



Superintendents Representative

Fixed Term Full Time

Hybrid Role - Travel required on a regular basis

\$65 per hour, with additional allowances and benefits

Why SHEPHERD?

At SHEPHERD we believe our purpose is to use our expertise, systems and specialised asset management tools to make a positive impact on our clients throughout Australia. We offer integrated and specialist products and services across seven key areas including Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services (Civil), and Flood Restoration.

About the Role

SHEPHERD is offering an exciting opportunity to work with our clients to deliver large-scale civil construction projects and natural disaster restoration work. Reporting to our Manager-Contracts, you will play a critical role in ensuring that contemporary and fit for purpose contract documents and management practices are used to facilitate effective project outcomes for SHEPHERD's clients. You will also provide engineering oversight to all areas of our Civil and Disaster Recovery projects. Your duties will include:

- Development and administration of tender/contracts/specifications for the delivery of civil projects;
- Providing quality projects outcomes in accordance with contract requirements;
- The provision of ongoing liaison between SHEPHERD, our clients and other stakeholders; and
- Work in accordance with (and ensure compliance of clients and contractors on site) the relevant Safe Work Method Statement/s, Environmental Management Plan, Cultural Heritage Management Plan and Quality Management Plan and any other relevant guidelines/policies and legislation.

This position will require regular travel (approximately 1 week every month).





What We're Looking For

To contribute to SHEPHERD's values of Respect, Teamwork, Positivity, Excellence, Innovation and Work Life Balance, you will demonstrate the following skills and qualities for the role:

- Tertiary civil engineering qualification.
- A minimum 5 years' experience in a construction superintendency or similar role.
- Demonstrated management of contracted civil infrastructure works and the relationships between the parties.
- Demonstrated knowledge of construction techniques and processes associated with road, bulk earthworks, services, drainage, and general road maintenance.
- Demonstrated ability to develop and review robust quantity and cost estimates for civil infrastructure works.
- Experience working across multiple sites and managing a diverse and dispersed workforce.
- Demonstrated ability to manage stakeholders, competing priorities and deadlines across multiple projects.
- Demonstrated working knowledge of contract delivery management systems.
- Well-developed interpersonal skills and ability to maintain positive relationships with internal and external stakeholders, resolve issues and negotiate matters on behalf of the work area.
- Construction Industry Induction Certificate (White Card).
- Valid C Class driver's licence.

Why join our team at SHEPHERD?

SHEPHERD offers a competitive package with a range of benefits designed to support you:

- Paid travel to and from your base to project location
- Uniforms
- Mobile phone allowance
- Working from home allowance
- Living away from home allowance (when applicable)
- Four (4) weeks annual leave, and
- Access to EAP

Ready to Make an Impact on Local Communities?

We invite candidates to apply via SEEK. Applications will close at 5:00pm, Wednesday 30th April 2025.

Applications will be reviewed as received, with shortlisted candidates contacted directly. SHEPHERD reserves the right to remove this advertisement at any time.

For a full candidate prospectus and information on our recruitment process, visit our website: [Join Us](#)





**Superintendents
Representative – Civil &
Disaster Recovery**



shepherdservices.com.au

*Leaders in Regional Roads Management
and Disaster Recovery Systems*



SHEPHERD Overview

- SHEPHERD has a proud history of assisting Local Government with specialist asset management, GIS and civil engineering services, and has established a trusted reputation for delivering innovative, practical, and technically excellent outcomes.
- SHEPHERD first established itself as experts in road management assisting regional and remote councils with specialist asset management and GIS services. In response to their clients' need for an accurate, portable and affordable electronic road survey tool to better inform road maintenance programs, the team developed RACAS® – SHEPHERD's own Road Asset Condition Assessment System.
- The business diversified into civil project management, specialising in disaster recovery and flood restoration projects, in 2016 and now offers a fully integrated service including project and contract management, GIS and systems support, and asset accounting support.
- From these strong foundations the business has continued to grow, and today SHEPHERD remains a leader in road asset management and an emerging leader in disaster recovery systems.
- SHEPHERD's suite of integrated services builds on an ability to provide a powerful and accurate database, streamlined and automated processes and expert advice from which their clients can make informed business decisions.
- However, technical excellence, innovation, and value of money outcomes that work for their clients and improve local communities, remain the cornerstones of the SHEPHERD approach.
- For further information please visit www.shepherdservices.com.au



SHEPHERD Values

At SHEPHERD we take great care in how we do business and the lasting impression we make on those we service. Our values are at the heart of our identity and describe how our people behave and interact with colleagues and clients.

