

CANDIDATE INFORMATION PACK

# Works Program Scheduler

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City of Mount Gambier | Mount Gambier/Berrin, South Australia

A practical works programming role coordinating schedules, asset planning, resource use and live reporting across City Infrastructure.

Prepared by The BelRose Group



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# A clear guide to the city, works programming mandate and process

Use this pack to understand the opportunity before engaging in the formal recruitment process.

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# Acknowledgement of Country

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Mount Gambier/Berrin sits upon the land of the Boandik Peoples.

We acknowledge the Boandik Peoples as the traditional custodians of the land and respect their spiritual relationship with Country. We recognise the deep feelings of attachment First Nations peoples have with the land and waters.

City of Mount Gambier

## INTRODUCTION

# Welcome to the process

The BelRose Group is supporting the City of Mount Gambier to identify a capable works programming and scheduling professional for a role central to planning, prioritising and reporting on Council's works programs.

This pack helps candidates understand the city, the organisation, the works programming mandate and the capability profile required.

**This role is for a practical scheduler who can build annual and multi-year works programs, align asset data and lifecycle planning, support resource sequencing and provide clear live reporting on program delivery.**

All enquiries and applications must be directed through The BelRose Group.  
Candidates must not contact the client, panel members or client staff directly.



## ROLE MESSAGE

## Why this role matters

“

Works programs shape how Council prioritises infrastructure activity, maintenance, resources and capital delivery across the city.

**The opportunity calls for a candidate who can combine work scheduling, asset planning, data analysis, resource coordination and clear stakeholder communication.**

The Works Program Scheduler will support Council's operational and capital delivery by maintaining detailed works schedules, dashboards, forecasts and program reporting.

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### City of Mount Gambier

Works Program Scheduler opportunity



# WORK WHERE CAREER AND LIFESTYLE MEET

City of Mount Gambier | Employee Value Proposition

South Australia's regional capital | A big little city on nature's doorstep | Blue Lake/Warwar, caves, sinkholes, parks and gardens

**27,888**  
RESIDENTS

**33.88 km<sup>2</sup>**  
CITY AREA

**\$499,500**  
MEDIAN HOUSE PRICE

**20 mins**  
TO THE BEACH

## 1 Pay + security

- Above-award pay rates
- +1% extra employer super
- Salary sacrifice options
- No forced redundancies and redeployment options

## 2 Flexibility built in

- 76 paid hours + RDO accrual
- Flexible hours between 7am and 7pm
- TOIL and make-up time
- Job share, part-time and varied hours by agreement

## 3 More leave than the minimum

- Annual leave plus 2 additional days
- 1 wellbeing day each year
- Purchased leave options
- Volunteer and blood donation leave

## 4 Family + inclusion

- Paid parental and adoption leave
- Super on parental leave up to 52 weeks
- 20 days paid family and domestic violence leave
- Cultural leave, including 5 paid days for Aboriginal and Torres Strait Islander employees

## 5 Wellbeing + support

- EAP and annual health checks
- Income protection and 24-hour journey insurance
- Breastfeeding support
- Supportive team environment and active social club

## 6 Learn + grow

- Annual development plans
- Study leave
- Paid training and acting or project opportunities
- First Aid and CPR reimbursement

**▶▶▶ LEAD CONNECT DELIVER**

Snapshot of current Council employment benefits and lifestyle highlights. Exact entitlements may vary by role, contract and applicable enterprise agreement.

ORGANISATION OVERVIEW

# South Australia’s regional capital

Mount Gambier is the regional capital of the Limestone Coast and a service hub for people who live, work, study, visit, and invest across the region.

Council’s work spans infrastructure, waste and environmental services, libraries, arts and culture, visitor experience, community development, governance, regulatory services, and major facilities.

27,888

population

33.88 km<sup>2</sup>

land area

\$1.75b

gross regional product

2,105

local businesses

189

employees  
2024/2025

153 FTE

workforce scale  
2024/2025



## AT A GLANCE

## What candidates should know

**Core purpose**

Council partners with the community to shape a sustainable, liveable and connected future.

**Organisation-wide role**

Works across Engineering, Works, Asset Management, Finance, Procurement, delivery teams and leadership to program operational and capital works.

**Project foundations**

Annual and multi-year programs, asset condition data, budgets, risks, dependencies and resource sequencing.

**Program delivery**

Planned and reactive maintenance, work sequencing, plant and resource allocation, WHS and delivery support.

**Compliance and reporting**

Dashboards, program status reports, asset records, compliance requirements and continuous improvement.

