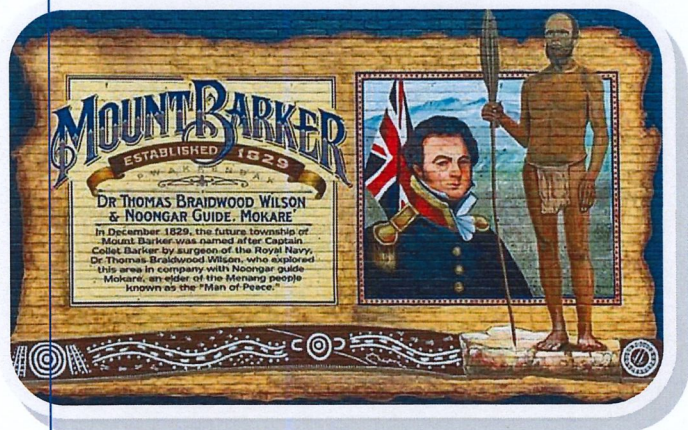


# SHIRE OF PLANTAGENET

## APPLICATION PACKAGE

### Leading Hand—Construction



Shire of Plantagenet  
22-24 Lowood Road Mount Barker WA 6324  
PO Box 48 Mount Barker WA 6324  
Telephone: (08) 9892 1111  
Email: [info@sop.wa.gov.au](mailto:info@sop.wa.gov.au)  
Website: [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au)





**Situated in the Great Southern and only 50km from Albany and Denmark, the Shire of Plantagenet is a prosperous rural district which offers an enviable lifestyle among wineries and national parks. The position is situated in Mount Barker, Plantagenet's administrative hub, surrounded by picturesque landscapes and growth industries.**

**LEADING HAND - CONSTRUCTION  
FULL TIME**

The Shire of Plantagenet is seeking a competent and self-motivated person with the relevant experience to join our Works and Services team as Leading Hand - Construction. This is a permanent, full time position which reports to the Principal Works Supervisor.

The successful applicant will assist the Principal Works Supervisor in supervision of the road construction team to ensure works performed are within budget and to a high standard.

A current Western Australian 'HR' class Driver's Licence and demonstrated experience in plant operation are essential for this position. Demonstrated experience in grader operation is preferred but not essential. The successful applicant will also have sound supervisory and personnel management skills.

Salary: \$32.79 per hour, up to 14.5% superannuation, four weeks annual leave (including 17.5% leave loading) plus other benefits.

For more information including a copy of the position description, and lodgement methods please download the Application Pack available from the Shire of Plantagenet website, [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au) or phone (08) 9892 1123.

Applications close at 4.15pm on Wednesday 3 March 2021.

**Paul Sheedy**

**ACTING CHIEF EXECUTIVE OFFICER**

## Completing and Submitting Your Application

Thank you for your interest in this position. This information package has been designed to assist you with your application. Please take the time to read the information contained carefully before completing your application.

### **BEFORE YOU APPLY**

Before applying you should feel confident that the job is one you have the necessary skills and abilities to perform successfully. Read through the selection criteria and key responsibilities detailed in the position description and ask yourself whether you meet the requirements.

### **COMPLETING YOUR APPLICATION**

To be considered for the position you must submit the following:

1. A covering letter stating why you are applying for the position, your suitability for the position and giving details of how you can be contacted. Please ensure that the position title is clearly contained in your covering letter.
2. A resume or curriculum vitae which provides:
  - relevant personal details
  - summary of work experience, including dates and details of tasks performed in each position.
  - education and training relevant to the position.
  - any activities you have undertaken outside of work which are relevant to your application.
3. A statement addressing the specific Selection Criteria as outlined in the Position Description.
4. A completed Employment Application Form.

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. All documentation should be stapled together in the top left hand side of the application. All applications received will become the property of the Shire of Plantagenet and cannot be returned to unsuccessful applicants. Please do not submit applications in plastic folders or include original documents or attach copies of qualifications, previous position descriptions, copies of references etc. This information is to be supplied if requested.



### ***SUBMITTING YOUR APPLICATION***

Your application must be marked as follows:

Private & Confidential

Attention: Human Resources Coordinator

**Position: Leading Hand - Construction**

Your application may be submitted as follows:

<b>Email:</b>	<b>Post:</b>	<b>Hand Delivery:</b>
info@sop.wa.gov.au	Shire of Plantagenet Post Office Box 48 MOUNT BARKER WA 6324	Front Reception Desk Shire of Plantagenet 22-24 Lowood Road MOUNT BARKER WA 6324

### ***CLOSING DATE***

Applications must reach our office by 4.15pm on the closing date.