Respect

We are kind to others and ourselves. We act with integrity and honesty, treating others with respect and polite manners.

Teamwork

We offer our help first, we have each other's back, and together we achieve more. We are open and honest, listen actively and stick to the agreed plan in order to reach our goals.

Positive Attitude

We challenge negativity and accept challenges head-on with our can-do attitude and solution focused thinking.

Excellence

We take pride in honing our technical expertise and the continuous improvement of our proven systems to deliver exceptional outcomes to our clients. By achieving excellence in our work, we make a positive influence on our industry.

Practical Innovation

We are open to new challenges and use our experience and creative thinking to solve complex issues with practical solutions that work.

Productive Work Life Balance

Our flexible work environment promotes productivity and a family-first approach that balances high performance with a quality home life. We work to our full capacity and share the load to ensure the entire team achieves a healthy work life balance.



What Drives and Inspires SHEPHERD

What we do best at SHEPHERD is deliver innovative Asset Management and Disaster Recovery solutions for better roads.

We are inspired to make a difference to regional and remote communities by sharing our ability to solve complex issues with practical advice and innovative systems.

We are motivated by working with clients who seek us out for our excellent people, our practical expertise, our solutions oriented 'Here to Help' approach, and our proven results.



We believe in our people and are driven to be Australia's recognised leader in Regional Roads Management and Disaster Recovery Systems by 2026.



The SHEPHERD Competitive Edge

We Never Stop Innovating

The unique challenges faced by our clients, particularly those in regional areas, and our desire to use the latest technology and advances in Ai to solve complex issues practically, ensure that we never stop innovating.

We Deliver Quality Data

We believe that quality data drives better business decisions, and we define quality data as being relevant, accurate and of the highest level of information integrity. Our specialist tools are designed to provide quality data that informs the entire business.

We Link Asset Accounting with Engineering

We see the bigger picture – that financially strong councils deliver better outcomes for local communities. As engineers and accountants who specialise in asset management, we have unique skill set and ability to align financial accountability with practical service delivery outcomes.

We are Ready to Mobilise

We reduce the stress and risk to clients when they need it the most – ready to mobilise in response to disaster events or project deadlines. Our multi-disciplinary civil and disaster recovery team has the diverse experience to deliver.

We Go Beyond Compliance

At SHEPHERD we understand Local Government because we are from Local Government. Our team, from partners to technical officers, have their roots in the industry, crafted their skills there and formed their passion for creating better communities there. We go beyond compliance to deliver practical solutions to make a difference.

We Build Internal Capacity

We enjoy working with regional and remote councils and are willing to build their internal capability by sharing our asset accounting, engineering and GIS expertise, systems and tools. The opportunity to build internal capacity is also why we prefer to build longer-term relationships with our clients.

We Are Industry Leaders

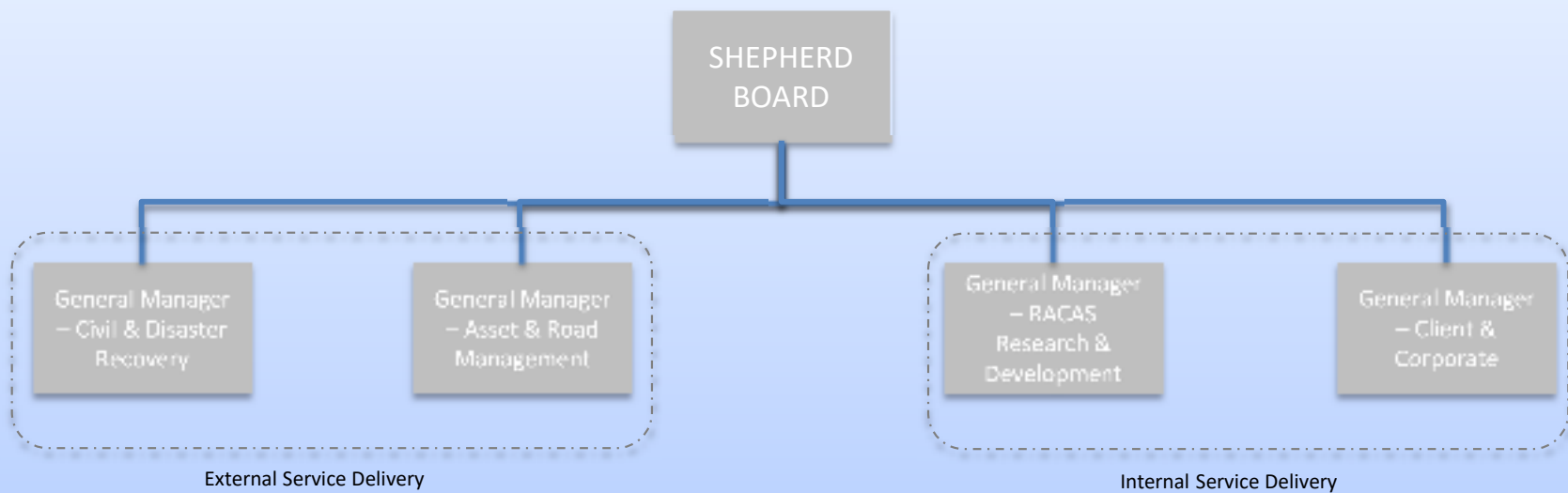
We actively use our industry connections and reputation for excellence to collaborate with our clients and peers on leading edge projects that promote exciting new methodologies and challenge the best practice benchmark.



