

APPLICANT INFORMATION PACKAGE

ASSETS OFFICER - BLAYNEY

Central Tablelands Water provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

We currently have the following position available located in the Blayney area:

- Assets Officer – G4 B2 L2 (\$1,211 to \$1,465 per week)
- For more information about the position and how to apply go to <https://www.ctw.nsw.gov.au/about-us/employment/> or contact the Director Operations & Technical Services, Noel Wellham during business hours on 02 6391 7200 or email: nwellham@ctw.nsw.gov.au

Applications close at 4pm Friday, 19 August 2022.

ABOUT THE COUNCIL

Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Act 1993.

First proclaimed in 1944 the county embraces the Shires of Blayney, Cabonne and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong. The Council currently has approximately 6,000 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water County Council has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

Our Vision:

An independent Regional Water Authority providing a quality water supply - Reliably and Sustainably

Our Values:

We value our:

- Customers
- Independence, sustainability, efficiency and innovation
- Skilled and capable workforce in delivering an essential service
- Role as a regional collaborative partner and leader

ABOUT THE POSITION

The Assets Officer is a full-time position responsible for ensuring Council's asset data is managed in accordance with relevant legislative and Council requirements. The Asset Officer will be responsible for Council's asset management systems and will undertake a variety of asset management activities.

The successful applicant will have qualifications or demonstrated experience relevant to asset management.

Applicants must address the selection criteria outlined in the respective position description document, available at <https://www.ctw.nsw.gov.au/about-us/employment/>.

EMPLOYMENT

Employees of Central Tablelands Water are engaged under the conditions of the Local Government (State) Award which outlines the employee conditions such as leave, pay, hours of work etc. These conditions can be explained in more detail at interview. For full time positions, employees work a 9-day fortnight. (1 RDO each 10 working days based on a 35 hour working week).

CTW is strongly committed to ensuring the safety and wellbeing of staff and complies with the relevant workplace health and safety legislation. All employees are required to comply with Council's Model Code of Conduct and all Council policies. The successful candidate will be required to undertake an induction process that includes acknowledgment and understanding of Council's Model Code of Conduct and relevant policies.

Salary for the position is aligned to the Award classifications with a minimum award entry level rate for the position. The CTW Salary system provides for a 7-step salary progression matrix and employees can progress onto higher levels of pay based on demonstrated achievement of skills and performance as assessed annually.

The Assets Officer position has a 13 week probation period. During that time the work performance will be assessed to determine if the appointment is confirmed.

The successful applicant will be required to undertake a full medical assessment and medical history declaration prior to commencement with Council. Uniforms and personal protective apparel will be provided to the successful applicant.

HOW TO APPLY

Please download the position description from Council's website at:

<https://www.ctw.nsw.gov.au/about-us/employment/>.

In applying for the position, your application should include the following:

- a covering letter specifying the position you have applied for and why you are the most suitable person for the role;
- a copy of your resume, including 2-3 referees (preferably they can confirm your skills to undertake the position);
- a document outlining how you are able to satisfy each of the essential and desirable criteria outlined in the position statement, and
- ensure that your contact details are included in your resume (both mobile and email).

LODGING YOUR APPLICATION:

Your application should be saved as a pdf document and addressed to the contact officer Director Operations & Technical Services, Noel Wellham at nwellham@ctw.nsw.gov.au. If you would like to discuss your application or have any questions regarding the position, please email the contact officer or phone 02 6391 7200 during normal business hours.

Applications close at **4pm on Friday 19th August 2022**.

SELECTION PROCESS:

A selection and interview panel will be formed, and they will be responsible for conducting a review of all applications and selecting who will be offered an interview. Applications are compared and a shortlist will be determined. If you are successful in being shortlisted you will be contacted by phone and email to offer you an interview.

INTERVIEW PROCESS

If you are offered an interview you will need to bring a copy of any relevant qualifications. The panel will ask you a range of questions about the role, your experience and capability to undertake the functions of the role.

The interview is a chance for you to meet the panel, and for the panel to get to know you a bit more. It is your opportunity to demonstrate your suitability for the position. You will also have the opportunity to ask any questions regarding the position as well.

SELECTION

Once the panel has interviewed all the short-listed applicants, they will make a recommendation on who will be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

CONFIDENTIALITY

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.