The acceptance of late applications will be at the discretion of the Human Resources Coordinator.

**Applications for this position close at 4.15pm on Wednesday 3 March 2021.**

### ***FURTHER INFORMATION***

Further information regarding this position or the recruitment process is available by contacting the Human Resources Coordinator on (08) 9892 1123.

### ***ACKNOWLEDGEMENT***

Applications will be acknowledged by email or post within approximately 3 working days of the advertised closing date.



## **SELECTION PROCESS**

All applications received by the nominated closing date and time will be rigorously assessed by the appointed selection panel. Consideration for interview is based upon a demonstration of your ability to meet each of the criteria, and your employment history relevant to the position being sought.

If your application is shortlisted, you will be contacted by telephone to make arrangements for an interview. Should you not be shortlisted, you will be notified in writing confirming your application has been unsuccessful, following the appointment of the successful candidate.

## **INTERVIEW**

The interview panel usually consists of two to three officers.

All interview questions will be job related, that is, they will be related to the selection criteria, knowledge, skills, experience and qualifications required for the position. The same questions will be asked of each candidate interviewed.

To prepare yourself for the interview, you should:

- Re-read your application and the position description.
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities, how you assessed the situation/s, what actions you took, what outcomes you achieved and how you may do it differently if face with the same scenario.
- Think about the duties of the position and how you would perform them. Consider any problems you may encounter and how you would resolve those problems.
- If the position has a supervisory responsibility, consider the special requirements of being a supervisor.
- If you have relevant pieces of work that display your skills and abilities, bring them along for presentation at the interview.

## **AFTER THE INTERVIEW**

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

Should you be successful the Human Resources Coordinator will contact you to verbally offer you the position and agree on a commencement date. You will then be forwarded, in writing, the formal letter of engagement.

All unsuccessful applicants will be notified in writing.

**CANVASSING OF ELECTED MEMBERS WILL DISQUALIFY APPLICANTS**



# Advantages of Working at the Shire of Plantagenet

## **WORK / LIFE BALANCE**

- ❖ 9 day fortnight
- ❖ 4 weeks annual leave plus 17.5% leave loading
- ❖ 10 days personal leave / 12 days after 3 years

## **HEALTHY LIFESTYLE**

- ❖ Flu Vaccinations
- ❖ Health Assessments
- ❖ Skin Cancer Screenings
- ❖ 50% reimbursement on an annual recreation centre or pool membership
- ❖ Albany beaches only 30 minutes away
- ❖ Close to Stirling and Porongurup Ranges

## **ATTRACTIVE SUPERANNUATION**

- ❖ An extra 5% on top of statutory 9.5 % contribution for contributing members

## **EMPLOYEE ASSISTANCE PROGRAM**

- ❖ All employees and their immediate family have access to free, confidential professional counselling via the Shire's Employee Assistance Program

## **STUDY LEAVE**

- ❖ Study leave and financial assistance is available to employees undertaking work related study

## **OTHER BENEFITS INCLUDE**

- ❖ Training opportunities
- ❖ Uniform provided
- ❖ 13 weeks long service leave after 10 years' service in Local Government. Pro rata long service leave is available after 7 years' service on termination of employment (long service entitlements are transferable within Local Government).



# Our Mission and Values

## **Our Vision**

Plantagenet, building a sustainable and respectful community, where the environment is preserved and natural beauty and diversity provide opportunities for all.

## **Our Mission**

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

## **Our Values**

- Integrity through honesty, ethical behaviour and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.



## About our Shire

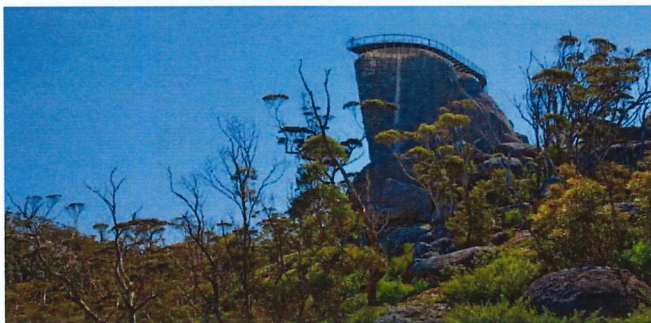
The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully and Porongurup.

The main economic activities of the region revolve around agriculture, processing and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.

Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, silviculture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.



Serving a population of approximately 5,500 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.





<b>POSITION TITLE</b>	Leading Hand - Construction
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<b>DEPARTMENT</b>	Works and Services
<b>LOCATION</b>	Depot
<b>CLASSIFICATION</b>	Level 6 – Shire of Plantagenet Outside Workforce Enterprise Agreement 2017
<b>DATE</b>	8 November 2018

#### **POSITION OBJECTIVE**

To provide on-site supervision to the road construction team and assist the Principal Works Supervisor to monitor team performance and expenditure to ensure works performed are within budget and agreed service levels.

#### **POSITION RELATIONSHIPS**

<b>Manager</b>	Executive Manager Works and Services
<b>Supervisor</b>	Principal Works Supervisor
<b>Position(s) Under Direct Supervision</b>	Construction Team
<b>Position(s) Under Indirect Supervision</b>	Contractors, Service Authorities

#### **KEY RESPONSIBILITIES**

1.	Ensure the prompt, accurate, safe and effective delivery of services within the construction team, within time frames and to specified levels of quality and service.
2.	Supervise the day-to day activities of construction team members and contractors engaged in road construction operations.
3.	Monitor operations to ensure compliance with project objectives and agreed construction practices/procedures.
4.	Monitor team works and financial expenditure in consultation with the Principal Works Supervisor and/or Assistant Works Supervisor.
5.	Determine weekly materials in consultation with the Principal Works Supervisor and/or the Assistant Works Supervisor and ensure their availability.
6.	Monitor/verify the productivity of labour and plant.
7.	Efficient and safe use of the Council's plant and equipment, in particular, the operation of graders and other plant to achieve specific design standards and



	construction and maintenance procedures.
8.	Conduct routine and scheduled maintenance/monitoring of plant and equipment and ensure all faults are reported to the Heavy Duty Mechanic and/or the Principal Works Supervisor.
9.	Perform other duties such as general labouring work.
10.	Reinstatement of the worksite.
11.	Provide leadership and motivation to the road construction team.
12.	Develop effective teamwork and multi-skilling within the team and coordinate with other teams.
13.	Provide assistance in identifying training and development needs for staff, if requested.
14.	Conduct inductions of new team members when required.
14.	Facilitate on the job training of construction team members involved in road construction operations.
15.	Undertake the duties of the Assistant Works Supervisor when directed by the Executive Manager Works and Services during periods of annual, sick or long service leave.
16.	Perform any other duties within the employee's skill level, competence and training as directed by the Assistant Works Supervisor, Principal Works Supervisor or Executive Manager Works and Services.
17.	Engage in emergency service activities as required when directed by the Executive Manager Works and Services.
18.	Perform all tasks and duties in a safe and efficient manner and carry out work in a harmonious manner with due respect for team members and other works personnel.
19.	Assist with the introduction and implementation of best practice work activities and continuous improvement in the team.
20.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
21.	Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

## SELECTION CRITERIA

### Essential Requirements

- Well-developed written literacy and numeracy skills to provide information and advice to other employees, senior staff and members of the public.
- Well-developed time management and organisational skills and reliability in completing assigned tasks.
- Able to prioritise workload, maintain flexibility and drive projects.
- Able to communicate successfully with others and work successfully within a team environment.
- Sound supervisory and personnel management skills.
- Working knowledge of specialised hand tools and minor plant.
- Working knowledge of single function equipment.
- Able to operate and perform user maintenance on items of plant and vehicles more than 8 tonne GVM with no axle limit plus trailer up to 9 tonne GVM.
- Demonstrated experience using other plant and equipment relevant to construction



operations with relevant plant certificates.

- Demonstrated experience in the construction of roads, drainage systems and other infrastructure related activities.
- Current Western Australian 'HR' class Driver's Licence.
- Whitecard.

#### **Desirable Attributes**

- Previous experience as a Leading Hand or equivalent preferably within local government.
- Traffic Management accreditation.
- Basic understanding of budgeting and financial constraints required for a small works team.
- Able to set out minor works and use a level.
- Current Western Australian 'HC' class Driver's Licence.
- First Aid Training.

#### **DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY**

Works under routine (general) supervision of the Principal Works Supervisor.  
Provides guidance and instruction to the construction team.

Degree of control of activity is governed by:

Work practices

Standards

Procedures

Policies

Regulations and Acts

Problems at this level may be of medium complexity within job responsibilities.

#### **WORKPLACE HEALTH AND SAFETY**

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Occupational Safety and Health policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's OHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

#### **SHIRE OF PLANTAGENET STATEMENT OF VALUES**

- Integrity through honesty, ethical behaviour and trustworthiness
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence
- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer Focus by understanding needs, being proactive and responsive

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<b>POSITION DESCRIPTION APPROVED</b>		
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<b>CHIEF EXECUTIVE OFFICER</b>		
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Signature	Name	Date
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<b>HUMAN RESOURCES OFFICER (Classification Assessed and Approved)</b>		
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Signature	Name	Date
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