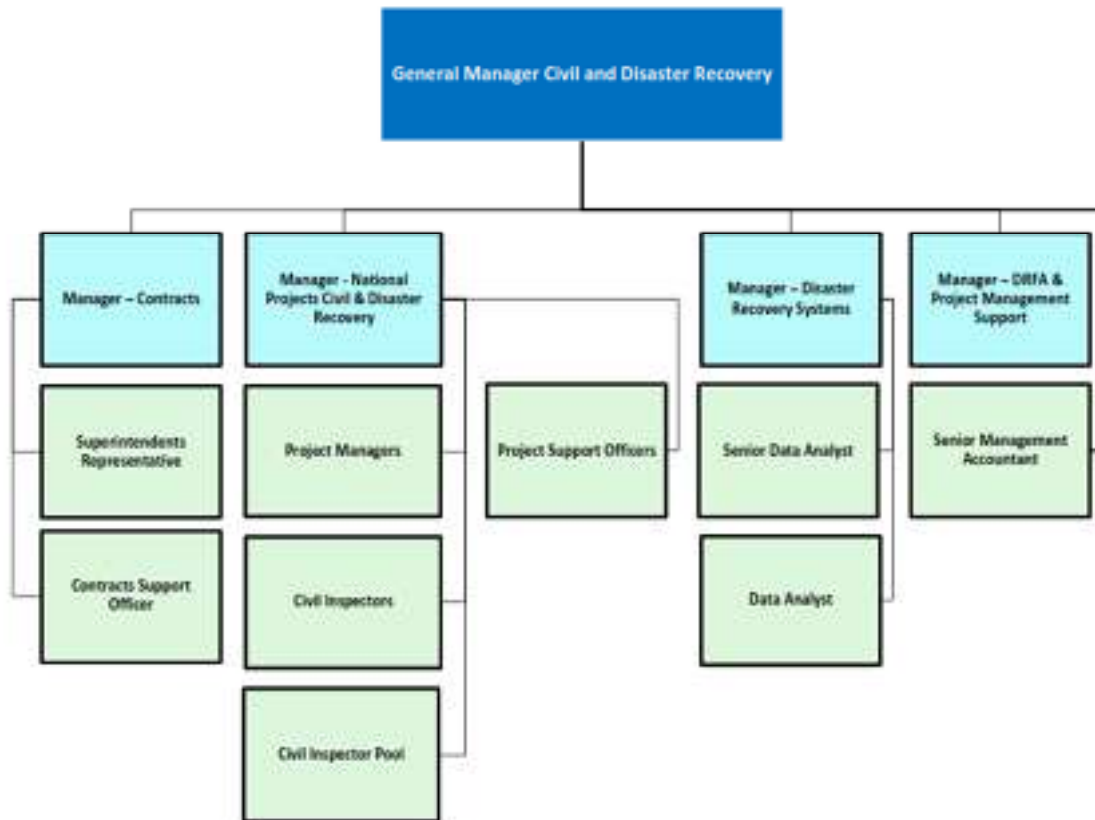
Our Customers



Organisation Structure



Asset and Road Management Structure



Superintendents Representative – Civil & Disaster Recovery

Reports to: Manager – Contracts

Employment
Status: Fixed Term Full Time

Overview

The Superintendents Representative ensures that contemporary and fit for purpose contract documents and management practices are used to facilitate effective project outcomes for SHEPHERD clients.

Role Outcomes and Key Accountabilities

Role Outcomes

- SHEPHERD is recognised as a leader in Disaster Recovery Services within the industry, leveraging contemporary and innovative procurement and contract management documentation and processes to deliver timely and cost-effective solutions to our clients.
- Engineering oversight is provided to all areas of Civil and Disaster Recovery projects.
- Risk exposure is mitigated and managed using a combination of in-house expertise, training, communication and external support when required.

Key Accountabilities

- Development and administration of tender/contracts/specifications for the delivery of civil projects in support of clients DRFA programs.
- Work within the SHEPHERD team to provide quality project outcomes in accordance with contract requirements.
- Provide ongoing liaison between SHEPHERD, client and other relevant key stakeholders.
- Work in accordance with (and ensure compliance of clients and contractors on site) the relevant Safe Work Method Statement/s, Environmental Management Plan, Cultural Heritage Management Plan and Quality Management Plan and any other relevant guidelines/policies and legislation.



Behavioural Competencies

- Actively demonstrates SHEPHERD's Values in all work and interactions.
- Act as a skilful negotiator, using compelling arguments and evidence to persuade stakeholders toward mutually beneficial outcomes.
- Scans the environment, draws on information and alternative viewpoints, asks questions and monitors information channels to understand emerging issues that are important to the sector, organisation and community.
- Responds flexibly to changing legislative, business and client expectations, systematically introducing required changes.
- Maintains an optimistic outlook and encourages the same in others, focusing on organisational strategy and objectives through periods of uncertainty.
- Role models courage in making decisions and provides frank and fearless advice even in ambiguous situations, in the absence of complete information.
- Ensures the right delegative structures exist to empower decision making at the appropriate level.
- Builds awareness of decision making biases and encourages others to proactively seek advice to protect the organisation and community's long-term interests.
- Drives ownership and empowers others to lead and report on their area of responsibility with complete transparency of outcomes.
- Fosters a workplace culture where all individuals share a personal responsibility for promoting the physical and psychological health and safety of others.
- Visibly sponsors initiatives that build awareness and motivate the workforce to improve safety and inclusive practice.



Knowledge/Skills/Qualifications etc.

Essential

- Tertiary civil engineering qualification.
- A minimum 5 years' experience in a construction superintendency or similar role.
- Demonstrated management of contracted civil infrastructure works and the relationships between the parties.
- Demonstrated knowledge of construction techniques and processes associated with road, bulk earthworks, services, drainage, and general road maintenance.
- Demonstrated ability to develop and review robust quantity and cost estimates for civil infrastructure works.
- Experience working across multiple sites and managing a diverse and dispersed workforce.
- Demonstrated ability to manage stakeholders, competing priorities and deadlines across multiple projects.
- Demonstrated working knowledge of contract delivery management systems.
- Well-developed interpersonal skills and ability to maintain positive relationships with internal and external stakeholders, resolve issues and negotiate matters on behalf of the work area.
- Construction Industry Induction Certificate (White Card).
- Valid C Class driver's licence.



