

Position Vacant – ICT Network Engineer

For full details and requirements of the role – Please refer to the [Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 5 - \$88,879 per annum
- Locality allowance of \$1,945 per annum
- 19 day month (Monthly RDO)
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum
- Council staff have access to Employee Assistance Programs (EAP's), free and confidential counselling, coaching and advice
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions can be salary sacrificed

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 26-27-004

For further enquiries regarding this vacancy and associated selection process, please contact Mark Pain on 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Sunday 20 September 2026.

David Burges

ACTING CHIEF EXECUTIVE OFFICER

Application for Employment

Please complete this form for each position being applied for.

Position: ICT Network Engineer		Reference Number: 26-27-004	
Applicant Details			
First Name:		Last Name:	
Address:			
Postal Address:			
Mobile:		Alternate Number:	
Email:			
Work History			
Current Employer:		Started: / /	
Location:			
Main Duties:			
Past Employer:		Started: / /	
Location:		Finished: / /	
Main Duties:			
Past Employer:		Started: / /	
Location:		Finished: / /	
Main Duties:			
Licences, Certificates and Qualifications			
Licence: ☐ C – Car ☐ LR – Light Rigid ☐ MR – Medium Rigid ☐ Other:			
Training certificates and qualifications you currently hold, include dates:			

Application for Employment

Experience	
Have you ever been in a supervisory role? ☐ No ☐ Yes - If yes, total length of experience (in years):	
In which industry did you gain the majority of your work experience:	
☐ Rural	☐ Mining
☐ Construction	☐ Health care
☐ Retail	☐ Hospitality
☐ Education & Training	☐ Other:
Residency Status	
What is your current residency status?	
☐ Australian Citizen	☐ New Zealand Citizen
☐ Resident of Australia	☐ Other:
Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship? ☐ Yes ☐ No ☐ Non-citizen with a valid visa that provides work rights	
Other Questions	
Do you require any special arrangements at an interview? ☐ Yes ☐ No	
If yes, provide details:	
Where did you find this job?	
☐ Council Website	☐ Seek
☐ Facebook / Instagram	☐ Balonne Bulletin
☐ LinkedIn	☐ Other:
References	
<i>Reference No. 1</i>	
Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No
<i>Reference No. 2</i>	
Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No
Declaration	
I confirm that, to the best of my knowledge, the information in this application is accurate. I understand that any false or misleading information may result in my application being rejected or my employment terminated. I also acknowledge that pre-employment checks, including a medical, criminal history, and drug and alcohol test, are required.	
I have attached a copy of my resume & cover letter ☐ Yes ☐ No	
Applicants Name: _____	
Signature: _____	Date: / /

Position Description – ICT Network Engineer



POSITION DETAILS		
DEPARTMENT:	Finance & corporate services	
POSITION:	ICT network engineer	
REPORTS TO:	IT coordinator	
DIRECT REPORTS:	Nil	
PRINCIPAL LOCATION:	112-118 Victoria street, st George	
EMPLOYMENT BASIS:	Permanent, full-time	
POSITION PURPOSE:	Council's primary technical authority for ICT network and security infrastructure. Responsible for the planning, implementation, management, and budgeting of all network and security systems across Council's sites. Reporting to the IT Coordinator, this role owns the security component of Council's ICT Strategy, manages all associated hardware, software, and licensing, and is accountable for maintaining and continuously improving Council's cybersecurity posture, including staff security awareness and training.	
POSITION REQUIREMENTS (section criteria)		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	1. Tertiary qualification in IT, Cybersecurity or related discipline and/or extensive experience in network and security design and configuration 2. Current drivers licence	1. CCNA 2. CompTIA Security+ or equivalent 3. ITIL Foundation 4. MCSA/MCSE
SKILLS	3. Strong networking expertise (LAN, WAN, wireless, NBN) with experience managing Cisco Meraki and Planet equipment 4. Firewall management and configuration (e.g. Fortinet) 5. Microsoft Intune security policy management including application whitelisting 6. Microsoft Defender management and Secure Score improvement 7. Experience with Microsoft Azure, Entra, and Exchange Online administration 8. Cybersecurity risk assessment, incident response, and remediation 9. ICT budget management, procurement, and software licensing compliance 10. Strong verbal and written communication skills	5. Point-to-point radio and wireless backhaul expertise 6. N-Able Cove Backup and Recovery 7. Experience delivering security awareness training and/or running simulated phishing campaigns (e.g. KnowBe4 or similar) 8. PowerShell scripting for support and automation 9. Experience writing ICT policies, procedures, and support documentation 10. Cybersecurity foundation knowledge 11. CCTV management – NXWitness 12. Enterprise access control management (e.g. Integriti)
EXPERIENCE	11. Minimum 5 years in a network and security focused ICT role with demonstrated ownership of infrastructure in an enterprise or multi-site environment 12. Experience managing ICT budgets, vendor relationships and software licensing	13. Experience in a local government or public sector ICT environment 14. Experience mentoring or providing technical guidance to junior IT staff
IMMUNISATION REQUIREMENTS		

Position Description – ICT Network Engineer



The ticked boxes indicate the immunisations required for this role in accordance with the <i>BAL-1044 Immunisation Procedure</i> .			
☐ Influenza	☐ Hepatitis A	☐ Varicella (chickenpox)	☐ Pertussis (whooping cough)
☐ Tetanus	☐ Hepatitis B	☐ MMR	☐ Rabies
☐ Q Fever	☐ Other:		
POSITION KPI's			
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.			
AUTHORITY/DELEGATION			
Works independently, as well as in a team, within general guidelines and objectives provided by the IT Coordinator. This position has delegated purchasing authority in accordance with <i>Council's Delegation Register</i> .			
RESPONSIBILITIES			
INHERENT RESPONSIBILITIES			
- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. - Work in a safe manner at all times and report any workplace risks. - To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. - Communicate all health and safety matters to supervisors where applicable. - To be punctual and reliable - To report problems or difficulties encountered - Contribute to the Council with suggestions for improvement - Monitor personal qualifications and licences to ensure currency - All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. - Communicate reliably and regularly, especially when working alone. - Be environmentally responsible by minimising wastage without compromising safety or effectiveness			
KEY RESPONSIBILITIES			
The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to: - Primary technical authority for all ICT network and security matters, providing expert advice to the IT Coordinator on current issues, emerging risks, and planning requirements. - Own and lead the security component of Council's ICT Strategy and assist the IT Coordinator in broader ICT Strategy delivery. - Lead the planning, delivery, documentation, and budget management for all network and security projects and initiatives. - Full technical ownership of Council's network infrastructure (LAN, WAN, SD-WAN, wireless, NBN) including hardware lifecycle management from procurement to decommissioning. - Full technical ownership of Council's cybersecurity posture including firewalls, threat detection and response, identity and access management, endpoint security, and Microsoft Defender, with a focus on improving Council's Microsoft Secure Score. - Manage and be accountable for security platforms including Microsoft Intune, Defender, and application whitelisting, ensuring policies and compliance requirements are maintained and enforced. - Independently assess, manage, and mitigate network and security risks, escalating to the IT Coordinator where appropriate. - Develop and manage the annual budget and software licensing for the network and security domain in accordance with Council's purchasing procedures and financial delegations. - Manage vendor and contractor relationships within the network and security domain, holding suppliers accountable to service standards and contract obligations.			

Position Description – ICT Network Engineer



- Lead the development and maintenance of network and security policies, procedures, and documentation, and provide regular status reports and technology roadmap recommendations to the IT Coordinator.
- Provide security guidance and mentoring to IT Officers, and plan and deliver security awareness training for all Council staff including simulated phishing campaigns.

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

MANAGEMENT RESPONSIBILITIES

Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the IT Coordinator circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the IT Coordinator appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public

Position Description – ICT Network Engineer

- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE

