



Information Kit

INF-L32 and INF-L33

Open Space Project Team Member



Thank you for your interest in a career with Charters Towers Regional Council. Council offers a broad array of exciting employment opportunities. We pride ourselves on our values of Innovation, Customer Service, Accountability, Respect and Excellence.

For vacancy enquiries please call 07 4761 5300 or email [careers@charterstowers.qld.gov.au](mailto:careers@charterstowers.qld.gov.au)

### About the Position

*Position Number:* INF-L32, INF-L33

*Position Title:* Open Space Project Team Member

*Closing Date:* 11:59pm Thursday 29 October 2020

*Employment Status:* Full Time, Limited Tenure for up to 12 months

*Salary:* Level 5 - \$2145.20 per fortnight of the Queensland Local Government Industry (Stream B) Award – State 2017

*Location:* Council's Airport Depot

### Not sure how to apply?

Application Tips can be collected from the Administration Centre or viewed [online](#).

### Our Recruitment and Selection Process

Please read this information carefully, as it will help you understand Council's selection process and to prepare your application. Selection is based on the assessment of each application in relation to the selection criteria provided for the advertised vacancy.

All appointments to the Charters Towers Regional Council are made based on merit principles.

Positions are generally finalised within 6-8 weeks of the vacancy closing date. The suggested timeline below will provide you with an approximate guide to each stage in the recruitment process.

<i>Stage 1 Advertising of vacancy</i>	<i>Stage 2 Short listing of applications</i>	<i>Stage 3 Conduct interviews</i>	<i>Stage 4 Reference checking</i>	<i>Stage 5 Employment medical</i>	<i>Stage 6 Recommendation of candidate</i>
<b>7 – 14 days</b>	<b>7 – 14 business days after closing date</b>	<b>3 – 7 days</b>	<b>2 days</b>	<b>7 days</b>	<b>7 days</b>

INF-L32 & INF-L33 Open Space Project Team Member

**Applications can be submitted via:**

**Online:** <http://www.charterstowers.qld.gov.au/careers-at-council>

**Post:** Chief Executive Officer  
Charters Towers Regional Council  
PO Box 189  
CHARTERS TOWERS QLD 4820

**Email:** [careers@charterstowers.qld.gov.au](mailto:careers@charterstowers.qld.gov.au)

**Fax:** 07 4761 5344

**In person to:** Charters Towers Regional Council  
Administration Centre  
12 Mosman Street  
CHARTERS TOWERS QLD 4820

## **Benefits of Working with Us**

Charters Towers Regional Council offers very favourable working conditions including the following possibilities, some of which depend on the role, the working area or duration of employment or service with Council.

### Code of Conduct

All Charters Towers Regional Council staff are required under the Code of Conduct to act with honesty, integrity and diligence and to exercise a high degree of care when carrying out their functions of office.

### Probation

Council will employ all employees, other than casual employees, on an initial probationary period of three (3) months. The purpose of the probationary period is to:

- Review progress against objectives, including the employee's attitude and behaviour;
- Provide constructive feedback on the employee's performance and discuss any concerns;
- Ensure the employee is satisfied with the role; and
- To identify any training or development needs.

### Working Hours

Work arrangements may include (where operational requirements permit):

- Rostered days off for Full Time staff either working a 19 day month (Indoor staff) or 9 day fortnight (Outdoor staff); or
- Part-time work.

### Salary

- Wages are paid fortnightly into the employee's nominated bank account;
- Superannuation Guarantee of 9.5%;
- All permanent employees are required to contribute to a Superannuation Scheme of their choice within 12 months of their appointment;
- Negotiated employment conditions in accordance with Council's Certified Agreement.

### Leave

- Personal leave (sick leave/carer's leave) for permanent employees - fifteen days for "Indoor" staff or ten days sick leave for "Outdoor" staff;
- Long service leave accessible after 7 continuous years' service;
- Five weeks annual leave for permanent roles;
- Annual leave loading of 17.5%;
- Paid maternity, partner and adoption leave.

### Employee Benefits

At Charters Towers Regional Council, we offer challenging and rewarding career paths that encourage improvement, employee development, training and career progression.

We understand the importance of family life and the needs of employees looking for a work/family life balance and we have a strong focus on improving the health and wellbeing of all staff throughout the organisation.

- Annual salary increases as negotiated;
- Employee Recognition;
- Employee Assistance Program (EAP);
- Conference Attendance;
- Staff development and training.

**INF-L32 & INF-L33 Open Space Project Team Member**

### Staff Development and Training

Charters Towers Regional Council is committed to ongoing staff development and training. Employees are encouraged and supported to attend training and undertake study in approved courses.

### Employee Assistance Program

The employee assistance program provides professional counselling and referral services for employees and their families experiencing personal or work-related problems. This program is at no cost to the employee and is provided on a confidential basis.

