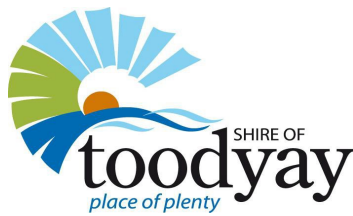


# **Infrastructure Assets and Services Technical Officer**

**APPLICATION PACKAGE**





## Infrastructure Assets and Services Technical Officer

### About the Shire of Toodyay

We are a value driven organisation proud to create and support a sustainable and liveable community. We are committed to providing exceptional services to our residents and working in partnership with local business and community groups.

As an employee for the Shire of Toodyay, you will have the opportunity to make a real difference in the lives of people who live, work, and play in our community.

We offer a range of diverse opportunities across a number of fields, including but not limited to planning, maintenance, rangers, governance, finance, and customer services administration.

We are proud of our inclusive workplace and diverse culture and believe in providing ongoing training and support for all our employees to ensure they reach their full potential.

If you're looking for an exciting and rewarding career opportunity, the Shire of Toodyay is the place for you.

### About the role:

We are seeking a highly motivated and suitable experienced Infrastructure Assets and Services Technical Officer to join our Infrastructure and Assets Services team in a full-time permanent capacity.

Your expertise in administration support will contribute to the delivery of outstanding projects, and goods and services to our community.

### The Benefits of working for us:

- **Professional Development:** opportunities for growth and career advancement.
- **Work-Life Balance:** flexible working arrangements considered.
- **Additional Benefits:** a uniform allowance, training and development options, extra additional leave, mental health days, time in Lieu.

### What you'll need to succeed:

- **Relevant experience and knowledge:** proven track record in technical administration support.
- **Exceptional Time management:** ability to support multiple projects efficiently.
- **Initiative and Leadership:** demonstrated ability to take initiative at a high level.
- **Collaborative Teamwork:** commitment to working collaboratively and driving continuous improvement.
- **OSH knowledge:** foster a culture of safety through the development, implantation and monitoring of formal OSH Management System

## **Sound like you?**

For further information, please visit our website at

<https://www.toodyay.wa.gov.au/employment/> or by contacting the Shire via email at [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

Applications should be marked “CONFIDENTIAL – Infrastructure Assets and Services Technical Officer and forwarded to the Executive Manage Infrastructure Assets and Services at the Shire of Toodyay by mail, in person, via email or through the Seek platform.

Applications close at **4.00pm on Friday 21 March 2025.**

### **Please Note:**

- To be considered for this position, please ensure your application letter addresses the selection criteria and is no longer than three pages.
- The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace. Applicants must have the right to live and work in Australia.
- Canvassing of Councillors will disqualify applicants.

Thank you for your interest regarding the position of Infrastructure Assets and Services Technical Officer with the Shire of Toodyay.

Please read the attached guidelines carefully and follow all instructions before applying for this position.

Aaron Bowman

**Chief Executive Officer**

## Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. The Shire of Toodyay has approximately 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of color with magnificent displays of wildflowers during the spring months.

The Shire is part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning "mist." Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, including the Bendigo Bank, ATM's, post office, cafes, food establishments, a library, pharmacy, day-care, hardware stores, a supermarket, garages, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches.

Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay, Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development.

With commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

## Guidelines to applying for an advertised vacancy

The following guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position.

### 1. Preparing your application

- (a) The Shire will accept typed applications however neat and legible handwritten applications are also acceptable.
- (b) All information should be stapled and/or secured in the top left-hand corner.
- (c) Refrain from submitting your application bound or in folders.
- (d) Please provide copies of supporting documentation rather than original documents. Original documents should be presented at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

### 2. Your application should include the following:

#### (a) Covering Letter and CV to support your application:

- (i) Your covering letter should address your suitability for the role as indicated in the selection criteria contained in the Position Description. (Maximum 3 pages).
  - a. Please indicate how you meet the criterion and provide examples of events and projects which assist in demonstrating the relevant experience, knowledge, and skills.
- (ii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria.
- (iii) Your Curriculum Vitae (CV) and/or Resume will need to be clear and concise (maximum 4 pages).

#### (b) Referees

- (i) Please nominate at least two current contactable employment referees with your application.
  - a. Referees should be able to comment on your recent work experience, skills, and knowledge in relation to the role.
  - b. Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.

#### (c) Evidence of your right to work/live in Australia

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

### 3. Acknowledgement of your application

The Shire will acknowledge receipt of the application after the closing date.

#### **4. Interview Process**

##### **(a) Short Listing**

- (i) The panel will short list applicants for an interview who meet the selection criteria.
- (ii) This process may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

##### **(b) Interview Process**

- (i) The panel will consist of at least two Managers.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.
- (iv) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.

##### **(c) Offer and Acceptance**

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and may also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the role prior to commencement.

##### **(d) Feedback to applicants**

If requested, feedback to unsuccessful applicants will be provided.

#### **5. Forwarding applications for the position**

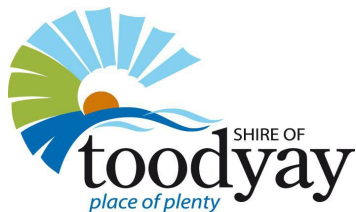
- (a) Written applications **MUST BE** addressed to the Executive Manager Infrastructure Assets and Services at the Shire of Toodyay as follows:

Executive Manager Infrastructure Assets and Services  
Shire of Toodyay  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

- (b) Applications must be marked "CONFIDENTIAL – INFRASTRUCTURE ASSETS AND SERVICES TECHNICAL OFFICER" You may submit your application through the Seek platform or in person or by mail/post to the above address. You may also send your application to [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

## 6. Checklist

- (a) Ensure you have the following to make your application:
- Covering Letter.
  - Curriculum Vitae(CV) or Resume.
  - Copies (**not originals**) of supporting documentation.
  - Full application has been proofread prior to submitting.
  - The application has been photocopied for personal reference.
- (b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.



## APPLICANT DECLARATION

I,

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*Full Name of the Applicant*

of,

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*Address of the Applicant*

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

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*Signature of the Applicant*

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*Date*





# Position Description

## Infrastructure, Assets and Services Technical Officer

Portfolio:	Infrastructure, Assets and Services
Classification:	LG Award 2020 – L6
Purpose of Role:	This role plays a vital role in supporting the infrastructure assets and services operations for the Shire. Responsible for a wide range of administration support for planning and delivery of the Shire operational programs, including procurement, and safety recording, to ensure completion and achievement of Shire goals. This role is to ensure continual improvement to the processes and effective management of documentation.
Complexity:	The nature of the work is at times complex but generally within known methods, procedures, and processes. Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of several options.
Reports to:	Executive Manager Infrastructure, Assets and Services
Supervision of others:	No Direct Reports
Delegation of Authority:	Works within established guidelines, budgets, procedures, and policies of the Shire of Toodyay as well as statutory provisions of the <i>Local Government Act WA 1995</i> and other relevant legislation.

### General Requirements

- Act in a professional and ethical manner and in the best interests of the Shire at all times.
- Maintain confidentiality and work in accordance with all council policies and procedures as well as all regulatory, and legislative requirements applicable to a Local Government Authority.
- Ensure that OSH responsibilities are met and promoted by always complying with the Shire's OSH policies and procedures and relevant legislative.
- You will be employed in the position specified in the Position Description. However, you may be required to carry out any duties required by the Shire, provided that you are capable of performing them.

### Work Health and Safety

- Apply understanding of OSH and take responsibility for self and others working safely.

## Infrastructure, Assets and Services Technical Officer

- Be familiar with control of hazards from resources in the workplace and identify training needs to ensure optimum competency.
- Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way
- Ensure that safe work practices and policies are adhered to.
- Assist in developing processes and manage internal documentation to ensure all staff and contractors have addressed and met all safety requirements and completed their documentation.
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented in line with Council policies and procedures.

### Responsibilities & Duties Administration Support

- Provide Administrative support, direction, guidance, and /or training to the department
- Finance, procurement, process purchase requests, maintaining daily project functions such as maintaining budget files, verifying accuracy of invoice and procurement products and support of ad hoc management report requests. Assist with budget development and costing of projects.
- Collect, organise, and edit information required to produce high quality reports. Prepare, rewrite or edit reports and presentations, draft budget development, monthly financial reporting, project monitoring.
- Manage and develop documentation and process requirements to ensure project timelines are met. Assist with data collection and entry in maintaining asset management plans.
- Communicate with sub-contractors, suppliers, internal employees, rate payers, and other government organisations.
- Other duties as directed by the Executive Manager Infrastructure, Assets and Services.