Lead • Connect • Deliver

The successful candidate will help turn strategic priorities into practical, trackable and well-coordinated works programs.

## Strategic intent

→ reliable, data-informed works programs

The practical work is visible in clear priorities, accurate schedules, efficient resource planning, reliable dashboards and asset-informed delivery.

LOCATION AND LIFESTYLE

## A big little city on nature's doorstep

Mount Gambier/Berrin is known for its volcanic landscape, crater lakes, caves, sinkholes, creative culture, sporting facilities, and regional services.

It is positioned on the Melbourne to Adelaide travel corridor and offers a strong regional lifestyle for candidates who value place, community, and access to nature.

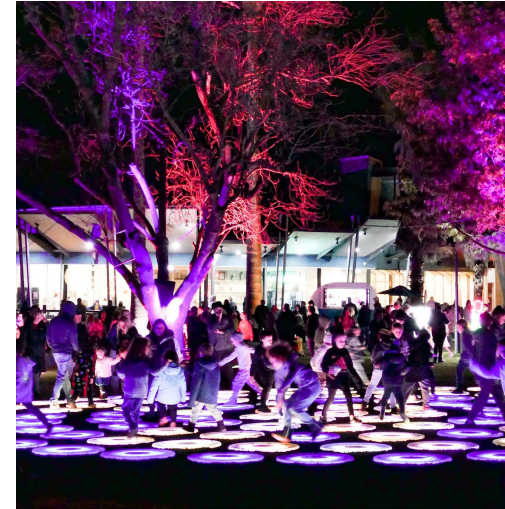
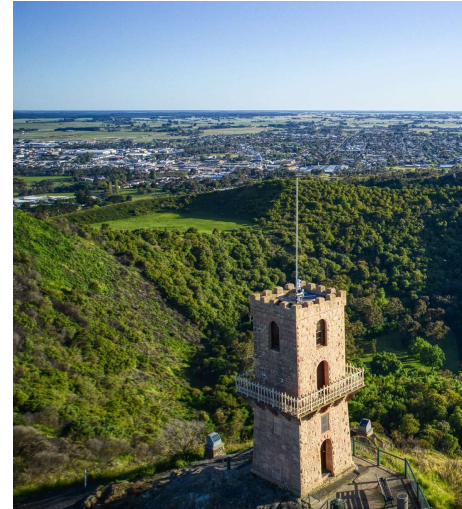
Crater lakes and green corridors

Arts, culture and events

Sport and recreation

Regional services hub

**A place story candidates can feel immediately.**



PURPOSE, VALUES AND CULTURE

## Lead. Connect. Deliver.

Council's values set a practical tone for how people work together, make decisions, and deliver public value.

### ▶▶ LEAD CONNECT DELIVER

#### Lead

Set direction, manage risks, support delivery teams and drive disciplined works programming.

