

APPLICANT PACK

Director Infrastructure, Planning & Environmental Services

Burdekin Shire Council



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Contents

| | |
|--|----|
| ➤ The Role | 3 |
| ➤ About Burdekin Shire Council | 10 |
| ➤ Living in the Region | 13 |
| ➤ Recruitment Process and Timeframes | 16 |
| ➤ Contact | 18 |
| ➤ Attachment: Position Description | |

We respectfully acknowledge the Traditional Owners, the Bindal and Juru 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.



The Role

Situated on the doorstep of the magnificent Great Barrier Reef, the Burdekin Shire presents an exquisite blend of untouched natural splendour and a thriving rural community. Positioned just a short one-hour drive south of Townsville, the Burdekin region is renowned for its abundant sunshine, fertile agricultural land and ample water resources. It is one of the most beautiful districts along the Queensland coast with unspoilt beaches and spectacular wetlands and is home to approximately 18,000 people. Burdekin Shire Council has a workforce of approximately 280 staff and is committed to their vision of creating a prosperous, connected and inclusive community built on the Shire's strong rural foundations.

Position Overview

Burdekin Shire Council is seeking an experienced and highly engaged Director Infrastructure, Planning and Environmental Services to provide strategic and operational leadership of Council services and capital projects.

Reporting to the newly appointed Chief Executive Officer, you will lead a team of approximately 190 technical and administrative staff who will thrive under an engaged and supportive leadership style. This is a fantastic opportunity for an experienced Director who is looking to join a newly formed leadership team and drive meaningful impact for the benefit of a close-knit community.

The Director Infrastructure, Planning and Environmental Services is responsible for leading the areas of Operations (including Water and Wastewater), Technical Services, Planning and Development and Environmental and Health Services.

A photograph of two people standing on a balcony, looking out over a vast landscape at sunset. The sun is low on the horizon, casting a warm glow over the scene. The balcony has a metal railing and is supported by dark pillars. The background shows a wide expanse of land with some trees and distant hills under a clear sky.

Organisational Contribution

The Director Infrastructure, Planning and Environmental Services will be a key member of the Leadership Team reporting to the CEO and working alongside the Director Corporate and Community Services. Council is seeking a capable and participative leader to contribute to Council's organisational goals.

Under the progressive leadership of the Council's newly appointed CEO Matthew Magin, the Council is seeking to continue its legacy as a stable, values-led organisation. The successful applicant must demonstrate a commitment to Council's values and be an exemplar of behaviours that develop trusted partnerships and model integrity, curiosity and compassion.

Key Responsibilities

- **Strategic Leadership and Operations Management:** Provide leadership and strategic direction to the Infrastructure, Planning and Environmental Services Department, ensuring that systems and structures are in place to effectively monitor and deliver high levels of performance, and the achievement of Council objectives.
- **Management of Key Internal and External Relationships:** Promote and build collaborative working relationships both within and external to Council, ensuring effective communication and support for the CEO, Councillors, the organisation and the community.
- **Technical Support:** Oversee the provision of engineering technical support and advice to the CEO and other Council staff, ensuring that infrastructure projects and maintenance programs are delivered effectively.
- **Planning and Development:** Oversee the operations of the Planning and Development program, providing support and advice to ensure the successful preparation and implementation of the Planning Scheme and Local Government Infrastructure Plan.
- **Environmental Health Services:** Oversee the operations of the Environmental and Health Services program, providing technical support and advice in the coordination of Council's waste management operations and management of landfill sites.

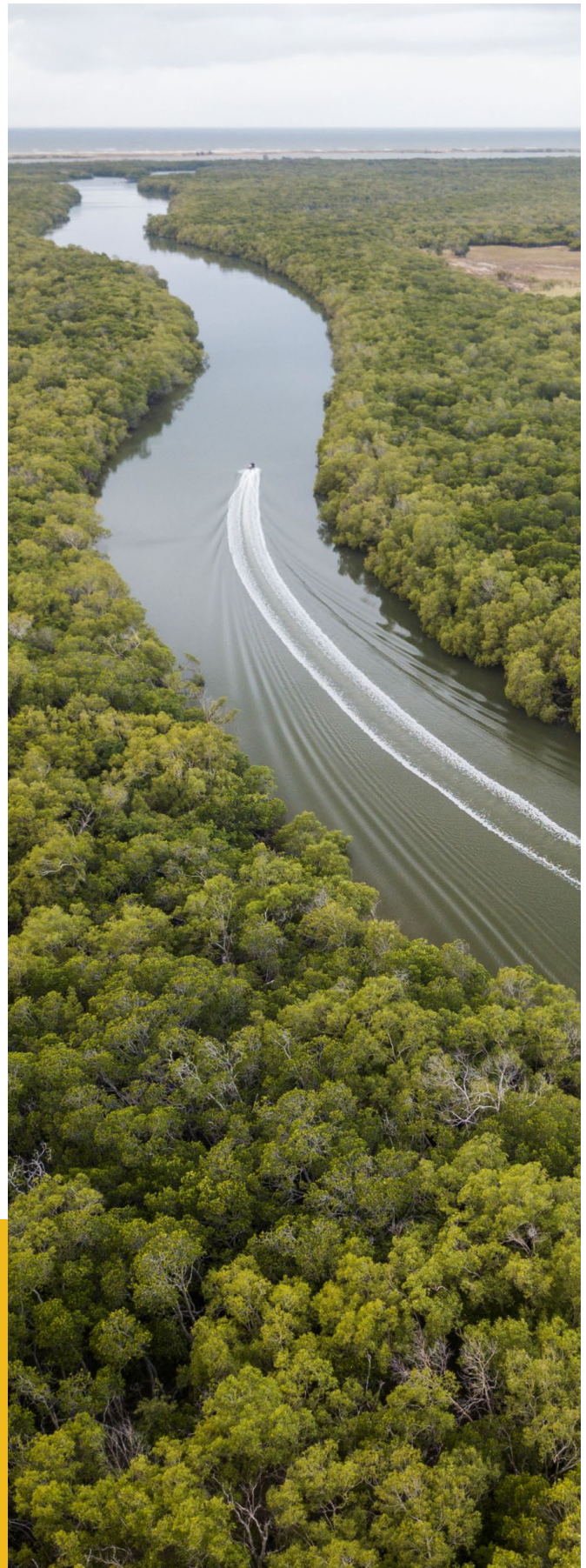
Opportunities & Challenges

This role presents a unique opportunity to lead and develop a multidisciplinary team, overseeing significant projects such as a \$35 million water treatment plant and the Ayr industrial estate development. With a substantial budget and the state as a key customer, the challenge lies in ensuring these projects are delivered on time and within budget, necessitating strong project management and engineering expertise.

The Council's strategic framework is at an intermediate stage, offering an opportunity to strengthen the links between asset management plans and financial systems, and to enhance long-term planning.

Addressing cultural challenges within the team, such as improving staff morale with a focus on capability building, is crucial for fostering a positive and productive work environment. The role also involves mentoring and guiding studying and cadet engineers, making it essential for the leader to have RPEQ certification and a deep commitment to developing internal talent.

This is a critical appointment for Council, demanding a leader who can navigate complex dynamics, drive performance and inspire trust and accountability within the team.





Special Projects

The Council is currently undertaking several critical projects that require effective management and coordination:

- **\$35 Million Water Treatment Plant:** This crucial project, aimed at significantly improving water quality, involves advanced filtration processes to ensure public health and meet regulatory standards. With the state as a key stakeholder, the Council's internal management capability is essential for its successful delivery, underscoring the need for strong project management skills.
- **Ayr Industrial Estate Development:** A \$10 million investment, with \$3.5 million allocated in the current year's budget and additional multi-million-dollar funding planned. The project is vital for the Council's economic development.
- **Macro-Algal Treatment Facility:** A groundbreaking facility at the Ayr Wastewater Treatment Plant, developed in partnership with Regen Aqua and James Cook University. This project uses native green algae to treat wastewater and is positioned at the forefront of sustainable management practices.
- **Disaster Recovery Funding Arrangements (DRFA):** Leading post-event reconstruction efforts through effective administration of DRFA funds, ensuring timely recovery from natural disasters.
- **Roadworks and Drainage Projects:** Supervision of roadworks and drainage projects, including the renewal of a significant town drain, which are critical for community safety and infrastructure.
- **Overall Management:** Successful management of these diverse special projects is essential for maintaining the Council's reputation and effectiveness, particularly given their complexity and scale.

Stakeholder Engagement

Engaging with stakeholders, particularly state government entities involved in roads, water and planning, is a critical aspect of this role. It requires exceptional communication and leadership skills to ensure the Council's strategic goals are met effectively. This role demands a proactive approach to managing external relationships, with a focus on influencing a broad range of stakeholders and collaborating closely with the CEO and the Director Corporate and Community Services. Given the small community context, frequent interaction with councillors is expected, making it essential to understand and navigate the dynamics of a close-knit community. This is a critical appointment for Council, requiring a leader who can drive performance, inspire trust and maintain accountability within the team while effectively managing these complex stakeholder dynamics.

Workforce Leadership

Leading this multidisciplinary and technically skilled team of 190 requires a leader who can effectively manage complex projects while fostering a positive workplace culture. The leader must possess strong technical expertise, particularly in engineering, to guide the team through large-scale infrastructure projects and ensure they are delivered on time and within budget. Equally important is the ability to address cultural challenges, improve staff morale and create a more inclusive and accountable environment. By combining technical proficiency with strong people management and clear communication, the leader can guide the team to achieve high performance outcomes and meet strategic objectives.

Operational Performance

This position plays a crucial role in delivering projects for the benefit of the community. It ensures that projects are delivered with efficiency, comply with relevant standards, and minimises risks. This role will contribute to the overall success of the organisation and liveability for the community.

Personal Attributes

The ideal candidate will be an engaged manager who excels in mentoring and developing teams, embodying the Council's core values of honesty, teamwork, respect, community focus, motivation and support. This leader will foster trust as a dependable partner to both internal and external stakeholders, ensuring successful project delivery while improving workplace culture. Exceptional verbal and written communication skills are essential for effective influence and collaboration across a diverse range of stakeholders.



Qualifications, Skills & Attributes

We're seeking a highly capable Director with RPEQ registration, who can build strong relationships and mentor team members to achieve their full potential.

- Experience in a similar role leading an infrastructure services directorate, preferably within public service, including the successful implementation of strategic and operational plans which have achieved specific objectives.
- Significant experience in the construction, operation and maintenance of water supply and sewerage systems.
- Experience working with a wide range of internal and external stakeholders in a government environment to progress positive outcomes for the benefit of the organisation.
- Proven ability to effectively manage a workforce with a focus on performance, building capability, fostering a positive work environment and cultivating a culture aligned with Council's vision, mission and strategy.
- Highly developed written and verbal communication skills.
- Qualifications:
 - ✓ Degree qualifications in Engineering.
 - ✓ Qualification as Registered Professional Engineer (RPEQ).
 - ✓ Formal qualifications in Project Management and Contract Administration or considerable experience.



Salary Package Information

This is an ideal time to join Burdekin Shire Council, living and working in an idyllic location with great lifestyle benefits.

Some of the benefits of working with Burdekin Shire Council may include:

- Generous Base Salary including vehicle allowance.
- Salary packaging.
- Development opportunities through corporate learning and development programs.
- Discounted health related memberships.
- 12% superannuation.

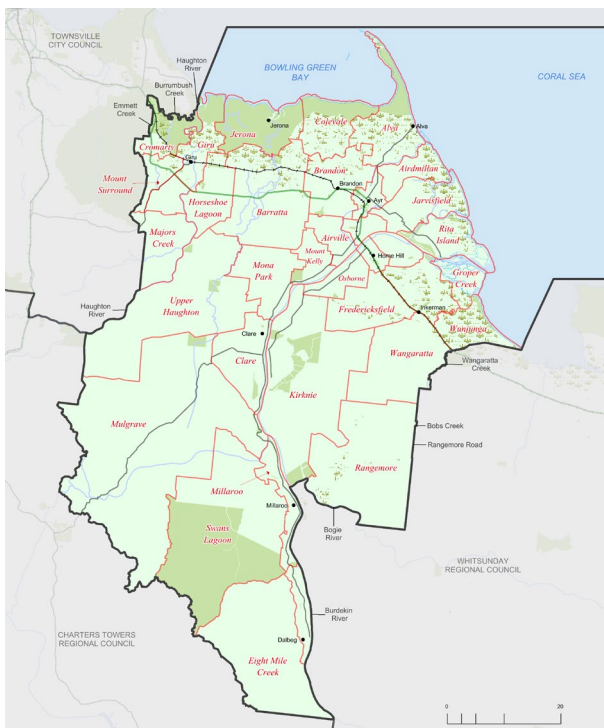


About Council

The Burdekin region is known as the “Sugar Capital of Australia”. The Burdekin region encompasses the area around the Burdekin River and includes towns such as Ayr, Home Hill and Giru.

The Council's primary responsibility is to govern and provide services to the 18,000 residents of the Burdekin Shire, which encompasses an area of approximately 5,050 square kilometers. The shire is situated about 90 kilometers south of Townsville, a major city in Queensland. Burdekin is bordered by the Coral Sea to the east and the Great Dividing Range to the west.

The Burdekin Shire Council is known for its abundant sunshine, rich agriculture and water resources. The district is drought-resistant due to the Burdekin River, underground aquifer and Burdekin Falls Dam. In addition to agriculture, the area has strong horticultural, aquaculture and manufacturing industries. Tourism development is a focus for the council, aiming to attract visitors and create job opportunities. With pristine beaches, adventure sports, fishing and cultural attractions, the Burdekin offers a range of activities for visitors to enjoy.



Links to Council Information





The Burdekin region is known for several notable features and attributes:

- **Agriculture:** The Burdekin is renowned as one of Australia's richest agricultural regions. Its fertile soils, ample water supply from the Burdekin River, underground aquifer and the Burdekin Falls Dam contribute to the successful cultivation of sugarcane, vegetables and other crops.
- **Water Resources:** The Burdekin River, along with the vast underground aquifer and the Burdekin Falls Dam, make the region relatively drought-resistant.
- **Solar Irradiation:** The Burdekin is recognised for its high levels of solar irradiation, making it an ideal location for solar energy projects.
- **Pristine Beaches:** The Burdekin boasts over 30 kilometers of unspoiled beaches that offer opportunities for various activities such as swimming, walking, picnicking, kiteboarding and fishing.

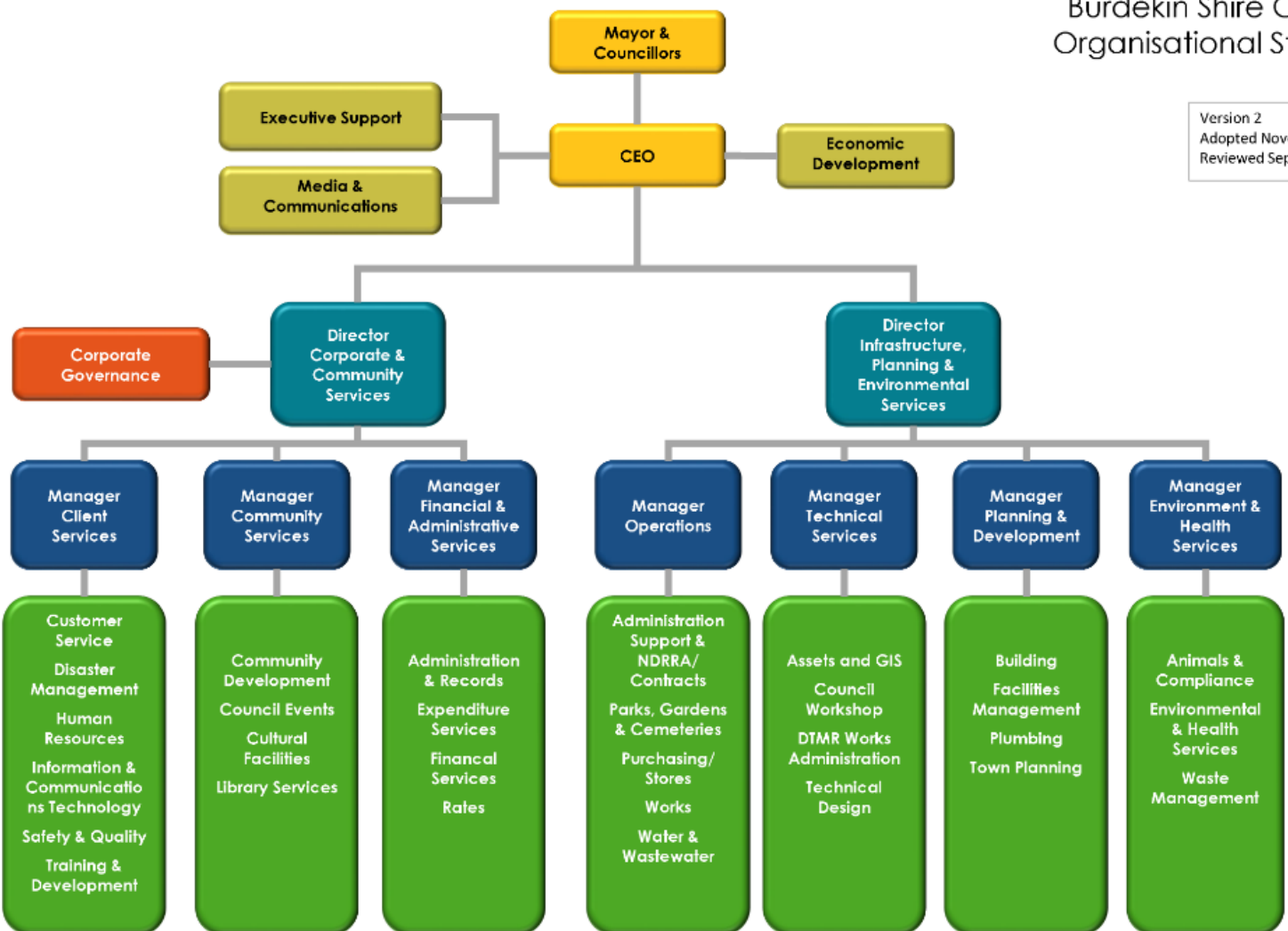
Some of the notable landmarks in the Burdekin include:

- **Burdekin Bridge:** The Burdekin Bridge, also known as the Silver Link, is an iconic landmark in the region. It is one of the longest multi-span, prestressed concrete bridges in Australia, spanning the Burdekin River and connecting the towns of Ayr and Home Hill.
- **Burdekin Theatre:** The Burdekin Theatre is a cultural and entertainment center located in Ayr. It hosts a range of performances, including live theater, music concerts, dance shows and other events.
- **Burdekin Water Tower:** The Burdekin Water Tower is a distinctive landmark in Ayr, featuring vibrant murals painted on its exterior.
- **Plantation Park:** Plantation Park is a popular recreational area in Ayr, offering beautifully landscaped gardens, picnic spots and playgrounds.
- **Burdekin Sugar Cane Railway:** The Burdekin Sugar Cane Railway is a unique attraction that operates vintage steam and diesel locomotives, offering visitors a scenic tour through sugar cane fields and a glimpse into the region's sugar cane industry.

Organisational Structure

Burdekin Shire Council
Organisational Structure

Version 2
Adopted November 2017
Reviewed September 2023





Living in the Region



Housing

The Burdekin region offers a variety of housing options to accommodate different preferences and budgets. Some of the housing options available include houses, apartments, rural properties, retirement villages and vacant land for building.



Educational Facilities

The Burdekin region offers a range of educational facilities to cater to the needs of its residents. These include both public and private primary and secondary schools and distance education. The Burdekin region is served by TAFE Queensland, a vocational education and training provider.



Healthcare

Hospitals available in the Burdekin region include Ayr and Home Hill Hospitals. There are several general practitioner clinics located throughout the region, along with various allied health services available, including physiotherapy, occupational therapy, speech therapy, dietetics, and mental health services. The region has aged care facilities that provide residential care and support services for older adults requiring assistance with daily activities and specialised care.



Living in the Region



Shopping & Dining

The region offers various shopping and dining facilities, including Ayr Central and Home Hill Shopping Centres, retail precincts with fashion boutiques, homewares, electronics and more. Regular markets are held where you can find fresh produce, local crafts, homemade goods and other unique products. A diverse range of cuisines are available from take-away and casual dining to fine dining.



Sports & Recreation

The region boasts a wide variety of leisure and recreational activities throughout including football, netball, rugby union and tennis. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local parks and reserves.



Getting Around

The Bruce Highway (A1) passes through the region, providing a major arterial route connecting the area to nearby towns and cities. The public bus service connects different towns and provides transport options for commuting and travel within the region. The nearest major airport is Townsville Airport, located approximately 1 hour's drive north. Townsville Airport offers domestic flights to various destinations across Australia.

Burdekin Insights



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

- Experience in a similar role leading an infrastructure services directorate, preferably within public service, including the successful implementation of strategic and operational plans which have achieved specific objectives.
- Significant experience in the construction, operation and maintenance of water supply and sewerage systems.
- Experience working with a wide range of internal and external stakeholders in a government environment to progress positive outcomes for the benefit of the organisation.
- Proven ability to effectively manage a workforce with a focus on performance, building capability, fostering a positive work environment and cultivating a culture aligned with Council's vision, mission and strategy.
- Highly developed written and verbal communication skills.
- Qualifications:
 - ✓ Degree qualification in Engineering.
 - ✓ Qualification as Registered Professional Engineer (RPEQ).
 - ✓ Formal qualifications in Project Management and Contract Administration or considerable experience.



Applications Open

- Week Commencing
Monday 26 August 2024



Applications Close

- 5pm Monday 16 September 2024



Initial Assessment

- Week Commencing 16 September 2024



Council Interviews

- Week Commencing 30 September 2024

*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 the Council will determine a shortlist of suitable candidates, and will arrange interviews with Council's interview panel, depending on candidate and Council staff availability.

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.

Belinda Walker

Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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ATTACHMENT

Position Description

| | |
|----------------------------|---|
| Position Number | 30001 |
| Classification | Contract |
| Reports To | Chief Executive Officer (CEO) |
| Place of Employment | Council Chambers, 145 Young Street, Ayr |

Position Objective

The Director Infrastructure, Planning and Environmental Services is responsible for strategically leading and managing the employees and operations of the Council's Infrastructure, Planning and Environmental Services Department in accordance with Council's Visions and Values, strategic objectives and regulatory requirements. The position is required to lead and develop a highly motivated professional team in the areas of:

- Operations (Including Water and Wastewater)
- Technical Services
- Planning and Development
- Environmental and Health Services

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

Managing Council Relationships

- Promote and build collaborative working relationships both within and external to Council, ensuring effective communication between the CEO, Councillors, the organisation and the community.
- Attend Council meetings and workshops to provide professional advice relating to the Department's functions and responsibilities.
- Identify emerging trends and issues, providing the CEO and Council with appropriate policy advice and decision-making support.
- Ensure Council's resolutions, policies and decisions are effectively implemented.

Strategic Organisation and Operations Management

- Provide quality management and advice on the development and implementation of policy to the Mayor, Councillors and CEO.
- Provide leadership and strategic direction to the Infrastructure, Planning and Environmental Services Department ensuring that systems and structures are in place to effectively monitor and deliver high levels of performance and the achievement of Council objectives.

Director Infrastructure, Planning & Environmental Services

- Assist in the development, maintenance, implementation and review of Council's Corporate, Operational and Asset Management Plans, ensuring that corporate performance is continually evaluated; performance standards met and strategic opportunities are identified.
- Demonstrate a commitment to customer service excellence ensuring that a strong service ethic is built throughout the organisation.
- Support the development and implementation of an Enterprise Risk Management (ERM) framework across the organisation.

Financial Management

- Manage the financial and physical resources of the Department in a financially sustainable way.
- Oversee the preparation and monitoring of Departmental budgets including approval of proposed budgets prepared by the Managers reporting to the position.
- Ensure effective management systems and practices are in place to manage and monitor the department's financial performance, achieve Council's financial objectives and meet all statutory obligations.

Human Resource Management

- Ensure staff in the department are managed in accordance with legislative and best practice principles including the principles of merit and equity.
- Develop and maintain positive work relations, promote teamwork and a 'People First' organisational culture.
- Lead and build a strong management team, inspiring good working relations and a climate of trust, confidence and teamwork.

Operations Management

- Oversee the activities of the Operations program including the development, delivery and monitoring of capital works and maintenance programs for roads and drainage, water supply and sewerage, parks and gardens and cemetery functions.
- Plan, monitor and review the Department's resources to ensure the provision of appropriate in-house, contract and consultant resources, to achieve the Department's objectives within budget parameters.
- Ensure that appropriate systems are in place to investigate and action customer requests/complaints in respect of the provision of the Department's services and the undertaking of works are promptly actioned in accordance with Council's policies, including achievement of a high level of customer satisfaction.
- Participate as a Core member of the Council's Local Disaster Management Group (LDMG) and coordinate the Department's support to the LDMG.

Technical Support

- Oversee the provision of engineering technical support and advice to the CEO and other Council staff.
- Coordinate the development and implementation of an integrated asset management Road Map and systemisation for all of Council's assets including integration with councils financial management system.
- Ensure the provision of professional engineering support and advice to the Burdekin Shire Rivers Improvement Trust (RIT).

Director Infrastructure, Planning & Environmental Services

- Oversee the management of Council's external contract works including the RMPC contract with the Department of Transport and Main Roads.
- Undertake the role of Registered Professional Engineer, Queensland (RPEQ) for Council.

Planning and Development

- Oversee the operations of the Planning and Development program.
- Provide support and advice to the Manager of Planning and Development in the preparation of the new Shire Planning Scheme under the *Planning Act*.
- Provide advice on infrastructure planning and the development, implementation and review of the Local Government Infrastructure Plan (LGIP).
- Provide strategic advice to the Council in the assessment of development proposals.

Environmental and Health Services

- Oversee the operations of the Environment and Health Services program.
- Provide technical support and advice in the coordination of Council's waste management operations and the management of current and legacy landfill sites.

All aspects of this position will be performed by the incumbent to:

- Satisfy all relevant statutory obligations.
- Satisfy public sector ethical standards, and Burdekin Shire Council's Code of Conduct and stated values.
- Contribute to and support achievement of the Council's Strategic Planning initiatives and the Corporate Plan.
- Align with authorized Council delegations, policies, guidelines and procedures.

Position Requirements

Knowledge

- Thorough knowledge of engineering design works construction and maintenance, water supply and sewerage operations, fleet management, planning and development, and environment, health and waste management functions.
- Comprehensive understanding of the principles of Quality Assurance with respect to construction and maintenance activities.
- Thorough knowledge of the principles of budgeting and relevant financial procedures as they relate to the Department's work area.
- Thorough knowledge of the principles and practices of Asset Management.
- Thorough knowledge of the Disaster Management system and the NDRRA framework.
- Knowledge of the Queensland *Local Government Act*, *Planning Act* and other relevant legislation applicable to the Department's responsibilities.
- Extensive knowledge of Strategic Management practices and implementation processes.
- Knowledge of change management principles and implementation practices.
- Knowledge of performance management principles.
- Knowledge of the Industrial Relations framework applicable to Local Government.

Skills

- Advanced organisational management and change management skills.
- Advanced decision making, time management and prioritisation skills.
- Advanced written and verbal communication and numerical skills.
- Advanced project management skills.
- Well-developed analytical, critical thinking and problem-solving skills.
- Well-developed policy development skills.
- Demonstrated people leadership and interpersonal skills.
- Demonstrated negotiation and dispute resolution skills.
- Computer literacy skills.

Abilities

- Demonstrated ability to adapt leadership style to develop and grow a performance-based culture within a diverse department.
- Ability to provide high level and quality advice to Council including policy development and decision-making support.
- Ability to develop and maintain effective strategic alliances and inter-government networks.
- Ability to provide mentoring support, performance feedback and professional development opportunities for managers and senior officers.
- Ability to motivate, encourage and interact with the employees of the Burdekin Shire Council and disseminate information within a diverse workforce.
- Ability to engage with the diverse members of the Burdekin community and respond to community issues with sensitivity.
- Ability to effectively engage with relevant external stakeholders.

Other Requirements

- Personal characteristics of honesty, integrity, commitment, motivation, enthusiasm, reliability, adaptability, and the ability to manage multiple tasks and deal with pressure.

Experience and Qualifications

- Degree in Civil Engineering, Planning or Environmental Health.
- Qualification as Registered Professional Engineer, Queensland.
- Significant experience in the successful implementation of strategic and operational plans which have achieved the specific objectives.
- Significant experience in the construction, operation and maintenance of water supply and sewerage systems.
- Class C driver's licence.

Organisational Relationships

- Works under broad direction.
- Manages a department including a number of sections.

Extent of Authority

- Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- Exercises control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- Exercise delegated authority as determined by the CEO.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Director Infrastructure, Planning & Environmental Services

- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.
- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to

Director Infrastructure, Planning & Environmental Services

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 those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.