### Other Benefits

- Corporate uniforms;
- Payroll deductions for payments, donations and Council rates;
- Salary packaging;
- Social club benefits.

# Information Kit

---

<b>Position Title:</b>	Open Space Project Team Member
<b>Position Number/s:</b>	INF—L32, INF-L33
<b>Employment Type:</b>	Full Time, Limited Tenure for up to 12 months

## POSITION OBJECTIVE

Under general supervision, this position performs a range of tasks involving general labouring, cleaning, gardening duties and plant operation associated with Council's Flying Fox Management activities and Open Space Program.

The objectives of this position are:

- Deliver quality outcomes that align with Council's Open Space and Environmental Service Delivery Standards.
- Operate and maintain plant in a safe manner that ensures maximum productivity and reliability of Council assets.

The achievement of these objectives will be measured through the efficient and economical utilisation of time, plant and materials, with strong emphasis on compliance with Council's Safety Management System.

## KEY RESPONSIBILITIES

1. Duties associated with Flying Fox Management including but not limited to:
  - Maintenance of flying fox roost site;
  - Relocation of flying fox to roost site;
  - Maintenance of irrigation assets of flying fox roost site; and
  - Maintenance of fencing at flying fox roost site.
2. Duties associated with Open Space maintenance including but not limited to:
  - General labouring, cleaning, gardening and grounds maintenance;
  - Maintenance and/or construction works;
  - Competent and safe operation of a range of tools, materials, plant and equipment; and
  - Maintenance of a range of tools, materials, plant and equipment.
3. Undertake allocated tasks effectively and efficiently within established time objectives as required/directed.
4. Safely drive and operate Council plant as licenced to operate.
5. Maintain allocated Council plant in safe working order and tidy condition.
6. Ensure that plant is regularly serviced as per manufactures recommendation and report any defects to supervisor.
7. Establish and maintain positive working relationships within the Open Space and Environmental sections and other areas of Council.
8. Effectively engage with community members and actively promote and adhere to Council Values.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents, and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

**INF-L32 & INF-L33 Open Space Project Team Member**

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Ability to safely and competently operate tractor slashers, front deck lawn mower and other small engine equipment.
- Previous experience or thorough understanding of skills required in a manual labouring/cleaning/gardening/environmental role.
- Ability to safely and competently operate a variety of handheld tools, plant and equipment.
- Effective time management and ability to determine work priorities.
- Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
- Thorough knowledge and commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.
- Well-developed communication skills and ability to liaise with a wide range of people at all levels.
- Commitment to superior customer service.

#### Desirable:

- Exposure to using Microsoft Office applications, particularly Outlook, Word and Excel.

### | Education/Qualifications |

#### Essential:

- Possession of a General Safety Induction Certificate (Construction Industry) “Blue/White Card”.

### | Licences |

#### Essential:

- Possession and maintenance of a minimum Queensland ‘C’ class manual drivers licence and other relevant licence/tickets depending on the plant operating requirements.

#### Desirable:

- Current First Aid Certificate.
- Possession of a current Agricultural Chemical Distribution Certificate (ACDC) competency.
- Possession of a Certificate 3 Horticulture or similar qualification.
- Possession of chainsaw competency.

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires working in an outdoor environment in inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.
- This position may be required to work on a rotational roster of early and late shifts in each fortnightly pay period.
- This position requires the incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation against:
  - Hepatitis A
  - Hepatitis B
  - Tetanus
  - ABLV
  - Rabies

This is required as the work environment involves occasional exposure to areas identified as “at risk” work areas.

INF-L32 & INF-L33 Open Space Project Team Member

---

## SELECTION CRITERIA

### Essential:

1. Demonstrated experience or thorough understanding of skills required in a manual labouring/cleaning/gardening/environmental role.
2. Ability to safely and competently operate tractor slashers, front deck lawn mower and other small engine equipment.
3. Ability to safely and competently operate a variety of handheld tools, plant and equipment.
4. Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
5. Possession of a General Safety Induction Certificate (Construction Industry) "Blue/White Card".
6. Possession and maintenance of a minimum current Queensland 'C' class manual drivers licence.
7. Demonstrated commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.

### Desirable:

1. Current First Aid Certificate.
2. Possession of a current Agricultural Chemical Distribution Certificate (ACDC) competency.
3. Possession of a Certificate 3 Horticulture or similar qualification.
4. Possession of chainsaw competency.





PO Box 189 Charters Towers Qld 4820

**ADMINISTRATION:** 12 Mosman Street  
Charters Towers Qld 4820 Australia

**PH.** (07) 4761 5300 | **F.** (07) 4761 5344

**E.** [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)

**ABN.** 67 731 313 583

[www.charterstowers.qld.gov.au](http://www.charterstowers.qld.gov.au)