Why this Role?

- Reporting to the Manager – Contracts, you will be able to make the role your own.
- This could be the lifestyle change you have been seeking where you can work from home, with regular travel and overnight stays required. Whilst it would be ideal if you live on or near the Sunshine Coast, this is not a pre-requisite and provided you are located near a major airport you can live anywhere on the East Coast. Unlike other organisations, you will also be paid door to door when working away from home and not simply just when you are 'on the job'.
- You will be supported by a GM and Manager who are genuinely interested in your overall motivation and attitude and in how they can help you to succeed.
- The appeal of the role is being able to make a difference in a variety of Councils and to be able to have some genuine work/life balance. Culture is everything and the company puts family first and foremost so be reassured that this isn't just talk – it is supported from the top down.
- Personal circumstances that allow for regular travel will be necessary (1 week every month).
- The team will work with you for flexible working hours, so you choose where you work best, subject to meeting business needs and requirements.
- You could have some work benefits most only dream of as you won't have the daily commute each day to an office.

Additional Information

- Total FTE working at SHEPHERD number 68 (47 full time, 14 part time, 7 casual)
- You will be providing engineering oversight to all areas of Civil and Disaster Recovery projects, along with ensuring SHEPHERD is recognised as a leader in Disaster Recovery Services within the industry, leveraging contemporary and innovative procurement and contract management documentation and processes to deliver timely and cost-effective delivery solutions to our clients.
- You will have the ability to travel to various project sites, along with strong communication and interpersonal skills to connect with our clients, providing sound advice and recommendations on innovative solutions.
- This is an organisation where staff are positive and proactive and importantly, one where the Directors are hands on and focused on the well being of staff, clients and the broader team vs just the \$'s. People actually want to come to work, they are invested in what they do and subsequently enjoy their roles and the contributions they make. Whilst this may be almost unheard of in most workplaces today, it is a genuine reality at SHEPHERD.
- If you enjoy working in local government then this position will give you similar scope without all the 'red tape'.
- This is an opportunity to be a part of a progressive and contemporary organisation.



Remuneration and Benefits

- The cash component will be \$65.00 per hour + Super (note this is a flat rate for all hours worked). Timesheets are submitted each week.
- Mobile phone allowance of \$62.00 / month (paid fortnightly).
- Working away from Home Allowance of \$100/night when travelling.
- Paid travel to and from your base to project location
- Provision of IT equipment for work purposes.
- 4 weeks annual leave and 10 days personal leave.
- Uniforms will be provided in accordance with company policy.



Recruitment Process

Assessing Applications

SHEPHERD will review applications as they are submitted and will determine a shortlist of suitable candidates. Only shortlisted candidates will be contacted, and interviews will be arranged with the Company's panel. SHEPHERD reserves the right to close the position earlier than advertised.

Privacy information

Privacy Information: SHEPHERD SERVICES is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Company Officers, including Human Resources, interview panels and hiring managers.



Recruitment Background Checking Requirements

Our next steps following the interview process:

1. Reference Checks

SHEPHERD requires at least two reference checks to be completed. The candidate will be required to provide the contact details for two recent employment referees, with at least one being someone that they directly reported to in their position.

2. Qualification and Registration Verifications

SHEPHERD will undertake qualification verifications for any qualifications that have been stated in the candidate's application. Contact is made directly with the relevant organisations to verify qualifications. This can also include a check on the status of a driver's licence.

4. Criminal History Check

SHEPHERD may require the candidate to undergo a criminal history check based on SHEPHERD's discretion.

5. Pre-Employment Medical

SHEPHERD may require the candidate to undergo a pre-employment medical.

6. Pre-Employment Health Disclosure

A Pre-Employment Health Disclosure Form is to be completed by the candidate prior to any offer of employment being made.



Contact

Reach out for more information:

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shepherdservices.com.au