

Office Hours: Monday - Friday 8.30am - 5.00pm

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**FINAL TRIM GRADER OPERATOR  
(LEADING HAND)  
VRN: 09/26**

## Information on the Position

Flinders Shire Council is seeking candidates for the role of **Leading Hand Final Trim Grader Operator** within the **Engineering Department**.

The Final Trim Grader Operator is responsible for operating Council plant and fleet to support Flinders Shire's operational and strategic objectives. Based primarily within the Road Construction Team, this role ensures road projects are delivered safely, efficiently, and to a high standard, while also providing support to other Engineering Services teams as required.

In addition to technical responsibilities, the Leading Hand is expected to coordinate and supervise road construction employees when directed by the supervisor, ensuring efficient workflows, high performance, and positive job satisfaction.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

The position is classified as a Level 7 under the *Queensland Local Government Industry (Stream B) Award – State 2017*.

The annual salary for this position is **\$74,513 gross per annum**, depending on skills, experience, and qualifications. In addition to the base salary, the role includes a weekly Leading Hand allowance and an Over Award allowance.

This is a permanent full-time position. The standard hours of work are 6.00am – 3.30pm (38 hours a week), working a 9-day fortnight. (i.e. one day a fortnight is a paid day off).

**Applications for this vacancy close at 5pm on Monday, 26 January 2026.**

Please refer to the “How to Apply” section of this document for details on submitting your application.

## Information on the Shire

This position is based in the picturesque township of Hughenden, located on the banks of the Flinders River, approximately 390 km west of Townsville. Hughenden is the heart of the Flinders Shire and offers the perfect blend of professional opportunity and regional lifestyle.

## Community & Lifestyle

- Hughenden is a vibrant regional centre with a population of around 1,500 residents.
- The town is known for its welcoming community spirit, strong sporting culture, and access to breathtaking natural landscapes.

- With schools, sporting clubs, and a wide range of services, Hughenden provides everything you need to live, work, and thrive.

## Facilities & Services

- Education: State School (Prep–Year 12), Catholic Primary School, kindergarten, and day care centre.
- Health: Health centre, doctor's surgery (open 5.5 days/week), pharmacy.
- Shopping & Services: Food stores, cafes, bakery, clothing shops, hairdressers, motels/hotels, and essential retail outlets.
- Transport: Accessible by car, bus, rail, and plane, with flights three times weekly to Townsville and Mt Isa.

## Recreation & Attractions

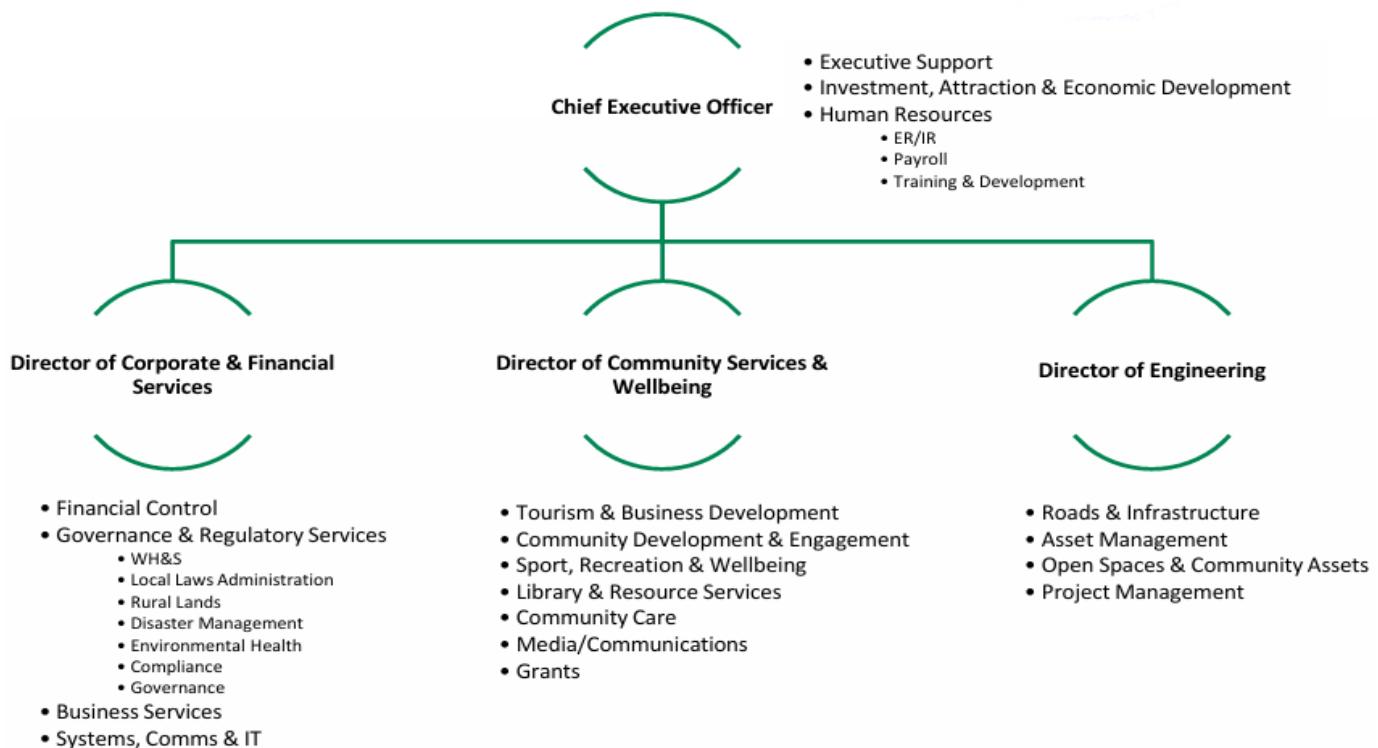
- Hughenden has a strong sporting tradition, with active clubs in golf, netball, tennis, football, and bowls.
- The Shire also offers opportunities for camping, bushwalking, and outdoor adventure.
- The Shire is home to four unique biodiversity areas and stunning outback scenery with highlights including the spectacular Porcupine Gorge National Park, often called “Australia’s Grand Canyon”.

## Living Benefits

- Hughenden is classified as a “Special Area” for zone rebate purposes.
- Residents who live in the area for 183+ days per year may be eligible for an annual tax rebate. More information is available via the Australian Taxation Office.

## Information on the Council

Flinders Shire Council is the governing body for the Flinders region, proudly serving the community of Hughenden and surrounding areas. With approximately 120 employees, our workforce is spread across three key Departments—Corporate & Financial Services, Community Services & Wellbeing, and Engineering—all reporting into the Office of the Chief Executive.



## RECRUITMENT AND SELECTION INFORMATION

### Section 1: The Application Process

#### Vacancies

Vacancies may, at management's discretion, be advertised internally (i.e. open to existing employees only) if management is confident that there is the interest and capacity to fill the vacancy with a current employee who has the appropriate skills, experience, knowledge etc.

#### Before you apply

Persons interested in employment with Flinders Shire Council should determine their interest and suitability by:

- Reviewing the Position Description to gain an understanding of the role; and
- Reviewing the requirements of the role to determine if they possess the qualifications, skills and experience necessary to successfully carry out the responsibilities of the role.

Perhaps the most important sections of the Position Description are:

- The Key Responsibilities – this section describes what the person in the position will do;
- The Selection Criteria – this section describes the knowledge, skills, experience and qualifications that the successful candidate requires in order to be successful in the position and is how the Selection Panel will assess an applicant's suitability for the role.

#### How to Apply

To apply for employment with Council you are required to submit the following:

##### Resume:

Please include the following details on your resume:

- Personal details including your name, email, postal address and contact number;
- Employment history including dates, tasks and responsibilities/achievements;
- Education, training and professional memberships relevant to the position;
- Activities undertaken outside of work relevant to your application; and
- Details of at least two work referees preferably direct supervisors or managers.

##### Cover Letter:

A cover letter gives you the opportunity to introduce yourself to the selection panel. Your cover letter should address the selection criteria contained in the position description.

The best way to set this out is to:

- List each requirement separately and explain how you have the particular skill to meet that criteria.
- Provide an example to demonstrate how you applied that skill.

**Remember:** The response you provide will inform our decision in inviting you for an interview.

#### Tips and Advice for Applications

- Check your spelling, grammar and punctuation prior to submitting an application, as errors will be considered by the Selection Panel if written communication skills are a requirement of the role.
- Make sure that your contact details are current.

- Referee contact details do not need to be provided at the time of application; however they should be available upon request, and you should notify your referees that they may be contacted soon.
- Documentation submitted as part of an application will not be returned to the applicant.
- Photocopies of tickets, licences and qualifications can be useful for demonstrating suitability for a role, but it is not mandatory that they be submitted as part of an application. If an applicant is invited to interview, they will be required to present the original ticket/licence/qualification for sighting by the Selection Panel.
- Tax File Numbers, Bank details, Passports and Birth Certificates should never be provided at the application stage.

### **Applying:**

- Vacancies are advertised for a specified period.
- The closing date is outlined in the first section of this document, titled “Information on the Position”.
- Applications are to be submitted via email to [recruitment@flinders.qld.gov.au](mailto:recruitment@flinders.qld.gov.au)

Late applications **may not** be considered unless Human Resources have given consent prior to the application being submitted.

### **What happens next?**

- Applications received by the nominated closing date will be assessed by the panel.
- If your application proceeds to the shortlist, you will be contacted for an interview.
- If you are not shortlisted, you will receive correspondence confirming your application has not been successful.

### **Enquiries**

General enquiries regarding employment with Flinders Shire Council or the selection process for a particular vacancy should be directed to Human Resources on telephone (07) 4741 2900 or by emailing [recruitment@flinders.qld.gov.au](mailto:recruitment@flinders.qld.gov.au)

## **Section 2: The Selection Process**

To ensure all applicants are given a fair and equal opportunity Council utilises a merit-based recruitment and selection process.

### **Legislative Requirements**

Template forms and consistent processes are used for recruitment and selection at Flinders Shire Council. The forms and processes are designed to ensure that fair and transparent decisions are made in the hiring of staff, and that Council complies with legislative anti-discrimination and Equal Employment Opportunity (EEO) requirements. An important aspect of Council’s hiring processes is that decisions are made based on the principle of merit – that is, that a vacant position is offered to the person who demonstrates that they have the most relevant experience, skills, knowledge and qualifications in relation to the job. This process promotes fair hiring of people, in that the job is offered to the “best person for the job” rather than a particular person because of traits such as ethnic background, age, religious background and gender; or because they are friends or relatives of current Council employees.

## **Acknowledgement of Applications**

All applicants should receive written acknowledgement of receipt of their application within a fortnight of submitting their application. Applicants will generally only receive verbal acknowledgement or advice from Council if they are invited to interview.

## **The Shortlisting Process**

The process of selecting applicants for interview (or “shortlisting”) is:

- all applications are forwarded to the Selection Panel members. There are typically two (2) to four (4) Selection Panel members for a vacancy;
- each Selection Panel member is also provided with a Shortlisting Assessment Sheet, which they use to independently rate each applicant against the Key Selection Criteria from the Position Description;
- the applicants who demonstrate that they best meet the Key Selection Criteria of the role will be invited to interview. Typically these applicants are the highest-scoring applicants from the shortlisting assessment process. Between one (1) and four (4) candidates will be invited to interview, depending on the role;
- Should an applicant be invited to interview and they have to travel a reasonable distance to attend, Council will generally reimburse for the costs involved in travelling to attend the interview, depending on the distance and preferred method of travel. Some interviews may be conducted via telephone in the first instance.

