



Position Description (Design): Design Manager

Background

Dalton Consulting Engineers (DCE) is privately owned and passionately managed civil engineering consultancy with a growing global footprint.

Specialising in three core areas of expertise; *urban development*, *infrastructure* and *sport*, DCE has become one of the most recognisable firms in the provision of innovative civil engineering design and project management.

With a commitment to world's best practice, DCE is an industry leader in technological innovation and currently works with some of Australia's largest property developers, water authorities and sporting associations.

The Role

The role will report to the Design Director, primary functions of this role include:

- Undertake detail design of intermediate/complex project to meet both DCE business objectives and client needs
- Lead and manage a team of designers

Responsibilities & Duties

Areas of Accountability	Key Activities	Key Measures
Feasibility Studies and masterplanning	<ul style="list-style-type: none"> Collaborate with team members to identify and determine technical limitations of a proposed facility design or improvement of an existing facility Identify and document the resources required to complete the project Assist PM in providing time estimates to complete projects In consideration of health & safety, environmental and technical limitations or constraints with designs Meet with key stakeholders to define preferred configurations of plans to transition their vision to reality Investigate all aspects of the project to ensure the plan produced represents the stakeholder requirements across existing areas and future developments Develop a masterplan for all types of developments or facilities in terms of servicing, earthworks, layout and design 	<ul style="list-style-type: none"> Complete work within deadlines Ensure work is accurate Follow the company IMS Complete standard forms from IMS in a timely manner Produce Design masterplanning documentation in line with stakeholder requirements Meet required deadlines
Design	<ul style="list-style-type: none"> Take ownership of the team's design projects. Collaborate with and lead team members to further develop plans and produce a functional or full detailed design Mark up design plans to provide team members a clear indication of changes required Produce accurate construction documentation including drawings, plans, quantities and specifications Produce quantities for pre-tender cost estimates in light of the detailed design created <ul style="list-style-type: none"> Understand and implement VicRoads/DMR requirements and standards to design Understand and implement Melbourne Water requirements for wetland and retarding basin design Organise and arrange training for team members 	<ul style="list-style-type: none"> Complete design briefs for projects as required Quality of designs produced and innovative solutions generated Be able to utilise HecRAS or similar for stormwater analysis Follow IMS and complete standard forms from IMS in a timely manner Complete IMR for any design issues and follow through to rectification Complete work and keep team on track within deadlines <p>Lead and manage team in specific area of expertise</p>

	<ul style="list-style-type: none"> • Undertake analysis of 100 year events for stormwater mitigation • Verification of design of others • Consideration of health & safety, environmental and technical limitations or constraints with design • Improve our design outputs and processes to produce cost effective solutions for the client 	
Project Plan Preparation	<ul style="list-style-type: none"> • Prepare quantity schedules • Source information from Service Authorities • Identify and document the resources required to complete the project • Assist in providing time estimates to complete projects • Contribute to and run resourcing meetings with other DM's • Liaise with Project managers to obtain and direct design programs • Input resourcing information to Uniphi 	<ul style="list-style-type: none"> • Complete work within deadlines • Ensure work is accurate • Follow the company IMS • Keep Uniphi resourcing up to date • Keep Director Design informed
Client Satisfaction	<ul style="list-style-type: none"> • Provide clear and concise information to clients, translating technical terminology into easy to understand language • Regularly communicate with clients on the status and progress of the design • Clients understand and accept the project plans and variations and is confident in the delivery (where applicable) 	<ul style="list-style-type: none"> • Acceptance of relevant design phase • Respond to client enquiries and feedback in a timely manner
Self-Development	<ul style="list-style-type: none"> • Keep up to date with industry policies and regulations • Work across the 3 divisions within the company as directed • Keep up management training as required • Adopt a proactive approach to learning and development 	<ul style="list-style-type: none"> • Stay current with published articles relevant to work • Attend / participate in training as required • Attend industry related functions as required
Leadership and Values	<ul style="list-style-type: none"> • Role model DCE's vision and values; • Actively engage with team members and support others in performing at their best, creating a culture of success & group effort; • Participate in buddy scheme to mentor junior staff • Identify conflicts of interest and manage them responsibly; <p>Resolve conflicts in workplace</p>	<ul style="list-style-type: none"> • Positive Culture of continuous improvement • Uphold the company's code of conduct and business ethics

	<ul style="list-style-type: none">• Actively engage team in improving processes• Hold team members accountable• Participate in buddy scheme and allocate buddies• Conduct performance reviews on relevant team members and allocate seniors to review others• Participate in leadership meetings and contribute to the DCE strategic planning.	
Workplace Health and Safety	<ul style="list-style-type: none">• Identify and flag any potential hazards in the office, onsite or with designs;• Assist in the resolution of hazards and management of incidents;• Act as the Fire Warden for the DCE Office and attend building Fire Warden Meetings;• Read communication about safety concerns in the workplace;• Operate equipment safely and ensure the team uses safe work habits while performing job function.	<ul style="list-style-type: none">• Drive a 0% notifiable incident workplace• Adhere to all workplace health and safety (WHS) policies and procedures.

Skills, Qualities & Experience

- Completion of Bachelor of Engineering (Civil) or Diploma in Engineering or equivalent
- Hold a current construction industry 'white card'
- Experience in AutoCAD, 12d, HecRAS and MSOffice
- Experience in design of roads, drains, sewer and water reticulation
- Experience designing retarding basins and wetlands
- Experience designing to VicRoads/DMR requirements and standardsBe accredited with MRWA DAS in relevant design categories
- Experience in general office management and managing teams
- Experience in working in a fast-paced environment
- Excellent time management skills with experience in managing competing deadlines
- Excellent verbal and written communication and interpersonal skills
- Initiative, analytical and problem-solving skills
- Willingness to learn and grow within in the role
- Ability to maintain confidentiality
- Permanent permission to work in Australia
- National Police Check
- Valid Australian Driver's License and a reliable car

