



Blackall-Tambo **Regional Council**

Assets & Major Projects Officer

Permanent Full-Time Position – Based in Blackall

Council is seeking an enthusiastic applicant with a can-do attitude to join our team as an Assets and Major Projects Officer.

This position will report directly to Council's Assets and Major Projects Manager.

Duties covered will include and not be limited to the following:

- Update and maintain Councils Asset register, including data collection and Job Cost registers;
- Assist with the planning, execution and delivery of approved Council projects;
- Operational and strategic management of Council Assets, specifically Housing;
- Assisting with the administration and delivery of Road Construction and Maintenance contracts for the department of Transport and Main Roads.

We are looking to appoint someone with the following qualities;

- Experience in Microsoft Office programs;
- Demonstrated experience in project delivery and asset management is extremely desired;
- Excellent time management skills
- Proven ability to work within a team based environment.
- Ability to work unsupervised and to follow detailed instructions.
- Working knowledge and proven commitment to Workplace Health & Safety.
- 'CA' Class Drivers Licence

Application forms are available on Council's website www.btrc.qld.gov.au Further information can be obtained by contacting Council's Group Manager, People, Culture & Safety on (07) 4621 6600 or via email at JodieR@btrc.qld.gov.au

Application forms should be submitted in a sealed envelope marked:

Private and Confidential
Attention: Group Manager
People Culture & Safety
Blackall-Tambo Regional Council
PO Box 21
BLACKALL QLD 4472

Applications close: Thursday 27th February 2025 at 2.00pm

"Blackall-Tambo Regional Council is an Equal Employment Opportunity Employer"

POSITION:	Assets & Major Projects Officer
AWARD CLASSIFICATION:	Level 5 – LGIA – State 2017 (Stream A)
REPORTS TO:	Assets & Major Projects Manager
DEPARTMENT:	Finance

OUR VISION	OUR MISSION
To be a progressive, liveable and sustainable region	To provide excellent service and leadership to our residents

OUR VALUES	
QUALITY SERVICE:	Highest levels of service provided by Council to residents
COMMUNITY ENGAGEMENT:	Initiation and maintenance of open lines of communication with all stakeholders
EQUITY:	Provision of equal opportunities, fairness in decision making and the equitable distribution of resources
INTEGRITY:	Transparency and consistency when conducting Council Business
COMMITMENT:	Dedication to the community and continuous organisational improvement

PURPOSE

To support Councils direction by providing support and leadership within the Asset and Major Project Management functions of Council.

To provide timely and effective information, advice and support to Council’s Assets and Major Projects Manager and the Chief Financial Officer on issues dealing with areas of responsibility



RESPONSIBILITIES AND DUTIES

- The Assets and Major Projects Officer will be responsible for carrying out the following duties and functions under the general direction of the Assets and Major Projects Manager and Chief Financial Officer, pursuant to the policies and decisions of the Council and in accordance with statutory guidelines and timeframes:
- Asset Management
 - Assist with maintaining asset management plans for all asset classes including building and infrastructure assets;
 - Operational and strategic management of Council Assets, specifically Housing;
 - Update and maintain Councils' assets register, including data collection and job cost registers;
- Project Management
 - Assist with the planning, execution and delivery of approved Council projects;
 - Project Management administration, including monitoring, milestones reporting and acquittal for capital grants.
- Technical Support – Recoverable Works
 - Provide technical support in the administration and delivery of road construction and maintenance contract for the Department of Transport and Main Roads, the Queensland Reconstruction Authority and other contracts as required.
- Assist in developing and monitoring annual budgets for Finance Management.
- Exercise responsibility and commitment in applying health and safety practices in the workplace.
- Provide a timely reporting function on progress associated with Asset and Project Planning.

SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Knowledge of local government business, including relevant legislation, structure, practice and processes.
- To work effectively with people at all levels of Council, the Government and external agencies and members of the community to produce positive outcomes.



- Strong interpersonal skills and the ability to apply these skills to create the environment necessary to motivate and promote effective performance.
- Ability to lead and positively influence work groups and individuals.
- Demonstrated experience in financial and administrative management.
- Highly developed written and verbal communication skills.
- Demonstrated knowledge of legislative and professional requirements relating to a financial management and administration business environment, including safety.

GENERAL TERMS OF APPOINTMENT AND EXTENT OF AUTHORITY

- All employees are required to participate in any performance planning and review processes implemented by Council.
- All employees are bound to act in accordance with the provisions of the *Local Government Act 2009*, other relevant legislation and the policies and procedures adopted by Council.
- All employees must abide by Council's Code of Conduct.
- All employees must abide by Council's values for serving the community i.e. responsive customer service, integrity and impartiality, openness, accountability and equity.
- The Officer is subject to direction from the Assets and Major Projects Manager, Chief Financial Officer, Chief Executive Officer and Council and has freedom to act within established guidelines, policies and procedures.
- Reasonable initiative to operate in an autonomous and self-reliant manner with appropriate reference to the specific expertise of the Assets and Major Project Manager and the Chief Financial Officer, Directors, contract Accountant and other relevant professional bodies.

ORGANISATIONAL RELATIONSHIPS

This position reports directly to the **Assets and Major Projects Manager** on issues dealing with strategic planning and management issues and day to day operational issues relating to the functional areas of responsibility.

WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the

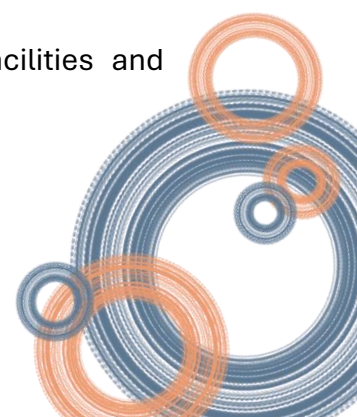


public and surrounding environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer;
- Comply with the **health and safety duties and Duty of Care** requirements as specified Within the *Work Health & Safety Act 2011, Part 2*;
- Timely reporting of all accidents, incidents, minor injuries, near misses and property damage (within 24 hours) and assisting if required, with the investigation of all incidents in the workplace;
- For a worker to use the PPE (Personal Protective Equipment) provided by the Employer after proper instruction in its use;
- Not to wilfully or recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself;
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
- Performing all work and associated functions in a safe, efficient and effective manner;
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers;
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assist or participate in carrying out risk assessments on identified hazards;
- Identify hazards, conduct risk assessments and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace;
- To report hazards and risks in accordance with WH&S procedures;
- Attend all toolbox, team talks and specific training (e.g. Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council;
- Be familiar with the location of first aid kits, fire protection facilities and evacuation procedures;



- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council’s Workplace Health & Safety Team.

WORK ENVIROMENT AND PHYSICAL DEMANDS

- **Physical Demands**
 - Sedentary Work, Light Duty (Frequent lifting/ carrying of objects weighing up to 10kgs)
- **Audio Visual Requirements**
 - Peripheral Vision and Hearing
- **Specific Actions**
 - Standing/ Walking (1-4 Hours)
 - Sitting (1-4 Hours)
- **Repetitive Motions**
 - Pushing & Pulling
 - Finger Dexterity
 - Foot Movement
 - Bending
 - Squatting
 - Twisting
 - Reaching

PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under the terms and conditions of employment by the Blackall-Tambo Regional Council and specifically within your performance agreement.

Authority:	CEO
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

“Exploring the past, Innovating the future”

