Employment Application Pack

Position Title:	Principal Coordinator Infrastructure Delivery
Vacancy Reference Number:	VRN26/27-016
Department:	Infrastructure Services
Location:	Taroom
Employment Status:	Full Time, Permanent
Remuneration:	$115,551.70 - $139,636.23
	Level 7 - 8 LGIA Stream A
Recruitment Commences:	10 July 2026
Recruitment Closes:	OPEN

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

Banana Shire Council
62 Valentine Plains Road, Biloela
PO Box 412 Biloela QLD 4715
Phone 07 4992 9500 ● Fax 4992 3493
Email enquiries@banana.qld.gov.au ● www.banana.qld.gov.au

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS	
POSITION APPLYING FOR: Principal Coordinator Infrastructure Delivery	**VRN26/27-016**
FAMILY NAME:	**GIVEN NAME(S):**
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____	
MAILING ADDRESS:	**MOBILE NO:**
POSTCODE:	**TELEPHONE NO:**
EMAIL ADDRESS:	

IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?		
☐ Facebook	☐ SEEK	☐ LinkedIn
☐ Newspapers _____	☐ Posters/Mail outs	☐ The Australian Local Government Job Directory
☐ Banana Shire Council Website	☐ On-line (Please specify website) _____	

ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐

If no, do you have a working visa? (Please specify type). Yes ☐ No ☐

LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Class of Licence:	☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R
	☐ Open	☐ Provisional	☐ Learners				
Licence issued in	☐ Queensland	☐ Another State/Territory	☐ Another Nation				

PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the **current** Plant Operator Tickets you possess **(Please provide details on a separate sheet if necessary)**:

BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:	Year qualification obtained:

Educational institution where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of institution: _____ Country (If outside Australia): _____

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?
Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

  ☐ Yes ☐ No

  If yes, please indicate persons you have an association with: _____

  _____

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Principal Coordinator Infrastructure Delivery
POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Principal Coordinator Infrastructure Delivery		
Classification:	Level 7- 8	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Infrastructure Services	Location:	Taroom
Reports to:	Manager Infrastructure Delivery	Number of reports:	4
Position Number	1246		

ABOUT COUNCIL

Our Vision

"Shire of Opportunity"
To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

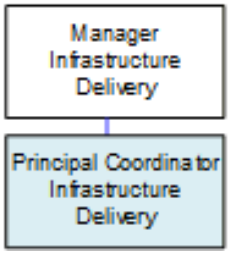
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To provide high-level coordination, leadership and oversight of Council's Construction and Maintenance Works Program, ensuring the delivery of complex, multi-disciplinary works to required standards of safety, quality, cost and timeliness. The role provides authoritative technical advice, leads operational planning, and ensures integration of works programs with broader organisational priorities.

ORGANISATIONAL REPORTING ARRANGEMENTS



Principal Coordinator Infrastructure Delivery
POSITION DESCRIPTION

DUTIES AND RESPONSIBILITIES

- Lead the development of annual Road Maintenance Programs, including activity scheduling/programming, prioritisation and resource planning
- Provide necessary input into annual Capital Construction and RPMC programs for the Banana South region including resourcing, scheduling and prioritisation
- Provide program-level oversight of construction and maintenance works, ensuring alignment with asset management plans, budget allocations and organisational priorities
- Approve Project Management Planning (PMPs) including but not limited to construction methodologies, material sources, traffic management, safety management and environmental controls prior to commencement
- Provide technical advice on construction standards, design changes and maintenance programs, Lead continuous improvement initiatives across construction and grading operations
- Accountable for the creation, approval and monitoring of maintenance project schedules/programs, capital project plans (Construction, QA, WHS, Environmental, Traffic), and budget breakdowns
- Identify and/or approve water and gravel sources, stockpile locations and waste disposal locations for construction projects
- Approve procurement strategies for maintenance materials, hire plant, traffic control, contractors and preferred supplier arrangements
- Chair pre-start meetings for construction and maintenance activities including those categorised as major or high-risk
- Ensure all public notifications, cultural heritage management plans and regulatory requirements are completed for construction and maintenance works
- Oversee tender documentation for construction and maintenance related ROPS categories (civil construction, gravel supply, sealing, asphalt, traffic control, etc.)
- Provide high-level oversight of construction site establishment, daily pre-starts, traffic control checks, environmental checks and QA processes for the South Banana Shire area
- Ensure supervisors and PSOs complete required inspections, NCRs, lot creation, QA documentation and sign-off processes for construction works
- Monitor construction and maintenance progress against schedules, budgets and quality standards, approving variations and corrective actions as required
- Ensure inspectors, surveyors and technical specialists are engaged for construction projects in the Banana Shire South area
- Approve construction and maintenance progress reports, WHS and environmental reports, plant use reports, costing reports and schedule updates
- Develop (in alignment with Council's asset management plan), implement and report to the multi-year road grading program, annual grader program and monthly focus areas
- Oversee the assignment of monthly maintenance works programs and ensure Reflect is updated accurately
- Approve road grading related QA documentation, risk assessments, TGS information and environmental checks
- Ensure unacceptable grading works are reassigned/rectified, NCRs are generated and corrective actions implemented
- Oversee customer enquiries and complaints relating to construction and grading operations.
- Accountable for Council reporting on maintenance outcomes, operational maintenance performance, budget status and program risks
- Approve construction and maintenance completion reports, lessons-learned reports and NCR summaries as per Council's project management plan requirements
- Ensure capital and maintenance purchase orders are closed out within required timeframes and that asset forms, journals and cost allocations are completed accurately
- Oversee stockpile quantities and contractor numbers where they relate to construction and road gravel re-sheeting operations
- Ensure compliance with procurement, financial management, WHS, environmental and records management frameworks

- Provide a high-level of leadership to construction and maintenance teams, fostering a culture of accountability, safety and continuous improvement
- Oversee recruitment, induction, performance reviews and workforce development for construction and maintenance staff
- Approve training needs, competency development and succession planning for construction and maintenance operations
- Ensure supervisors and PSOs are supported to deliver construction and maintenance responsibilities effectively
- Support the monitoring of gravel pit operations to ensure the requirements of Council's gravel pit management is adhered to
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- Undertake routine administrative tasks as required by the position
- Participate in training, exercises and response to Disaster Management and Recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Queensland 'C' class manual driver's licence
- QLD General Safety Induction – White or Blue Card
- Extensive experience (minimum 15 years) in civil construction and maintenance/grading operations, including leadership of multi-disciplinary teams and development and delivery of complex works programs.

Desirable

- Tertiary qualification in Civil Engineering
- Qualifications in Project Management.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated high-level leadership capability, including the ability to lead operational teams, influence outcomes and drive performance across a diverse workforce
- Extensive experience in construction and grading project management, including planning, estimating, scheduling, contract management and quality assurance
- High-level analytical, problem-solving and decision-making skills, with the ability to manage competing priorities in a dynamic operational environment
- Excellent communication skills, including the ability to prepare clear reports, provide authoritative advice and engage effectively with internal and external stakeholders
- Familiarity with software systems including MS Office suite, MS Project and relevant civil works, asset or project management systems
- Comprehensive knowledge of WHS, environmental and quality management principles and their application in civil works operations
- Strong literacy, numeracy and oral communication skills
- Demonstrated ability to work in a team environment under minimal supervision
- Sound understanding of and commitment to EEO, human rights and ethical conduct in all aspects of work and WHS principles and practices.

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POSITION DESCRIPTION

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a minimum of a class 'C' manual driver's licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available to travel within and outside of Shire boundaries for work and training purposes and may be required to work away from home for unspecified periods of time
- The employee agrees to be available for work on weekends and public holidays as required.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:	
Signature:	Date: