

Application Package for the position of

MANAGER WORKS

Position Number: HR020/27

Operations Department – Contract– Location Esk

with

Somerset
REGIONAL COUNCIL

Are you an experienced civil works professional with a passion for infrastructure, strong leadership skills and a commitment to delivering quality outcomes for the community?

Somerset Regional Council is seeking an experienced and motivated Manager Works to lead the delivery of Council's roads, bridges, drainage, fleet and operational works programs. This is an exciting opportunity to make a real difference to the region.

To be successful in this rewarding role, you will have:

- Extensive experience in civil construction, infrastructure maintenance and project delivery, preferably within a Local Government environment, with sound knowledge of Department of Transport and Main Roads requirements and contracts.
- Proven leadership and people management skills, with the ability to motivate teams, build strong stakeholder relationships and drive a positive, accountable and safety-focused workplace culture.
- Strong project and contract management capabilities, with the ability to develop and deliver effective capital works and maintenance programs while managing budgets, resources and competing priorities.

To make application for this opportunity with Team Somerset, please submit your Resume with a cover letter outlining how your experience, qualifications, knowledge, and skills fit the requirements of the role. Please ensure that you quote the relevant position number when submitting your application.

Should you require any further information or clarification regarding the position or the recruitment and selection process, please contact our Human Resources section on (07) 5424 4000.

Applications close at 5pm Friday 27 November 2026



Position Description

Title: **Manager Works**

Reports to: **Director Operations**

Employment Type: **Contract**

Department: **Operations**

Position Objectives:

Lead Council's roads, drainage, bridges, and fleet to deliver the goals of Council's Corporate and Operational Plans.

Requirements:

Experience/Qualifications

- Degree in Civil Engineering, Project Management or equivalent in a similar field.
- Registered Professional Engineer of Queensland highly desirable.
- Extensive experience in construction and maintenance practices within Local Government including the delivery of works for the Department of Transport and Main Roads.
- Extensive experience with all levels of employee development to achieve maximum productivity and efficiency.
- Current Open Queensland Drivers Licence – unrestricted.

Knowledge

- Extensive knowledge of civil construction and maintenance practices.
- Demonstrated success in building capital works and maintenance programs that maximise ratepayer value and are tracked through clear, reliable reporting.
- Comprehensive knowledge of contract systems, specifications and drawings associated with construction and maintenance works for the Department of Transport and Main Roads, in particular the Road Maintenance Performance Contract (RMPC).
- Knowledge of Local Government operations, functions, legislative requirements and structure.
- Knowledge of operations of Council functions, policies and procedures relevant to the work area.
- Knowledge and understanding of Council's obligations with regards to relevant acts, regulations and codes of practice specifically the Work Health and Safety Act, Electrical Safety Act, Manual Uniform Traffic Control Devices (MUTCD) and Environmental Protection Act.
- Well-developed knowledge of Microsoft Office suite and other specialised engineering software programs.
- Developing knowledge of the Planning Act 2016 (Qld) as it pertains to functions of the Operations Department.

Skills

- Exceptional project and contract management skills.
- Extensive experience in managing the design and delivery of civil infrastructure projects.
- Excellent interpersonal and communication skills including the ability to build and maintain effective professional working relationships.
- Strong writing skills and ability to develop reports, plans and strategies for Council and senior leadership.
- Excellent customer service skills with the ability to effectively communicate with internal/external customers.
- Ability to exercise a high level of judgement, initiative, confidentiality and accuracy in the application of work procedures.
- Strong computer literacy and experience selecting, implementing and using software and systems that improve Council's operations.



Additional Requirements

- The incumbent:
  - will be required to complete a National Police check with the outcome to be acceptable to the Chief Executive Officer.
  - will be required to complete a pre-employment functional and medical assessment with the outcome to be acceptable to the Chief Executive Officer.
  - will be required to work at different locations across the region from time to time.
  - must maintain a high standard of personal appearance and dress appropriate for a professional office environment wearing the corporate wardrobe where provided.

Key Responsibilities:

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- Manage construction and maintenance activities carried out by the Operations Department, including road works (Council and State declared roads), bridge works (timber and concrete), drainage, fleet and waste management (excluding water supply and sewerage).
- Manage the workshop function of Council.
- Prepare works programs and resource scheduling for all operations activities, including reports for Council and other agencies.
- Coordinate estimates, tender preparation, cost control and contract management associated with the Council's works program and private works/contracts for outside agencies.
- Prepare the 10-year works program in consultation with the Manager Engineering Services, for Council's consideration.
- Develop maintenance plans that keep roads, bridges, drainage and fleet safe and serviceable at the lowest whole-of-life cost.
- Attend and actively participate in various meetings/committees with internal/external stakeholders as required, facilitating the functions of Councils Operations.
- Apply due diligence processes with regards to relevant acts, regulations and codes of practice specifically the Work Health and Safety Act and Electrical Safety Act to ensure Council's obligations are met.
- Provide supervision, direction and leadership for all works staff, through the Works Coordinator and relevant Supervisors.
- Actively participate in a team-oriented work environment and work co-operatively with colleagues, other Council sections and departments.
- Partner with the Engineering Services team to develop Asset Management Plans and strengthen Council's asset management system, ensuring renewal and maintenance decisions are based on reliable asset data.
- Reinforce Council's safety management system and apply due diligence through application of the safety management system to ensure a safe workplace and meet obligations of a person with management in control of a workplace as per Work Health and Safety Act.
- Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the Director Operations and / or Chief Executive Officer that will assist the Operations Department in reaching Council's objectives as detailed in the Corporate and Operational Plans.



Organisational Responsibilities:

- Represent the Council to the public and members of other organisations in a positive manner.
- Maintain confidentiality and discretion of Council information obtained during the course of employment.
- Responsible for compliance with Council's Information Management and Security Policy, to make and electronically record full and accurate records of all relevant business activities within Council's electronic records management system (if applicable to position).
- Security of Council information viewed or accessed during the performance of your duties is contained in the provisions of the Employee Code of Conduct. Subsequently, as a Council employee, you are required to ensure the security and appropriate intended use of Council information at all times.
- Support and comply with the provisions and principles of providing a high level of customer service.
- Comply with any reasonable instructions provided by Somerset Regional Council to ensure work is conducted in accordance with the requirements of the Work Health and Safety Act, Regulations, Codes of Practice and Council's Safety Management System.
- Take reasonable care of your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Consult within your work team during any risk assessment of tasks and ensure that any identified control measures are understood, in place and adhered to.
- In addition to the key duties and responsibilities, the incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and supporting Council's overall Corporate Plan and objectives.

Performance / Skill Standards:

Accountability

Accountable to the Director Operations

Extent of Authority

- Freedom to act within established guidelines and procedures
- Assistance is available when problems occur

Performance Standards

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director Operations recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Work Health and Safety Act and other legislative requirements or standards that may be appropriate and including Council policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

Somerset
REGIONAL COUNCIL



ABOUT SOMERSET

Our Values



Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region

Lifestyle and Liveability

Located in the heart of south-east Queensland, Somerset is a large region of lakes and landscapes, in fact we've got 5,373km2 of countryside for you to explore.

We're home to the Brisbane Valley Rail Trail, Australia's longest recreational rail trail, 161km of high-quality track just waiting for you to cycle, hike or horse-ride. Our lakes are second to none and the perfect spot to drop a line or take a dip. Thrill seekers are covered with a range of outdoor adventures from skydiving to horse-riding.

Somerset also boasts an abundance of art galleries brimming with creations produced by local, national and international artists. Council's iconic art gallery, The Condensery, attracts high profile artists from across the country and offers regular exhibition opening nights and workshops.

Our small friendly towns have everything you need for a rural lifestyle with the convenience of being a short drive to Brisbane or Toowoomba. Sporting and cultural activities are plentiful, as are community events, and we even have an old-school picture theatre.

Rush hour traffic? Forget it. When you live and work in Somerset, the work commute is likely to be through hills or paddocks under big blue skies. Parking is never a problem, and it's free. When you take a job with Somerset Regional Council, you're making a lifestyle choice.

Location and Brief History

Somerset Regional Council was formed on 15 March 2008 following the amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six (6) Councillors, each elected by their constituents and serving a four (4) year term.

This regional local government is an hour west of Brisbane and is the fastest growing local government area in south-east Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.



The Somerset region includes the five major townships of Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031. Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

Additional Information

Additional information about Somerset Regional Council can be found at www.somerset.qld.gov.au.

JOB APPLICATION GUIDELINES

Thank you for your interest in this advertised position with Somerset Regional Council.

The following guidelines have been prepared for prospective candidates and include explanation on how to submit an application for employment with Team Somerset.

Applying for a job can be stressful so we have aimed to make our application process as simple as possible while gathering all the vital information required. Below is a summary of the application process which we encourage you to read before commencing your application.

Position Description

The position description, listed in the application package, is the major source of information regarding the position you are applying for.

You should read this document carefully. It includes the following information:

- Details of the position
- Primary delegations, accountability and responsibilities
- Reporting / responsibility lines
- Performance criteria and measurements.

Applying - what do I need to submit?

Resume

All applications must include a resume or curriculum vitae detailing your:

- Full name
- Current contact details including address, email and phone number
- Concise description of your employment experience, including dates
- Qualifications and achievements
- Names, position titles and contact numbers of at least two (2) recent referees.

Cover letter

Your cover letter is an important element of the application, and it's where you can showcase how your experience, qualifications, skills and knowledge meet the specific requirements of the vacant role as listed in the position description.

Your cover letter should also contain information about you that outlines your interest in the vacant role and any unique skills / abilities that make you a good fit for the position.



The Selection Process

All applications are assessed against the responsibilities and functions of the vacant role as outlined in the position description taking into consideration the following:

- Qualifications
- Relevant work experience
- Underpinning knowledge
- Skills and abilities.

Once shortlisted, suitable candidates will be contacted for interview. This will take in person or in some instances, via TEAMS.

The Interview

Should you be invited to attend an interview it is important that you plan and prepare adequately. The interview provides the opportunity for the selection panel to confirm your experience, qualifications, knowledge, skills and personal qualities against the requirements of the role.

It also provides you with the opportunity to find out more about the position and Council.

All interviews are conducted by a selection panel, which would usually consist of two (2) to three (3) Council officers. During the interview you will be asked a series of questions to determine how well you meet the requirements of the role.

You will be notified of the outcome following the interview process. If you are unsuccessful, you will have the opportunity to obtain post-selection feedback from the HR team upon request.

Closing Date

Applications should be submitted before the closing date for the position and should be forwarded to:

Email jobs@somerset.qld.gov.au
Post Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk Qld 4312
Deliver Chief Executive Officer, Somerset Regional Council, 2 Redbank Street, Esk

The position reference number must be included in your cover page. No folders please.

It is recommended each applicant contact Council to ensure the sent application has been received prior to the closing date.

If your application is likely to be late, please telephone before cut-off deadline and request permission for a late application to be accepted. Please note, only the Chief Executive Officer has the ability to accept a late application, and without prior approval it is unlikely to be accepted.

Privacy Collection Notice

All personal information provided by applicants is protected in accordance with Council's Information Privacy Policy. As set out in the policy, Council respects and complies with its obligations under privacy legislation.

Submission of an application, resume and copies of qualifications and references constitutes permission to use the applicant's personal information as necessary for the purpose of selection for the vacant position and subsequent employment, if successful.

The information you provide as an applicant is used primarily by the selection panel to assess merit for a position. Access by other Council staff is limited to what is required to enable them to undertake associated administrative requirements, e.g. processing applications, arranging interviews and/or pre-employment assessments.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate/s will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.



CONDITIONS OF EMPLOYMENT

Pre-Employment Checks

As per Council's Fraud Management Policy, successful applicants will be requested to undergo a National Police Check prior to commencing work with Somerset Regional Council with the outcome acceptable to the Chief Executive Officer.

Other pre-employment checks, with outcomes to be acceptable to the Chief Executive Officer, may also be required including but not limited to:

- Medical / Functional Capacity assessment (including drug and alcohol screening)
- Blue Card for working with children.

Probation

It is a standard for all Council employees to be placed on a probationary period of three (3) months upon commencement with performance being reviewed during this period.

A further probation period of up to three (3) months may be agreed to in writing if the required standards have not been met.

Hours of Work

Permanent full-time employees currently work a 76-hour fortnight, incorporating a nine-day fortnight. The times below are the general start and finish times for the team. Some sections may work different hours depending on work requirements.

Field personnel

Start: 6am
Finish: 3pm

Administration personnel

Start: 8am
Finish: 5pm

As part of Certified Agreements, start and finish times may be altered by mutual agreement.

Superannuation

As of 1 July 2017, all employees of Somerset Regional Council have a choice of superannuation fund. Brighter Super is the default fund for all employees. Information on this scheme will be provided upon commencement.

Development and Training

Council is aware of the need for the development of its team. Field and administration personnel have performance appraisals completed every two (2) years, with the option of a twelve (12) month check in.

Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.

Work Health and Safety

All employees starting with Council must commit to the employee obligations of the *Work Health and Safety Act*, associated Regulation and Codes of Practice.

Thank you for the interest in joining Team Somerset!