

Manager Engineering

Cook Shire Council

Candidate Information Pack



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We respectfully acknowledge the Traditional Owners as the custodians of the land and waters on which we work, live and play. We pay our respects to Elders past, present and emerging and recognise their continuing culture and contribution to the life of the region.



1. Leadership Opportunity

This is an opportunity to lead Cook Shire Council's Engineering Department, supporting long-term capital works planning, asset management and the delivery of essential civil infrastructure.

The role offers the chance to guide engineering planning, project delivery, road management and civil works operations, while working closely with Council, contractors, government partners and the community to deliver practical outcomes across the Shire.

The Opportunity

**Position**

Manager Engineering

**Location:**

Cooktown, Queensland

**Council:**

Cook Shire Council

Introduction

The Manager Engineering is a senior leadership position within Cook Shire Council's Infrastructure Division, reporting directly to the Director Infrastructure. The role leads Council's Engineering function, with responsibility for civil infrastructure, capital works, asset management, project delivery and civil operations across a local government area of approximately 105,000 square kilometres.

Operating across both strategic and operational levels, the Manager contributes to corporate decision-making, provides professional engineering advice and leads the delivery of essential infrastructure services across the Shire. The position has considerable organisational visibility and provides the opportunity to influence longer-term infrastructure planning while leading a function that has a direct impact on Council's communities and future development.

Strategic Priorities and Key Considerations

Council is progressing work to strengthen its approach to long-term capital and asset planning, with foundational work underway to develop a structured three, five and ten-year capital works program. This will bring together asset data, condition information, community requests, organisational priorities and Council direction to provide a clearer basis for infrastructure planning and investment. The Manager will have direct input into developing this program and strengthening the supporting asset management and project governance frameworks.

This longer-term planning will be supported by greater structure around capital delivery, forward maintenance programs and defined levels of service. Council is seeking to strengthen how infrastructure works are prioritised, planned and reported, providing greater visibility of future requirements and a clear connection between available funding, asset condition, service requirements and delivery priorities.

What Success Looks Like in the First 12–18 Months

Success will be reflected in a clear and well-supported forward program for Council's infrastructure, with progress made on the three, five and ten-year capital works program, levels of service and forward maintenance planning. The Manager Engineering will bring appropriate governance and oversight to capital delivery, strengthen the quality of information supporting investment decisions and provide clear reporting on progress, priorities and performance.

Within the Engineering function, the successful candidate will establish credibility as a leader, provide consistency of direction and strengthen capability across the team. Clear performance expectations, timely employee reviews and confident management of workforce matters will form an important part of establishing a well-led and accountable function.



Leadership Scope and Key Accountabilities

The Manager Engineering has a broad remit spanning engineering planning, civil infrastructure, capital works and civil operations. The role provides direction across project development, design, tendering, contract and construction management while contributing to longer-term asset planning and ensuring programs are delivered within agreed financial, time and quality requirements.

Key accountabilities include:

- Overseeing Council's road network, bridges, stormwater infrastructure, wharves, boat ramps, gravel quarries and pits.
- Managing road funding agreements and grant programs, including submissions and reporting associated with approved projects.
- Providing technical engineering advice and ensuring infrastructure is delivered in accordance with relevant standards, including FNQROC requirements.
- Leading the planning and delivery of civil maintenance activities and ensuring Council resources are managed effectively.
- Working collaboratively with Council's disaster recovery team where engineering and infrastructure responsibilities intersect.

Stakeholder Environment

The Manager Engineering operates in a highly visible role with regular engagement across Council, Councillors and the community. The position will present technical advice and infrastructure matters through Council briefings and workshops, requiring the political nous to understand the operating context, provide balanced advice and communicate complex information appropriately to elected members.

The role also maintains important relationships with the community, government agencies, regional councils, FNQROC, consultants and contractors. A consultative approach will be important, together with the ability to build professional networks, recognise the value of local knowledge and adapt communication and influencing styles to achieve outcomes across different stakeholder groups.

Candidate Profile

Council is seeking a capable civil engineering professional who can combine technical expertise with practical, confident leadership. The successful candidate will take ownership of responsibilities, make considered decisions and bring a flexible approach to solving problems, recognising that effective engineering outcomes in a remote local government environment require professional judgement as well as technical knowledge.

The successful candidate will be experienced across civil infrastructure and project delivery, with the ability to provide credible technical direction while maintaining a clear view of broader service, financial and organisational requirements. The role requires a leader who can work effectively with operational teams, develop people, communicate openly and remain composed when navigating competing priorities or different perspectives.

The position may suit an established engineering manager or an experienced senior engineer or project leader ready to broaden leadership responsibilities. Local government experience is advantageous but not essential, with candidates from civil construction, infrastructure, mining or similarly governed environments considered where practical leadership, strong delivery capability and experience working within established safety, quality and compliance frameworks can be demonstrated.

Selection Criteria, including Qualifications

Applicants should demonstrate:

- Tertiary qualifications in Civil Engineering or a related discipline, with RPEQ status desirable or the ability and willingness to obtain it with Council support.
- Leadership experience within civil engineering, infrastructure, construction or a comparable environment, including the ability to lead operational teams and develop capability.
- Experience across civil infrastructure, asset management, project management and capital works delivery, supported by sound financial and commercial management capability.
- Experience managing people processes including performance management, employee relations, regular performance reviews and the effective resolution of workplace matters.
- Strong communication and stakeholder management skills, with the judgement and political awareness to work effectively with senior leaders, Councillors, communities and government stakeholders.

Remuneration & Benefits

Why This Opportunity

Cook Shire provides an unusually broad civil engineering environment, with the scale of the Shire and diversity of its infrastructure giving the Manager considerable scope to influence how services and future investment are planned and delivered. The position combines technical leadership, people management and strategic input within an organisation where the Manager Engineering can work closely with decision-makers and see the direct impact of the role across the community.

The role also provides flexibility around the level of appointment. An established manager can bring experience to a substantial portfolio with considerable autonomy, while a capable senior engineer or project leader can take the next step with support from an experienced Director and the opportunity to develop towards broader organisational leadership.

Living and Working in Cooktown

Cooktown offers the opportunity to enjoy a rewarding career while embracing a unique tropical lifestyle. Surrounded by the Great Barrier Reef, ancient rainforests and spectacular natural landscapes, the town combines a welcoming community, relaxed pace of life and rich cultural heritage, creating an exceptional place to live, work and explore.

Package Overview

\$169,000 - \$188,000

Cash base (plus superannuation)

Permanent Full-time Basis

Reporting directly to the Director Infrastructure

Generous Leave Entitlements

5 weeks annual leave, 3 weeks personal leave, 5 additional days of special leave

Vehicle

Fully maintained personal use

\$5,000

Professional development allowance per annum

Locality Allowance

As per Council policy

Relocation Assistance

Council can assist the successful candidate to identify suitable accommodation in Cooktown, including access to a dedicated housing officer. Where accommodation is rented through Council arrangements, the rental amount may be eligible for salary sacrifice, with short-term accommodation potentially available while longer-term housing is secured.



2. The Organisation

As the local government for one of Australia's most unique and geographically diverse regions, Cook Shire Council plays a vital role in supporting the liveability, sustainability and future development of Cape York.

Working alongside residents, Traditional Owners, businesses, community organisations and government partners, Council is focused on delivering essential services, maintaining critical infrastructure and fostering strong, resilient communities across the region.

The Organisation

Cooktown is the administrative and service centre of the Shire and plays a central role in tourism, government services and regional employment. Other communities support a mix of agricultural activity, mining, tourism, transport and public sector services, reflecting the Shire's dispersed settlement pattern and diverse economic base.

The regional economy is underpinned by mining, agriculture, forestry and fishing, accommodation and food services, tourism and government services. Tourism remains a key contributor, supported by Cooktown's cultural heritage, proximity to Cape York landscapes and its role as a gateway to the region. Agriculture and emerging industries around Lakeland and Coen continue to support regional employment and investment.

Cook Shire Council is comprised of a Mayor and six Councillors, elected for four-year terms. The elected body is supported by a Chief Executive Officer and an executive leadership team responsible for service delivery across infrastructure, community services, corporate governance and regulatory functions.

Council employs approximately 180 staff, delivering services across one of the most remote and infrastructure-intensive local government areas in Queensland. With a relatively small ratepayer base and a very large asset footprint, Council relies heavily on State and Federal Government funding to support essential services, disaster recovery and infrastructure renewal.



At a Glance

Location:

Cooktown, Far North Queensland

Area:

Over 105,000 km²

Population:

Approximately 4,800 residents

Major Centres & Growth Areas:

Cooktown, Coen, Lakeland, Laura, Rossville, Ayton, Bloomfield and surrounding localities.

Traditional Custodians:

Guugu Yimithirr, Kuku Yalanji, Kuku Nyungul, and Jalunji peoples

[Council Website](#)

[Council Publications](#)

[LinkedIn](#)

[Facebook](#)



3. The Region

Cooktown offers an exceptional tropical lifestyle, combining the character of a historic coastal town with easy access to the Great Barrier Reef, World Heritage-listed rainforests and the remarkable landscapes of Cape York.

Known for its rich cultural heritage, welcoming community and breathtaking natural beauty, Cooktown attracts people seeking rewarding career opportunities, a relaxed lifestyle and a genuine connection to place.



As the gateway to Cape York Peninsula, Cooktown offers a unique tropical lifestyle where rich history, spectacular natural landscapes and a close-knit community come together. Home to the iconic Endeavour River, the town provides an exceptional balance of meaningful career opportunities and relaxed coastal living, surrounded by some of Australia's most remarkable natural environments.

Renowned for its rich Indigenous and European heritage, Cooktown is a vibrant regional centre that celebrates its unique identity through community events, cultural experiences and a strong connection to Country. The region is a hub for tourism, agriculture, government services and small business, supporting resilient communities across one of Australia's most diverse local government areas.

Bordered by the Great Barrier Reef, World Heritage-listed rainforests and the vast landscapes of Cape York, Cooktown offers unparalleled access to outdoor adventure and nature. From fishing, boating and hiking to exploring remote beaches, national parks and cultural sites, the region provides an enviable lifestyle for those seeking adventure, community connection and an authentic Far North Queensland experience.

Cooktown offers the opportunity to enjoy a rewarding career while embracing a unique tropical lifestyle. Residents enjoy a welcoming community, relaxed pace of life, stunning natural surroundings and easy access to some of Australia's most iconic natural attractions.

Housing

Cooktown offers a range of housing options, from family homes and established neighbourhoods to rural lifestyle properties. Residents enjoy a relaxed coastal lifestyle with convenient access to local services, shops and recreation.

Education

The town provides quality education from early learning through to secondary schooling, supported by Cooktown State School, Cooktown State School P-12 Campus, Endeavour Christian College, Country Universities Centre Cape York, TAFE Queensland and vocational training opportunities.

Health Services

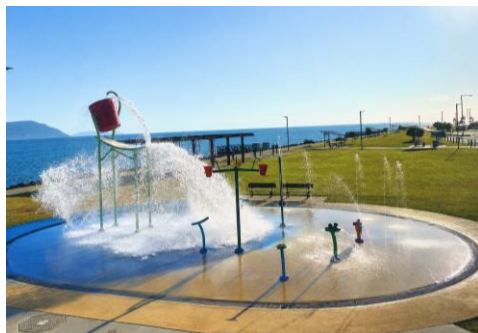
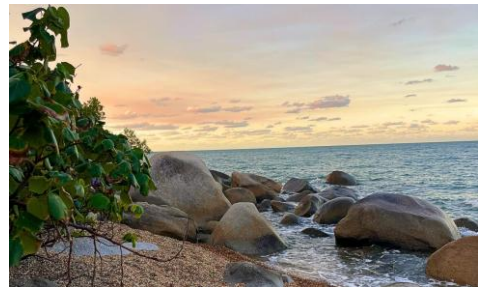
Residents have access to comprehensive healthcare through Cooktown Multipurpose Health Service, local medical practices, allied health providers and visiting specialist services.

Lifestyle

Surrounded by the Great Barrier Reef, World Heritage-listed rainforests and the spectacular landscapes of Cape York, Cooktown offers exceptional opportunities for fishing, boating, camping, hiking and exploring nature. Rich Indigenous and European heritage, vibrant community events and a relaxed tropical lifestyle create an outstanding place to live.

Transport & Access

Located on the Mulligan Highway, Cooktown provides road access to Cairns and Cape York communities. Cooktown Airport offers regular services to Cairns, supporting convenient travel for business and regional connections.





4. The Appointment Process

An outline of the recruitment stages, evaluation framework and candidate engagement approach for this executive appointment.

The Appointment Process

How To Apply?

Candidates are invited to submit:

- Current CV
- A brief covering letter addressing the [Selection Criteria – Page 7](#)

Applications should be submitted via the Leading Roles website.

Confidential enquiries are welcomed and may be directed to the nominated consultant.

Selection Process

The recruitment process will be undertaken in partnership with Cook Shire Council and will typically include:

- Desktop review of applications
- Initial consultant interviews with a select group of applicants
- Shortlisting in consultation with Council
- Formal interview with the selection panel
- Referee checks and pre-employment verification
- Psychometric assessment
- Criminal history check
- VEVO right-to-work verification

Council may elect to conduct additional interviews or assessment activities where appropriate.

Preferred candidates may be required to undertake:

- Financial probity checks
- Pre-employment medical

Indicative Timeframe

Applications open:

→ **Tuesday 18 August 2026**

Applications close:

→ **12:00 pm Tuesday 8 September 2026 (AEST)**

Initial assessment:

→ **Week Commencing 14 September 2026**

Council interviews:

→ **Week Commencing 28 September 2026**

These timeframes are indicative only and may vary depending on the recruitment process, Council availability and candidate scheduling.

Eligibility to Work in Australia

Applicants must be Australian Citizens or hold the appropriate visa to work in Australia. Right-to-work checks will be undertaken at the offer stage.

Privacy & Confidentiality

Leading Roles collects and manages personal information in accordance with the Information Privacy Act for the purpose of assessing applicants against the position requirements. Information provided in your application will be accessed by employees of Leading Roles and authorised Council officers, including Human Resources and selection panel members. Information will not be disclosed to any other person or agency without your consent, unless required by law.

What Happens Next?

Recruitment processes within local government are intentionally thorough to ensure transparency, merit and accountability.

From application to appointment, the process typically spans **6 to 8 weeks**, depending on scheduling and availability. We aim to provide updates at key stages as decisions are confirmed.

- 
- **Stage 1 – Application Review (Weeks 1–3)**
 - Acknowledgement of your application
 - Consultant review and initial assessment
 - Early communication where appropriate
 - **Stage 2 – Shortlisting & Initial Interviews (Week 4)**
 - Longlist identification in consultation with Council
 - Initial interviews (typically via video conference)
 - Notification of outcome
 - **Stage 3 – Panel Interviews (Weeks 5–6)**
 - Shortlisted candidates invited to panel interview
 - Candidate briefing provided in advance
 - Post-interview communication
 - **Stage 4 – Due Diligence & Offer (Weeks 6–8)**
 - Referee and probity checks
 - Psychometric assessment (if required)
 - Final negotiations and offer
 - **Post Appointment**
 - Regular consultant check-ins throughout the first year

Timeframes are indicative and may vary depending on Council availability and candidate scheduling.

Contact

Your Consultant

To discuss this appointment in confidence, please contact:

Angie Simmonds

Principal Talent Consultant | Leading Roles

Angie Simmonds is managing this appointment and will guide candidates through each stage of the recruitment process.

Leading Roles is committed to delivering a respectful, transparent and professional experience. Angie welcomes your enquiry at any stage.

We look forward to supporting you throughout the application process.



Contact Details

Phone: 1800 088 000

Email: angie.simmonds@leadingroles.com.au

Website: www.leadingroles.com.au



Appendix A: Position Description

POSITION DESCRIPTION

Position Title	Manager Engineering
Division	Infrastructure
Location	Council's Depot Administration Office – 31 Charlotte Street, Cooktown
Award/Classification	Common Law Contract

1 POSITION OBJECTIVES

This position provides strategic and operational leadership of Council's Engineering Department, with overall responsibility for:

- Assisting in the planning of the Shire's long-term capital works program, underpinned by sound asset management principles
- Delivering the annual capital works program and managing civil infrastructure related to transport
- Managing the operations of Council's depot workforce to ensure effective and appropriate stewardship of Council's infrastructure

This includes the construction and maintenance of an extensive sealed and unsealed road network, wharfs and boat ramps.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Project and Program Management

- Deliver Capital Works projects as allocated by the Director Infrastructure in an appropriate and responsive manner. Management of Capital Works projects shall be in line with Council approved policies, frameworks and within available budget and timeframes.
- Provide leadership and direction for engineering management and planning, project development, design, tendering, contract and construction management.
- Manage and report on performance against time, cost and quality requirements of various aspects of projects to ensure the delivery of outcomes defined by Council. This may include preparation of Council reports and administering meetings.

Project Initiation and Inception

- Undertake investigation, initiation and preparation of project proposals.

Road Management and Civil Engineering

- Review and revise Policies and Master Plans related to management of Council's road network.
- Represent the Director Infrastructure on nominated external agencies such as Far North Queensland Regional Organisation of Councils (FNQROC) Technical Committee and working parties to ensure the Council's position is suitably communicated and acted upon.
- Manage permits for work within road reserve and other events on roads.
- Close part or full width of roads when impacted by hazards.
- Assess Restricted Access Permit Applications for Heavy Vehicles.
- Ensure roads and associated infrastructure are constructed in compliance with FNQROC.

- Fulfil any other Road Management responsibilities and provide advice on any referrals.
- Provide engineering subject matter expert advice, including quality management and review of the adopted FNQROC development manuals, etc.

Grants Management

- Prepare submissions for external funding and reports on approved projects and services.
- Manage grant agreements for Road funding streams including Transport Infrastructure Development Scheme (TIDS), Aboriginal and Torres Strait Islander (ATSI) TIDS, Roads to Recovery (R2R), School Transport Infrastructure Program (STIP), Cape York Region Package (CYRP2), Bridges Renewal Program (BRP) and any other funding managed by the Engineering Department.

Supervision and Delivery of Council's Civil Works Department

- Lead the Civil Operations Coordinator and Supervisors to ensure the planning and delivery of day-to-day activities in relation to Council's works programs.
- Monitor and review services provided by the Civil Works team to ensure services delivered are efficient, effective and provide value for money.
- Ensure a program of works is prepared for the delivery of maintenance works (including the cost and timeframe) and monitor the successful delivery of the program.
- Manage Council gravel quarries and pits in accordance with associated agreements.
- Ensure effective asset management of civil infrastructure through asset management principles including condition assessment, renewal, capital planning and project delivery.

Management of Wharf and Boat Ramps

- Manage the maintenance of the three (3) wharf structures in Cooktown.
- Coordinate with TMR regarding maintenance of TMR boat ramps, breakwaters, pontoons and/or jetties, prepare a maintenance program, and obtain funding from TMR for required works.

Leadership, Administration and General Works

- Manage the development and implementation of annual and long-term planning, design, construction and maintenance works priorities, programs and recommend financial and other resourcing strategies to ensure timely and cost-effective programs and projects delivery.
- Develop, monitor and manage the performance of employees, ensuring performance requirements are satisfied and regular performance reviews are conducted.
- Contribute to corporate decision-making by providing accurate, timely and relevant documentation and reports.
- Ensure all employees receive appropriate information, training and supervision in the correct use of plant, equipment and other materials used throughout the Council.
- Ensure an environment of open and honest communication, updating the Director Infrastructure on workplace matters as necessary.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

- Bachelor degree or higher qualification in Civil Engineering or equivalent qualification in a related field. RPEQ status desirable.
- A minimum of 5 years' experience in successfully leading and managing people in a similar role.
- Substantial experience in managing projects in civil infrastructure, detailed engineering design, asset management, open space, traffic and transport, project management and capital works delivery.
- Demonstrated experience in the development and monitoring of budgets and experience preparing cost estimation for various projects (recurrent and capital).

- Significant experience in the development, review and implementation of various departmental plans, including but not limited to traffic management plans, storm water management plans, etc.
 - Current Qld Class C Driver's Licence.
 - Knowledge and experience with Local Government policies, operating frameworks, records management, procedures and forms (desirable).
-

3.2 Interpersonal Skills

- The ability to communicate effectively verbally and in writing with a broad range of people and through various mediums.
 - Ability to develop and maintain a cohesive and productive team to ensure achievement of tasks.
 - Commitment to positive culture change within the organisation.
 - Represent Cook Shire in a professional manner at all times.
 - Provide exceptional customer service, both internally and externally at all times.
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3.3 Training

- The Manager Engineering is expected to maintain and improve their skills through professional development, in consultation with the Director Infrastructure. An annual professional development program should be developed.
 - A \$5,000 non-cumulative annual allowance for professional development will be provided.
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3.4 Workplace Standards

- Demonstrate exemplary behaviour, serving as a role model for professionalism, ethical conduct, and a positive attitude.
 - Actively support the growth and development of team members by providing regular feedback, mentoring, and opportunities for professional development.
 - Foster an inclusive and supportive work environment where employees feel valued and motivated to achieve their best.
 - Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
 - Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
 - Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
 - Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
 - Contribute toward the overall efficient and effective operations of Council.
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3.5 Workplace Health and Safety

- Ensure staff are implementing and adhering to all WHS policies and procedures, and promptly address any WHS concerns to prevent workplace incidents and injuries.
- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).

- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Director Infrastructure.
- Supervises Council's Civil Operations Coordinator and Senior Project Manager.
- Supervises internal and external contractors.
- Liaises with all officers of Council, Government departments, consultants, contractors and the general public.

5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per Cook Shire Council Procurement Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

6 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
- Cook Shire Council operates under a Certified Agreement.
- This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

Manager/Supervisor: Director Infrastructure

Incumbent's Name: _____

Incumbent's Signature: _____ **Dated:** _____

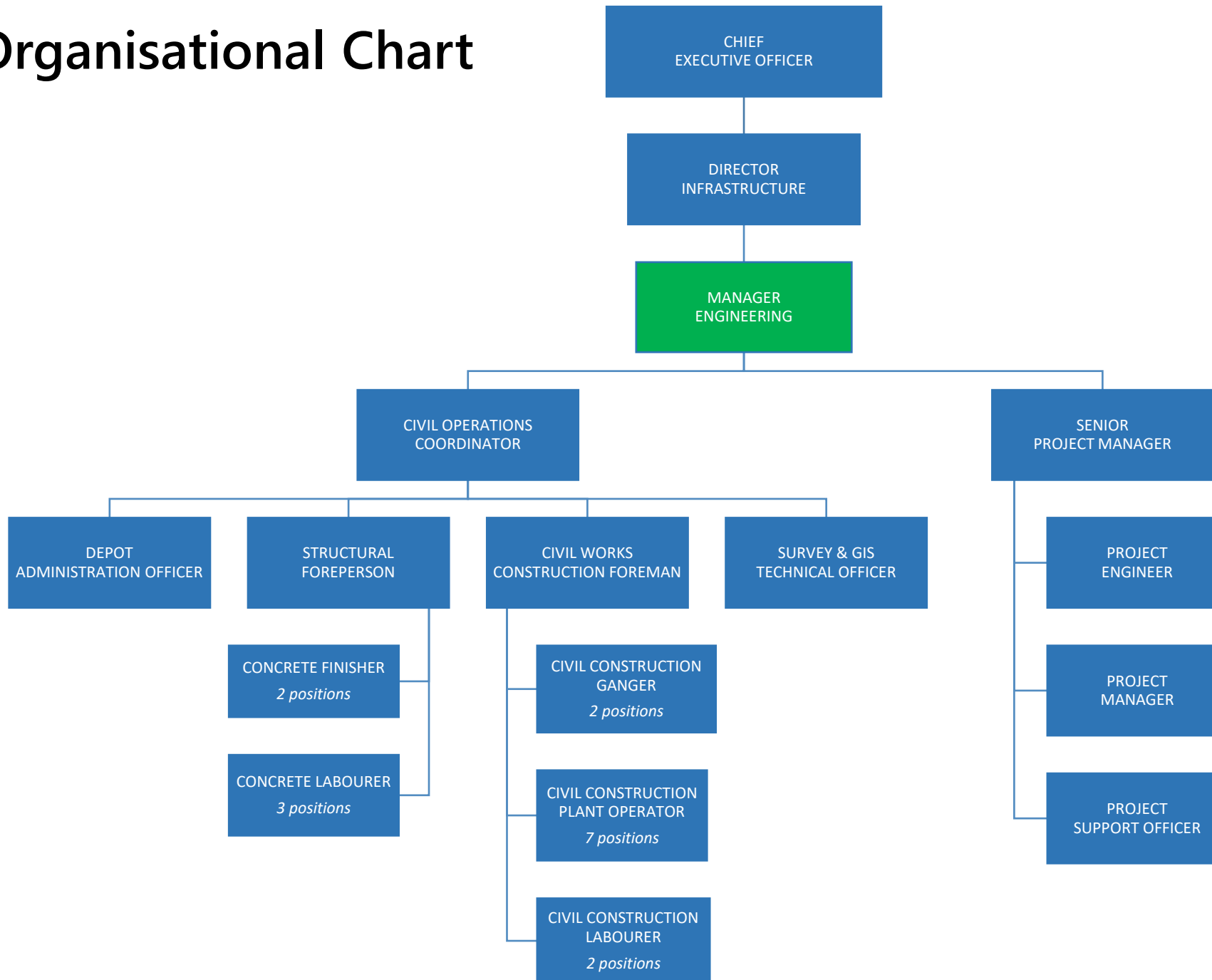
Approved By: Adam Hagy **Dated:** July 2026

*Director
Infrastructure*



Appendix B: Organisational Chart

Organisational Chart





Appendix C: Source Documents

Information contained in this pack has been compiled from publicly available documents and is considered accurate at the time of publication. Sources include:

Cook Shire Council

- Cook Shire Council Website
- Council Publications

Australian Bureau of Statistics

- Census Data
 - Regional Population Statistics
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