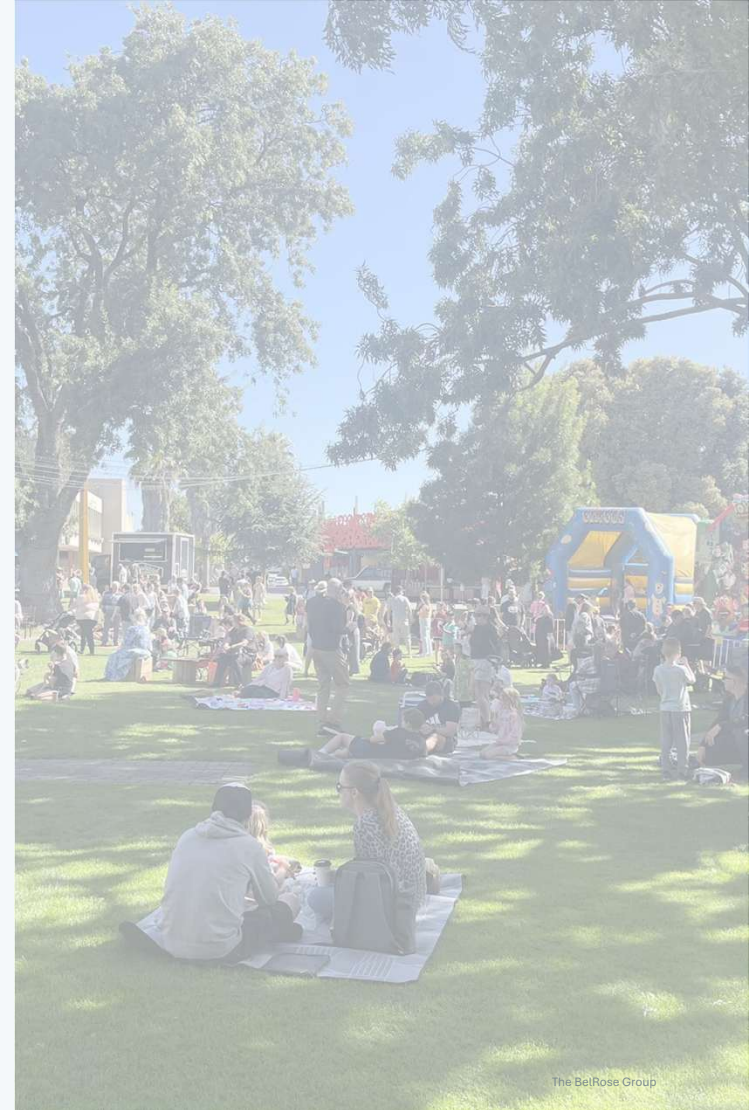
#### Connect

Work across Council, delivery teams, Asset Management, Finance, Procurement, contractors and internal stakeholders.

#### Deliver

Follow through on priorities, schedules, data accuracy, resource planning, safety and reporting.

**This role suits a practical works programming professional who is organised, credible and comfortable moving between program detail, asset data, delivery constraints and stakeholder conversations.**



## STRATEGY AND OPERATING CONTEXT

# A volcanic past with a crystal-clear future

Council's 2024–2028 Strategic Plan is organised around six priorities, responding to the Mount Gambier 2035 Community Vision and guided by connection, accessibility, and sustainability.



The role directly supports Council's strategic priorities by strengthening:

### Works program delivery

Develop, prioritise and maintain annual and multi-year works programs that align resources, risks and delivery priorities.

### Asset and financial stewardship

Use asset lifecycle information, budget inputs, forecasts and program data to support accountable decision-making.

### Community outcomes

Support works delivery that maintains infrastructure, improves service outcomes and strengthens long-term asset sustainability.

WORKS PROGRAM SCHEDULING CONTEXT

## Annual programs, asset data and live reporting

The position description sets a broad works programming mandate across capital works programming, maintenance planning, asset management, systems, data, reporting, WHS and continuous improvement.

### Works programming

annual and multi-year works programs, priorities, timelines, budgets and delivery constraints

### Maintenance planning

planned and reactive maintenance schedules informed by inspections, service levels, customer requests and risks

