

# QPRC



Charles Sturt  
University

## Cadet Placement Position

# Queanbeyan-Palerang Regional Council Junior Cadet

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QPRC is a local government area located in the Southern Highlands region of NSW. The Council was formed in May 2016 through a merger of the City of Queanbeyan and Palerang Council.

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of Integrity, Respect, Innovation and Continuous Improvement.

To find out more, visit [qprc.nsw.gov.au](http://qprc.nsw.gov.au)

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**Pay rate:** Junior: \$883.16 gross per week + 10.5% super

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**Hours per week:** 28 hours per week plus one study day

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**Location:** Queanbeyan

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**Proposed start date:** July 2023

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**Further information:** Refer to following position description

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**Eligibility requirements:**

- Enrolment in a civil engineering degree
- NSW General Construction Induction (white card)

Placement focus: roads and transport, water, sewer, waste development, parks, environmental health, sustainability, strategic planning services.

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**How to apply:** Email copy of your cover letter, résumé, academic transcript to Rachelle Potter ([careers@qprc.nsw.gov.au](mailto:careers@qprc.nsw.gov.au)). Enquiries: 02 6285 6204.

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**Closing date:** Open until filled

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# Position description

## Cadet - Civil Engineer

Fixed-term (12-months) - Part-time

<b>Portfolio, Branch</b>	Infrastructure Services, Contracts and Projects
<b>Reports To</b>	Coordinator, Contracts and Projects
<b>Direct Reports</b>	NIL
<b>Location</b>	Primarily based at Councils Queanbeyan site and alternate locations as operationally necessary.
<b>Classification/Grade</b>	Trainee Grade 9 - \$883.16 gross per week + 10.5% superannuation
<b>Position Number</b>	TBA

### Primary Purpose of the Position

As a member of the contracts and Projects team, the position's primary purpose is to deliver on the following objective/s:

- The position provides engineering support and assistance to Council's Project Engineers in respect of planning and delivering Council's capital infrastructure projects.
- Additionally, the incumbent will be developing and broadening their skills and experience in the field of Civil Engineering related to capital infrastructure construction, civil design, traffic engineering and contract management.

### Key Accountabilities

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

- **Capital Works**
  - Deliver successful project outcomes for all assigned projects.
  - Assist with the delivery of Council's Capital Infrastructure Projects.
  - Prepare concise project reports and business paper reports and appropriate Project Management Framework documentation on allocated projects.
  - Be a proactive member of the Contracts and Project Teams on large Projects.
  - Take the lead role on smaller projects when assigned.
  - Carry out drafting and design under minimal supervision.
  - Comply with appropriate budgets.
- **Traffic Engineer**
  - Investigate Traffic related issues.
  - Consider all options and propose appropriate solutions.
  - Draft designs for Local Traffic Committee consideration and implementation upon approval.
  - Communicate with all customers and stakeholders regarding both the issues at hand and process involved.
- **Design and Survey**
  - Assist with field surveys including the collection of spatial data collection and set out of construction works.
  - Assist with the preparation of designs for Council's assets.
- **Asset Management**
  - Assist in the planning and carrying out of Condition Assessment of Assets.
  - Review and verify asset data (including spatial).
  - Assist with models of the Water, Sewer and Stormwater networks.
  - Assist in the collation and preparation of information to support asset capitalisation.
- **Transport & Facilities**
  - Knowledge and experience Works Programming and costing including:
    - Reseals and design

- Building Maintenance
- Heavy Patching
- Construction Supervision:
  - Quality Documentation
  - WHS Documentation
- Plant Management
- Asset Data Management i.e. WAE
- **Utilities (Water, Sewerage & Waste)**
  - Preparation and administration of a variety of contracts including:
    - Sewer relining/rehabilitation
    - CCTV
  - Water and sewer operations including:
    - Preparation and implementation of preventative maintenance programs
    - Preparation of quotes for private works
    - CARS (Customer Action Request System)
    - Systems performance and reporting including annual returns
  - Wastewater treatment processes at Council Treatment Plants.
  - Water and sewer modelling and system planning.
  - Operation of Council Waste Transfer Stations.
- Complying with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets.
- Contributing constructively to culture of health and safety within the Council.

The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

### **Selection Criteria**

- Enrolment in a Civil Engineering degree.
- Ability to constructively contribute to organisational and team outcomes.
- Demonstrated ability to effectively use Microsoft suite of programs and electronic records management.
- Ability to plan, organise, set priorities and manage time to ensure objectives are achieved within an agreed timeline.
- Capacity to communicate effectively both in oral and written form.
- Ability to provide a high level of customer service and advice.
- Possess a NSW General Construction Induction card (white card).

### **Key Internal Relationships**

<b>Who</b>	
All QPRC Staff	From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

### **Key External Relationships**

<b>Who</b>	
Various External Stakeholders At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.	

### **Performance**

Performance will be measured against Councils Values, LGNSW Capability Framework and Identified Skills.

# Council Values

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of:



## **Integrity:**

We role model ethical, transparent and professional decision-making and behaviour.



## **Respect:**

We promote diversity, inclusion, consultation and fairness.



## **Innovation:**

We are future-focused and creative; we embrace technology, risk and opportunity.



## **Continuous Improvement:**

We strive to be efficient and effective through the development of our structures, systems and processes.

‘Our Reputation Matters’

# The Ethical Framework for the Government Sector

The objective, core values and principles of the Ethical Framework are to be demonstrated in the conduct of all government sector employees and heads of government sector agencies.

## Objective

- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information: <https://www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework>