



## Position Description

Leading Hand - Warialda	
Position Code	Numerous
Classification/Grade/Band	Local Government (State) Award 2023 Band 2 Level 2 (Grade 6)
Reports to	Works Supervisor
Location	Warialda, Bingara & North Star
Content Manager Reference	21/6084
Direct Reports	Up to two (Approx. 2)
Budget (Operating and Capital expenditure)	NIL

### Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

### Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

### Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

## Primary purpose of the position

To provide support and assistance to the Works Supervisor in coordinating activities associated with infrastructure maintenance and minor construction works, working in a cohesive team, to deliver high quality outcomes to the works program.

## Department and Branch Description

Forming part of the Infrastructure and Planning Services Department, Construction and Maintenance is an integral part of the engineering service of Council as it is responsible for the coordination of construction and maintenance of roads, drainage, and bridges which are assets of Council as well as coordination of all similar works undertaken as part of the State Road Maintenance Council Contracts (RMCC).

## Key accountabilities

Within the area of responsibility, this role is required to:

- Provide a high level of service and efficiency working in conjunction with the Works Supervisor, coordinating duties associated with the maintenance of urban infrastructure, roads, signage, stormwater, and verge control.
- Provide out of hours services to ensure the safety of Council's infrastructure during emergency situations.
- Provide a high level of supervision of the members of Council's maintenance team.
- Carry out and supervise concreting works including the construction of concrete box culvert structures and footpaths.
- Carry out manual labouring tasks and other duties as directed to by the Works Supervisor and/or Works Coordinator.
- Maintain all plant and equipment, inside and out to the conditions specified by the Works Supervisor.
- Monitor plant and equipment by ensuring daily checks are completed regarding safe legal operation, fluid levels and lubrication points and liaising with the Workshop Supervisor for servicing and maintenance requirements and undertaking basic plant maintenance in accordance with agreed practice.
- Carry out all duties and functions in a manner that promotes a positive attitude, team-based approach with strong support for organisational values.
- Maintain accurate timesheets ensuring labour and plant hours are recorded correctly, toolbox and pre-start documentation, risk assessments and safety documentation as required.
- Ensure traffic management plans and Safe Work Method Statements (SWMS) are completed and appropriate traffic control measures are provided at work sites.

*All positions in Council involve multi-skilling and consequently the interchange of duties where and when required for the effective operation of the Department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, competence, and training.*

## Selection Criteria

### Essential

- Current valid 'MR' Class driver's licence.
- OHS White card.
- Demonstrated reliability and ability to respond to out of ours call outs.
- Knowledge and/or competency in Traffic Management
- Experience in manual work activities, road construction and maintenance works.
- Basic written and verbal communication skills with the ability to discuss and resolve problems politely and respectfully.
- Ability to read and interpret documents, instructions, and procedures.

### Desirable

- Certification III in Local Government Operational Works or an equivalent qualification
- Demonstrated experience in a supervisory role would be highly regarded.
- Demonstrated competence and skills in concreting would be highly regarded.

### Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.







### Qualifications

- Certificate III in Local Government Operational Works or an equivalent qualification.

## Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	<b>Optimise Workforce Contribution</b>	<b>Intermediate</b>
	<b>Lead and Manage Change</b>	<b>Intermediate</b>

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Is committed to safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Relationships</b> Works Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>
<b>Workforce Leadership</b> Optimise Workforce Contribution	Intermediate	<ul style="list-style-type: none"> <li>• Develops team/ project plans that make the best use of the skills and strengths of people in the team</li> <li>• Plans and monitors resource allocation against unit/project plans</li> <li>• Identifies solutions to current and potential resource/capability gaps</li> <li>• Participates in workforce planning to ensure the availability of capable resources</li> </ul>
<b>Workforce Leadership</b> Lead and Manage Change	Intermediate	<ul style="list-style-type: none"> <li>• Promotes change initiatives and helps the team to understand the purpose and benefits</li> <li>• Provides guidance and support through change processes</li> <li>• Initiates improvements to work systems, processes and practices in consultation with team members</li> <li>• Ensures work procedures support changes</li> <li>• Identifies potential barriers to change and takes steps to address them</li> </ul>
Prepared By	Human Resource Officer	
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