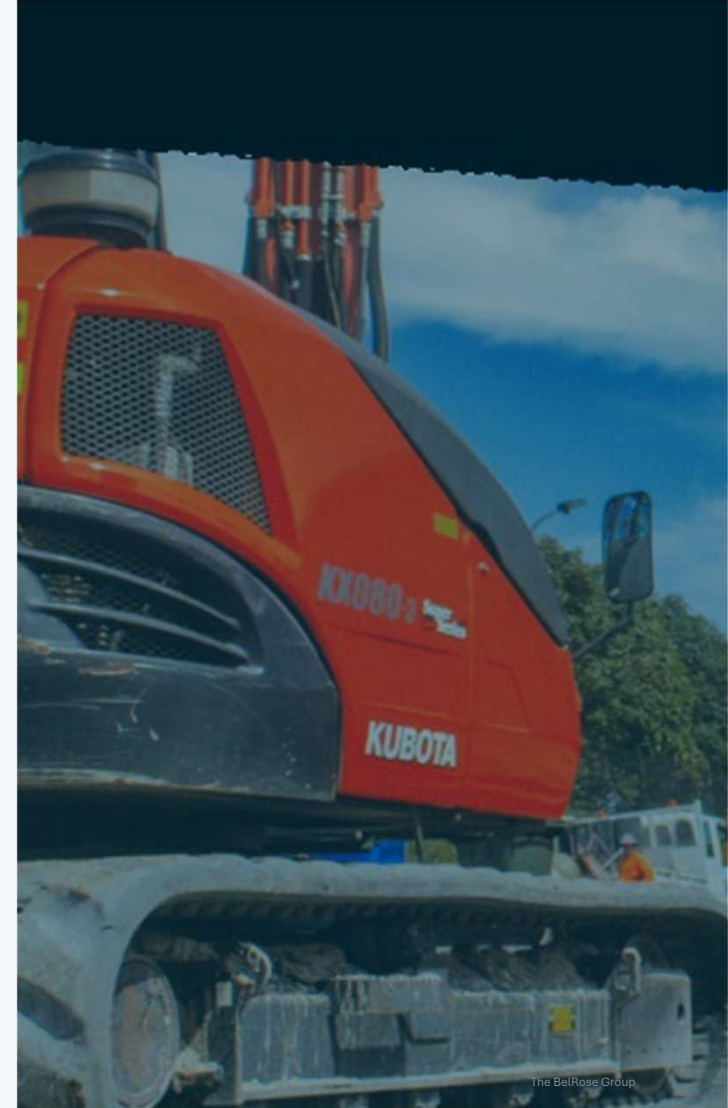
### Asset management

asset condition data, lifecycle planning, renewal modelling, utilisation and long-term forecasting

### Systems and reporting

dashboards, metrics, GIS, project and asset systems, program reporting and work history records

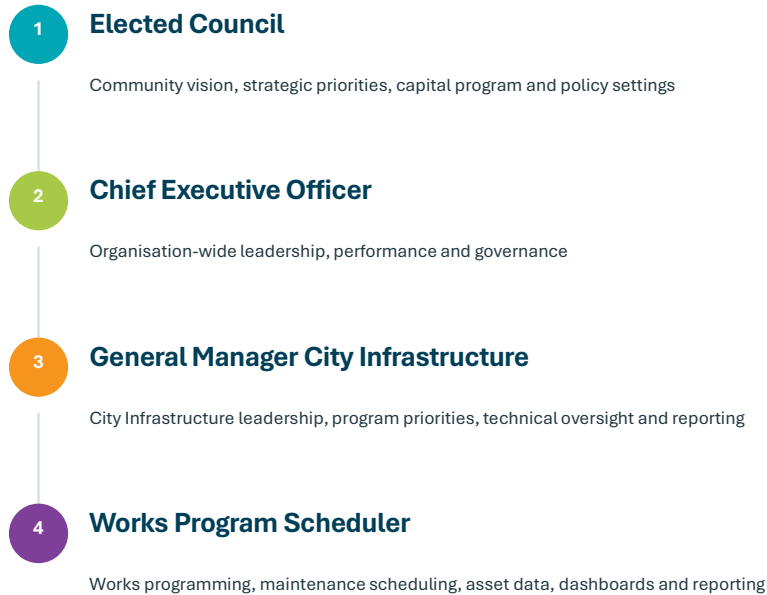
**The Works Program Scheduler will help turn Council priorities into practical, well-sequenced and measurable works programs.**



## LEADERSHIP AND GOVERNANCE CONTEXT

## A works programming role in a whole-of-organisation service environment

This role works where Council priorities, works delivery, asset management, finance, procurement, safety and reporting meet.

**Governance****Executive****Service areas****Community**

A works programming role at the point where infrastructure priorities, asset data, resources and service delivery meet.

# Works Program Scheduler

The Works Program Scheduler develops detailed works schedules across the City Infrastructure portfolio to support key services, capital works, operational programs and optimised resource utilisation. The role also develops and maintains live program reporting through work status dashboards.

## Key working relationships

General Manager City Infrastructure Engineering, Works, Asset Management, Finance and Procurement teams Delivery teams, contractors and internal stakeholders

## Based within City Infrastructure

Working with Engineering, Works, Asset Management, Finance, Procurement, operational delivery teams and leadership.

**The role links asset condition data, lifecycle planning, budget settings, resource allocation, works delivery and accurate live reporting.**

## ROLE MANDATE

## Where planning, asset data and delivery discipline meet

1

### Program and prioritise

Develop and maintain annual and multi-year works programs aligned to Asset Management Plans and the Long-Term Financial Plan.

