 minutes. Airports are located at Maroochydore, Maryborough and Hervey Bay.



**Working for Gympie
Regional Council**





Recruitment Process and Timeframes

-  **How To Apply?**
Please submit your application via the Leading Roles website. Please upload:
 - Your CV
 - A covering letter addressing the Qualifications and Skills and Attributes (Page 6)
-  **Evaluation Process**
Leading Roles and Gympie Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Gympie Regional Council may elect to undertake further interviews as required.

Applicants will be required to complete a working rights check as well as a National Police Check. Preferred applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.

Indicative Timeframes

 Applications Open	<ul style="list-style-type: none">• Week Commencing Monday 10 February 2025
 Applications Close	<ul style="list-style-type: none">• Upon identification of suitable applicants
 Initial Assessment	<ul style="list-style-type: none">• As applications are submitted
 Council Interviews	<ul style="list-style-type: none">• Week Commencing 10 March 2025 or prior

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

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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



Angie Simmonds

Principal Talent Consultant



CONTACT

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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.



ATTACHMENT

Position Description

Position Description

CORPORATE INFORMATION

Position title	Senior Project Liaison Officer		
Directorate	Infrastructure Services	Branch/Section/Unit	Operations Roads and Drainage/Road Operations
Position number		Level	
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager Operations Roads and Drainage		
Direct reports	N/A		
Indirect Reports	N/A		

SCOPE OF POSITION

Position Summary

The Senior Project Liaison Officer plays a crucial role in facilitating the coordination and management of various projects related to the council's transport infrastructure network. The role act as a link between the Infrastructure Services Directorate, external stakeholders, and project teams, ensuring smooth communication and effective implementation of initiatives.

The roles responsibilities include providing technical advice and support on projects and maintenance works, particularly concerning traffic management, road operations, and corridor management. They also play a key role in developing and reviewing traffic management plans to enhance safety at council work sites and develop report, management plans and documentation to support external project delivery on the council transport infrastructure network.

Additionally, the Project Liaison Officer acts as a liaison with external project teams, identifying collaboration opportunities for the council and preparing reports for council officers to facilitate decision-making processes. This role appears to be integral to the efficient functioning and improvement of the council's transportation infrastructure.

Key Responsibilities of the Role

- Coordinate and manage internal and external infrastructure projects.
- Manage projects to ensure they meet quality standards and are delivered in a cost effective and timely manner.

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Senior Officer – Road Operations and Traffic Management

- Prepare and undertake project briefs, design management, procurement, contractor negotiation, contract management, financial administration, record keeping, and other tasks as required for the project coordination of Council waste infrastructure projects.
- Prepare and maintain project management plans to ensure projects are appropriately managed and monitored for risks and issues as they arise.
- Manage external consultants and assess the work completed by other professionals, providing feedback and issue identification and management. Prepare and implement effective communication plans to ensure stakeholders are appropriately informed.
- Liaise with other Council Departments, Government agencies and Council clients to ensure that projects are planned, coordinated, and implemented in accordance with statutory obligations and Council objectives.
- Assist in the development, implementation and evaluation of policies, systems, procedures and operational standards to facilitate effective administration of the Branch and achievement of Council's corporate objectives.
- Assist in the implementation of branch administrative processes and procedure and development of project management systems.
- Responsible for the development of Traffic Management Plans including Traffic Guidance Schemes organisation wide.
- Review of Traffic Management Plans externally prepared as part of permit requests for external/private works on Council Roads.
- Conduct traffic management audits and providing recommendations to improve safety and functionality on council transport infrastructure network..
- Monitor and review regulatory changes to ensure Councils approach remains compliant.
- Raise the awareness of Council's Traffic Management policies, practices and procedures and providing assistance to Council employees to implement them through regular site visits and awareness sessions.
- Other relevant duties as required from time to time which would generally fall within the scope of this position.

Mandatory Licence/Competency (Ticket) Requirements

- Tertiary qualifications in a relevant field such as Civil Engineering, Project Management or other similar qualifications relevant to the duties of the position.
- Department of Transport and Main Roads Traffic Management Design (Open) Qualification
- Queensland 'C' Class driver's licence that is current and maintained
- Construction Industry White/Blue card.

Essential Knowledge/Skills/Qualifications Criteria

Desirable Knowledge/Skills/Qualifications Criteria

- Extensive experience in project management with waste experience is favourable.
- The ability to exercise an appropriate range of analytical, problem solving and investigative skills/techniques and develop actionable strategies and plans that will achieve outcomes in unstructured situations with only limited direction.

- High level of oral and written communication skills including analytical reports and presentations and demonstrated ability in the use of computer applications and information systems, especially in the area of project management.
- Well-developed knowledge, or ability to quickly acquire, of current planning, strategic infrastructure issues and a broad understanding of the drivers of project development within the region.
- Comprehensive knowledge or the ability to quickly acquire, of relevant State and local government legislation and policy.
- Proven ability to effectively manage multiple projects concurrently.
- Demonstrated experience in the design and implementation of traffic management plans with the proven ability to apply knowledge and provide specialist/expert advice.
- Excellent oral and written communication and interpersonal skills with the ability to liaise with a variety of internal and external stakeholders and provide accurate and timely advice in a helpful and supportive manner.
- Demonstrated skills in the operation of computer applications used in the formulation of traffic management plans and guidance schemes.
- Demonstrated time management and organisational skills including the ability to plan, organise and monitor own work to achieve set and agreed performance and service standards.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

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Position Description

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name	Position

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Reviewed: 22/05/24

Senior Officer – Road Operations and Traffic Management

[Printed copies are uncontrolled. It is the responsibility of each user to ensure that any copies of system documents are the current issue]

Position Description

Signature		Date	
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Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.

DRAFT



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