## **The Interview Process**

The interview process will include:

- interview questions that are designed to assess each candidate’s experience, skills, knowledge and qualifications in relation to the Key Selection Criteria of the role;
- the candidate may be asked to participate in testing to help determine their level of competency.
- the candidate will be asked to present any original tickets, licences and qualifications that they possess which are relevant to the role;
- each Selection Panel member is provided with an Interview Guide for each candidate, that the Panel Member uses to independently rate each candidate against the questions (and therefore the Key Selection Criteria of the role). The Panel Members will take notes throughout the interview of your responses to the questions to assist them in assessing the overall merits of each applicant’s claim to the role in question;
- the candidate who demonstrates that they best meet the Key Selection Criteria of the role will typically become the “preferred candidate” (i.e. who the position will be offered to).

## **Other Assessments**

Other assessments which may take place or be required to determine a candidate’s suitability for the role include:

- referee checks – typically only conducted on the preferred candidate after interview however they may also be used as a shortlisting tool. Typically a minimum of two (2) work-related referee checks will be conducted on the preferred candidate;
- computer tests – for relevant positions;
- literacy and numeracy tests – for relevant positions;
- evidence – for some positions, candidates may be requested to present evidence of previous work at an interview (e.g. present a written report to demonstrate their research/report-writing skills).

## **The Recommendation Process**

Once the Selection Panel has independently rated the interviewed candidates and a preferred candidate has been selected, and other assessments have been conducted as appropriate, the Selection Panel will make a formal written recommendation (using the Appointment Recommendation Form) and forward it with the Vacancy File up the chain of management to the Chief Executive Officer for consideration. Once the Chief Executive Officer has approved an appointment, the Vacancy File will be returned to Human Resources who will advise all candidates and Council staff of the outcome as appropriate.

The Selection Panel does not need to reach consensus on their recommendation. If the Selection Panel is split, the Director or Chief Executive Officer may, after reviewing the vacancy documentation, determine the successful applicant.

## **Tips and Advice for Interviews**

- do not assume that the Panel Members know about your suitability for the position. Be prepared to give examples of your experience and knowledge which demonstrate how you meet the Key Selection Criteria of the role, and how you have performed Key Duties and Responsibilities similar to those of the role you have applied for;
- take time to answer each question. A well thought-out answer presented clearly and concisely will be appreciated by the Selection Panel, even though you may take a few moments to put your thoughts together
- you may wish to bring relevant reports or physical examples of your work into the interview;
- dress as you would for performing the role;
- When the opportunity is presented, ask any questions you may have relevant to the position or Flinders Shire Council.

## **Communication with Applicants**

All unsuccessful applicants will receive written advice of the selection process outcome once the selection process has been finalised and the position has been offered to and accepted by a candidate. All unsuccessful candidates who were interviewed will also be advised via telephone.

## **Appointment Process**

Human Resources will prepare and forward the Employment Contract and associated documentation to the successful applicant.

A Criminal History Check is required for all new appointments, and confirmation of employment depends on this being successfully completed and obtained. The Criminal History Check is only requested by Council during the appointment phase of the successful applicant. The results of the Criminal History Check will generally be received by the new employee between two (2) and four (4) weeks after they request the Check, and therefore may only be received after the successful applicant has commenced work with Council. A criminal history will not necessarily discount a candidate from the position. The Chief Executive Officer will determine whether or not the criminal history may pose a concern to Council.

A pre-employment medical is required for all new appointments, and confirmation of employment depends on this being successfully completed. Human Resources will liaise with the successful applicant during the appointment process to arrange the pre-employment medical, which will be at Council's expense. The medical assessment will include a breath alcohol and urine drug test.

***Thank you for your interest in working with Flinders Shire Council.***