2

### Schedule and sequence

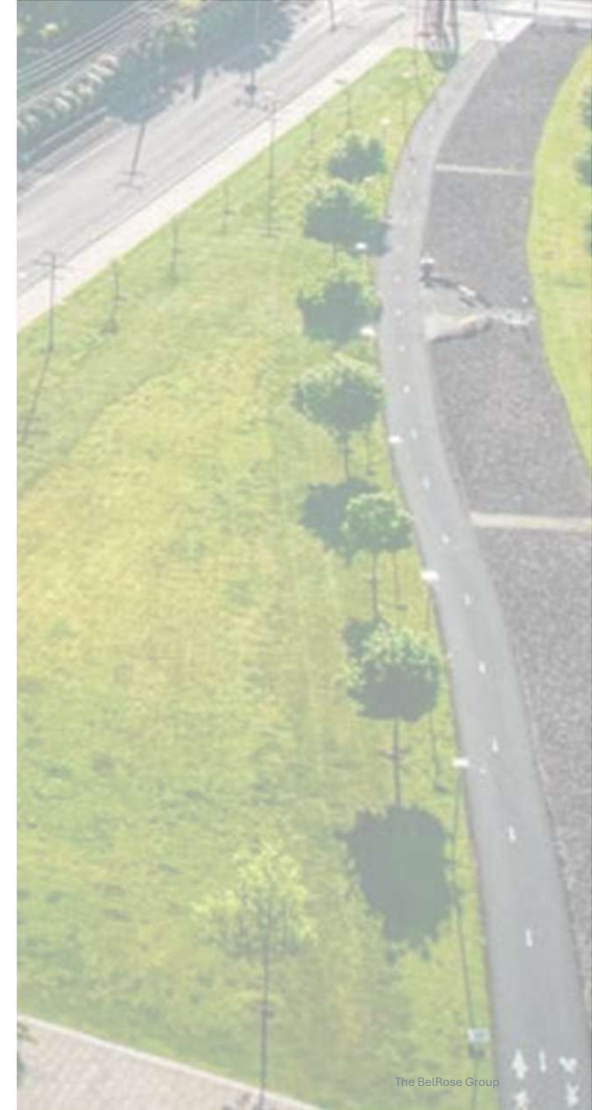
Use condition data, inspections, requests, risks and resources to coordinate preventive, reactive and capital works activity.

3

### Report and improve

Maintain dashboards, forecasts, program metrics and records to support live reporting and continuous improvement.

**The mandate is practical: program work clearly, use asset data well, keep resources aligned and make delivery progress visible.**



## FIRST PRIORITIES

## What the first phase needs to build

1

### Understand works and assets

Review BAU and capital works programs, asset classes, condition data, budget settings, service levels and delivery constraints.

2

### Establish delivery rhythm

Set program controls, update cycles, reporting rhythms, dependencies, documentation and escalation points.

3

### Align resources and procurement

Coordinate specifications, quantities, schedules, plant levels, procurement inputs and delivery dependencies.

4

### Strengthen data and reporting

Confirm systems, dashboards, metrics, work history, asset records and financial reporting inputs.

5

### Coordinate communication

Provide clear program updates to delivery teams, leadership and relevant Council stakeholders.

6

### Embed risk and compliance

Support WHS processes, risk assessments, corrective actions and record keeping across work programs.

## SUCCESS PROFILE

## The capability blend required

The right candidate will move with ease between the General Manager City Infrastructure, Engineering, Works, Asset Management, Finance, Procurement, delivery teams and operational stakeholders.

### Program discipline

Annual and multi-year programs, timelines, budgets, dependencies, forecasts and documentation are actively controlled.

### Asset-informed judgement

Condition data, lifecycle planning, asset utilisation and prioritisation inform practical scheduling decisions.

### Data and systems confidence

Asset systems, project systems, GIS, dashboards, Excel or Power BI reporting support clear decision-making.

### Stakeholder clarity

Program updates, reports and cross-team communication are handled professionally and consistently.

CANDIDATE PROFILE

## A works programming professional with practical asset and infrastructure judgement

- Substantial relevant experience in work scheduling and programming.
- Demonstrated experience in project delivery, works programming and asset maintenance planning.
- Strong understanding of asset lifecycle principles, asset utilisation, condition assessment and prioritisation.
- Proficiency with asset management and project management systems, including TechOne, Conquest, Assetic, Confirm or GIS.
- Ability to analyse data, prepare budgets and generate accurate reports and schedules.
- Strong communication and interpersonal skills, with the ability to collaborate across multidisciplinary teams.
- Demonstrated ability to work with minimal supervision, manage deadlines and prioritise competing tasks.
- Understanding of risk management and WHS principles in an infrastructure environment.