### Responsibilities & Duties Occupational Health & Safety

- Review and implement incident reporting procedures and systems and provide guidance to employees for effective safety incident reporting and to ensure legislative obligations are met.
- Conduct OSH audits, inspections, and investigations in collaboration with relevant leaders, managers, Executive Managers and employees.
- Analyse OSH related information maintain current records and prepare regular reports for the Manager, Executive Management Team, relevant committees, or external authorities on activities and KPIs. Make and keep accurate and complete records of business activities and decision making.
- Develop strategic plans in consultation with the Executive Manager Infrastructure Assets & Services and allocate action plans to the relevant resources to achieve the objectives of organisational strategies and business plans.

## Infrastructure, Assets and Services Technical Officer

- Assist with completing and submit workers compensation claim documentation approve by the Executive Manager of the department/CEO ensuring all documentation is also issued to HR. Assist with coordination of return to work and rehabilitation plans.
- Ensure OSH inductions are completed for new employees and Contractors.

### Responsibilities & Duties Technical Support

- Provide technical support for the operational team, ensuring the effective use of systems, equipment, and processes.
- Coordinate maintenance schedules and lifecycle management for shire owned buildings.
- Support the development of capital works programs, maintenance schedules, and asset renewal plans.
- Assist with troubleshooting issues related to asset management, civil works, road maintenance, and infrastructure projects
- Assist with environmental compliance, environmental permit submissions, including waste management.
- Prepare reports, work schedules, and cost analyses to support operational decision-making.
- Respond to customer inquiries and service requests related to road maintenance, waste management, and infrastructure projects.

### Values

The following values are expected to be applied by staff in all their activities associated with their role.

<b>Integrity</b>	We behave honestly to the highest ethical standard
<b>Accountability</b>	We are transparent in our actions and accountable to the community
<b>Inclusiveness</b>	We are responsive to the community, and we encourage involvement by all people
<b>Commitment</b>	We translate our plans into actions and demonstrate the persistence that will produce results.

### Selection Criteria (Skills, Knowledge & Experience)

- Excellent communication, interpersonal and telephone skills: Ability to effectively interact with a diverse range of individuals.
- Excellent written skills, report writing, assisting with grant fund applications, Council reports, customer request responses, email inboxes and managing confidential responses, including the draft creation of professional correspondence, report writing and presentations.

## Infrastructure, Assets and Services Technical Officer

- Experience with procurement, invoice processing, monitoring monthly project performance, and assisting with drafting budgets and estimating project costs
- Strong time management and organisational skills: Ability to manage multiple tasks efficiently.
- Proficiency in Microsoft suite (essential), Datascope (Desired), Microsoft Project (desired), Metro Count (desired), and RAMMS (desired)
- Well-developed investigation skills, ability to solve problems and have a can-do attitude.
- knowledge of OSH framework and principles willing to undergo further training to ensure all process being undertaken are compliant and to date.

### Qualifications and/or Training

- Relevant qualifications or equivalent experience in procurement, financial support, OSH Framework and technical administration.
- 5 years' relevant experience in a similar role
- Must be familiar with Local Government regulations, Occupational Safety & Health, Procurement policies and procedures.

### Licences / Clearances

**\* All are essential unless otherwise denoted**

- Hold a current C Driver's Licence (WA)
- National Police Clearance
- Pre-employment Medical

### Internal Liaison

- Chief Executive Officer (CEO)
- Executive Managers
- Other Staff

### External Liaison

- Ratepayers
- General Public
- Suppliers and Contractors
- Public Utilities and Authorities
- Government Departments

### ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities, and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

**SHIRE OF TOODYAY – CHIEF EXECUTIVE OFFICER**

NAME: Aaron Bowman

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

**Infrastructure Assets and Services Technical Officer**

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

NAME: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_

DATE OF REVIEW:

\_\_\_/\_\_\_/\_\_\_