**Qualifications in Civil Engineering, Asset Management, Project Management or a related discipline are desirable. Experience in South Australian Local Government, project estimating, financial forecasting, procurement, Power BI or Excel modelling will be well regarded.**





EMPLOYMENT TERMS AND BENEFITS

## A Level 6 –7 fixed-term contract role

|                 |                                                                                                                                                                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role title      | Works Program Scheduler                                                                                                                                                                                                                       |
| Employment type | Full-time / fixed-term contract - three to five years (flexible)                                                                                                                                                                              |
| Hours           | 76 hours per fortnight / 38 hours per week                                                                                                                                                                                                    |
| Classification  | Level 6 -7 (base salary range \$113,124.21 - 131,693.54 + superannuation 12% + 1%)                                                                                                                                                            |
| Reporting line  | General Manager City Infrastructure                                                                                                                                                                                                           |
| Work pattern    | The role works across City Infrastructure, delivery teams, asset management, finance, procurement and program reporting. Practical attendance requirements will depend on program activity, stakeholder meetings, systems work and deadlines. |

**Total remuneration package: \$113, 124.21 - \$131, 693.54. Benefits include standard superannuation, additional 1% employer super, two additional annual leave days, wellbeing day, flexible working options and RDO.**

**Note: City of Mount Gambier Enterprise Agreement salary increase will apply in December 2026. Following this, the salary range will increase to - \$117, 083.56 – \$136,302.81 per annum.**

## APPLICATION REQUIREMENTS

## What to provide

Applications and enquiries are managed by The BelRose Group. Candidates should provide a focused application that demonstrates relevant work scheduling, programming, asset management, data analysis, reporting, financial and stakeholder management capability.

**Resume**

A current resume outlining employment history, work scheduling and programming experience, project delivery, asset planning, systems capability, financial reporting and key achievements.

**Cover letter or statement**

A concise statement addressing why the role is of interest and how your experience aligns to works programming, maintenance planning, asset management, systems, data, budgeting, WHS and reporting.

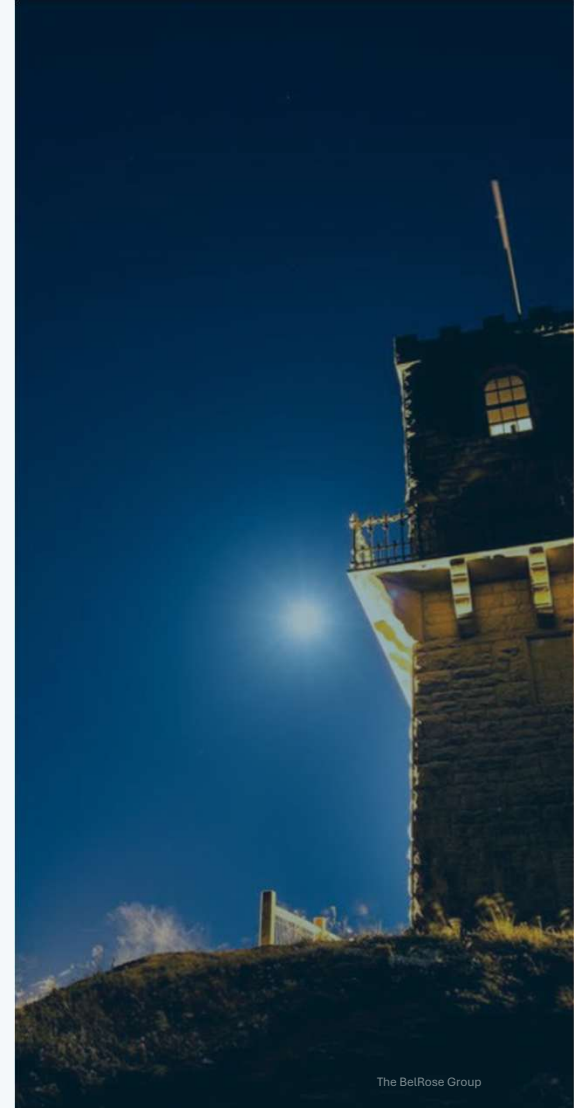
**Credentials**

Relevant qualifications, licences, White Card, checks and evidence of eligibility to work in Australia.

**Referees**

Referee details will be requested at the appropriate stage of the process.

**Confidential enquiries: Pam Morales, The BelRose Group | 0477 619 467 | [Pamela@belrosegroupp.com.au](mailto:Pamela@belrosegroupp.com.au)**



## SELECTION PROCESS

## How to apply and what to expect

The BelRose Group manages enquiries, applications, screening and candidate communication in partnership with the City of Mount Gambier.

### Your application

Enquiries: Pam Morales, The BelRose Group  
0477 619 467 | [Pamela@belrosegroun.com.au](mailto:Pamela@belrosegroun.com.au)

#### Resume

Employment history, qualifications, relevant experience and contact details.

#### Cover letter

Interest in the role and alignment with Council goals and priorities.

#### Submit online

All applications must be lodged through [belrosegroun.com.au/jobs-list/](https://belrosegroun.com.au/jobs-list/)

**Applications close when the right person is appointed.**

### Selection pathway

1

#### Advertising & search

Discussion may occur after initial assessment.

2

#### Review & shortlist

BelRose and Council agree the shortlist.

3

#### Candidate screening

BelRose may clarify details and build a candidate profile.

4

#### Panel interview

Shortlisted candidates progress by comparative merit.

5

#### Reference checks

Nominated referees contacted with permission.

6

#### Background checks

Preferred candidate undertakes checks, including police check.

**Important: please do not contact the client directly. All questions and applications must be submitted through The BelRose Group to maintain consistency and confidentiality.**



## CHECKS, PROBITY AND CANDIDATE CARE

## Clear expectations, respectful process

### Employment checks

- Satisfactory pre-employment medical examination
- Current satisfactory National Police Certificate
- Current and valid Driver's Licence - Class C
- Current and valid White Card
- Role-related checks and authorisations will be confirmed at the appropriate stage

### Candidate care

The BelRose Group will manage candidate confidentiality, process communication and requests for reasonable adjustments. Candidates are encouraged to raise any accessibility needs early so the process can be managed fairly and respectfully.

PUBLIC LINKS

## Useful public information for candidates

Each link opens an official document or page used to inform this pack.

- [Organisation website](#)
- [Strategic Plan 2024–2028](#)
- [Mount Gambier 2035 Community Vision](#)
- [2025/2026 Business Plan and Budget](#)
- [Annual Report 2024/2025](#)
- [Organisational structure](#)
- [Salary register](#)
- [The BelRose Group](#)





# The BelRose Group

Strategy, People & Culture specialists



The BelRose Group partners with organisations across Australia to provide bespoke people and culture solutions, with particular strength in strategy, workforce design, employee and industrial relations, investigations, recruitment and organisational support.

## HR Consulting

People and culture advice, policy, workforce and operational support

## Talent Acquisition

Specialist, leadership and executive recruitment processes

## Industrial Relations

Enterprise bargaining, award interpretation and workplace matters

## Workplace Investigations

Procedurally fair, trauma-informed and practical processes

## Organisational Design

Structure, roles, capability and workforce planning

## Training and Facilitation

Practical, customised workshops and manager capability support

Managing Director: Belinda Beltz | All enquiries and applications must be managed through The BelRose Group.

1300 308 707 | [pamela@belrosegroupp.com.au](mailto:pamela@belrosegroupp.com.au) | 0477 619 467 | [belrosegroupp.com.au](http://belrosegroupp.com.au)

## POSITION DESCRIPTION

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| <b>Position Number:</b> | WPS                                                         |
| <b>Position Title:</b>  | Works Program Scheduler                                     |
| <b>Division:</b>        | City Infrastructure                                         |
| <b>Status:</b>          | Full Time - Fixed Term - Three (3) - Five (5) Year Contract |
| <b>Hours:</b>           | 76 Hours Per Fortnight                                      |
| <b>Reports To:</b>      | General Manager City Infrastructure                         |



### Position Objectives

The Works Program Scheduler works across the City Infrastructure portfolio developing detailed works schedules that support the delivery of key services, capital works, works programs and optimised resource utilization. The programs should aim to deliver verifiable, trackable and constantly progressive productivity improvements.

Program development will occur in close collaboration with the delivery teams and leadership. The role is additionally responsible for developing and maintaining a work status dashboard to provide detailed and accurate 'live reporting' on program delivery, including both operational business as usual (BAU) and capital delivery.

The position supports long term asset sustainability by integrating condition data, risk assessments and lifecycle planning into annual and long term works programs. The role ensures compliance with relevant legislation, Council strategies, Asset Management Plans and the Long-Term Financial Plan while contributing to continuous improvement across project planning, scheduling and reporting.

This role works collaboratively across departments supporting the Engineering, Works, Asset Management, Finance, and Procurement teams.

Void without CEO approval:

|                                             |            |
|---------------------------------------------|------------|
| <b>REVIEWED:</b><br>Manager                 |            |
| <b>REVIEWED:</b><br>General Manager         | 01/07/2026 |
| <b>APPROVED:</b><br>Chief Executive Officer | 01/07/2026 |



| Leadership Team Capabilities |                                                  |
|------------------------------|--------------------------------------------------|
| People                       | Being Approachable, Building Great Teams         |
| Activities                   | Safety and Wellbeing, Managing Work              |
| Information                  | Effective Communication, Creativity & Innovation |
| Relationships                | Customer & Community Focus Trust                 |
| Self                         | Integrity, Being accountable                     |

| Key Result Areas                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Capital Works Programming</li> <li>2. Maintenance Planning and Scheduling</li> <li>3. Asset Management</li> <li>4. Systems, Data and Reporting</li> </ol> |

| Key Duties & Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Capital Works Programming</b></p> <ul style="list-style-type: none"> <li>• Develop, prioritise, and maintain annual and multi year capital works programs aligned with Council's Asset Management Plans and Long Term Financial Plan.</li> <li>• Coordinate project scopes, timelines, budgets, and asset lifecycle considerations.</li> <li>• Work with internal stakeholders to define project requirements, dependencies, and delivery constraints.</li> <li>• Monitor delivery progress, update forecasts, and adjust schedules as required.</li> <li>• Provide program status reports, dashboards, and presentations for management and Elected Members.</li> <li>• Assess and program plant levels and ensure plant utilization is maximized across the department ensuring overall plant costs are as efficient as possible.</li> </ul> <p><b>2. Maintenance Planning and Scheduling</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain planned and reactive maintenance programs across infrastructure asset classes including transport, buildings, open space, drainage, and civil assets.</li> <li>• Use asset condition data and service level standards to schedule preventive maintenance.</li> <li>• Identify works required from inspections, customer requests, risk assessments, and compliance obligations.</li> <li>• Work with operational teams to assess current programs and develop sophisticated real time work programs including coordinate enhanced work sequencing and resource allocation.</li> </ul> |



- Support procurement processes by preparing specifications, quantities, and schedules where required.

### **3. Asset Management**

- Act as the central coordination point, aligning planning and scheduling activities with Council's Forward Work Programs and Asset Management plans
- Maintain accurate asset data, condition ratings, and work history records in Council's asset management system.
- Assist in asset renewal modelling, lifecycle planning, and long-term forecasting.
- Support the periodic review of Asset Management Plans.
- Contribute to the development and refinement of service levels and lifecycle strategies.

### **4. Systems, Data and Reporting**

- Maintain project, asset, and financial data in asset management, GIS, and project management systems.
- Develop and maintain program dashboards and performance metrics.
- Prepare reports for internal and external stakeholders including Council meetings and operational reviews.
- Use digital tools to enhance planning, scheduling, and decision-making.

### **5. Work Health and Safety Responsibilities**

- Prepare and review risk assessment for plant, equipment or substance and associated procedures.
- Investigate hazard and incident reports and document findings within the online WHS Management System.
- Implementing corrective and preventative actions (CAPA) monitor and evaluate the effectiveness of the control.
- Actively participate in work related and non-work-related injury management return to work processes and actively support the injured employee by maintaining regular contact with the employee.
- Providing workers with necessary information, instruction, training, and supervisors to undertake their duties safely.
- Responsibilities and accountabilities documented within the LG Safe Procedures.

### **6. Other Duties**

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.

### **7. Adhere to City of Mount Gambier General Conditions of Employment**

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.



- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of City of Mount Gambier’s Staff Members.
- Demonstrate and uphold the organisation’s Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation’s customer service charter.



## Key Competencies & Selection Criteria

### Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate
- Current and valid Driver's Licence – (specify CLASS C)
- Current and valid White Card

### Essential

- Substantial relevant experience in work scheduling and programming.
- Demonstrated experience in project delivery, works programming, asset maintenance planning.
- Strong understanding of asset lifecycle principles, asset utilization, condition assessment and prioritisation.
- Proficiency with asset management and project management systems (e.g. TechOne, Conquest, Assetic, Confirm, GIS).
- Ability to analyse data, prepare budgets, and generate reports and schedules.
- Strong communication and interpersonal skills, with the ability to collaborate across multidisciplinary teams.
- Demonstrated ability to work with minimal supervision, manage deadlines and prioritise competing tasks.
- Understanding of risk management and WHS principles in an infrastructure environment.

### Desirable

- Qualifications in Civil Engineering, Asset Management, Project Management or related discipline.
- Experience within South Australian Local Government.
- Knowledge of relevant legislation, including the Local Government Act 1999 and associated regulations.
- Experience in project estimating, financial forecasting and long-term planning.
- Familiarity with project procurement and contract administration processes.
- Experience in Power BI, Excel modelling or similar analytical tools.

Occupant:



**Date Appointed:**

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

**Acknowledged by Occupant:** \_\_\_\_\_  
Signature date

