Position Description

Position Details			
Position title	Design Engineering Coordinator	**Position number**	PD479
Group	Assets & Operations	**Previous position numbers**	TUG051
Section	Project Development	**Reports to**	Manager Project Development
Area	Design	**Evaluated / approved by**	A McMahon
Team	N/A	**Version number**	February 2021
Position level code	4A Coordinator Leader		
Position statement	Coordination of the Design Team for the pre-construction, design, implementation and finalisation of a range of projects; civil, public domain and structures.		

Position Specific Tasks and Activities		
Key area	**Duties and responsibilities**	**Standards for achievement**
Coordination & Administration	• Coordinate the design and documentation of a range of projects; civil, public domain and structures for BVSC. • Supervise, mentor, provide professional development and coordinate the Design team activities, including Cadets. • Assist in the production and maintenance of the capital works 1 Year Operational Plan. • Maintain project documentation in accordance with the Project Management Reporting Framework. • Prepare internal reports for Manager Project Development. • Liaise with BVSC staff, other government departments, private business and the general public. • Provide technical advice on design and construction standards within qualifications and competence.	• The design component of Capital works, as contained in the 1 Year Operational Plan are delivered within 90% of agreed timeframes. • Supervised staff are up-to-date with current engineering standards and practices. • Ensure the implementation of the Project Management Reporting Frameworks across all projects – 100% Compliance. • Technical advice is correct and provided within a timely manner.
Project Planning & Scoping	• Consult with asset owners and relevant stakeholders to prepare detailed project briefs and scopes. • Develop and implement Project Plans and programs in accordance with agreed briefs and scopes. • Develop cost estimate and plans, and monitor project budgets for the duration of the project.	• Ensure that all projects have project briefs and scopes – 95% Compliance. • Ensure that all projects have cost estimates – 95% Compliance.

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Position Specific Tasks and Activities		
Key area	**Duties and responsibilities**	**Standards for achievement**
Investigation & Design	• Act as Civil Design Subject Matter Expert (SME) advising senior staff on legislation, regulations and current best practice. • Undertake design and documentation of civil, public domain and structures for BVSC. • Develop and review design guidelines and procedures	• Ensure that design guidelines and procedures are reviewed on an annual basis to ensure they are up to date with current engineering standards and practices - 100% Compliance. • Ensure that all design and specification are peer reviewed – 100% Compliance.
Contract Administration	• Preparation of specifications and contract documents for tender. • In conjunction with Supply Services, coordinate the tender process for consultants and contractors. • Management of contractors and consultants, including: ○ Contractor induction ○ Contractor insurances, WHS and environmental controls and documentation and associated compliance issues ○ Evaluation and authorisation of payment claims associated with contracts ○ Inspection of works performed by contractors ○ Conducting meeting with contractors	• Ensure that all contract and tenders are peer reviewed – 100% Compliance • Ensure that contractor and consultants documentation (WHS, insurances, etc.) is in accordance with the contract - 100% compliance • Ensure payment claims are authorised in accordance with the contract – 95% compliance
Quality Assurance & Inspection	• Prepare inspection test plan and develop quality assurance standards and procedures. • Inspect works carried out by contractors and Works Team to ensure compliance with design and specifications. • Provide specialist technical advice as required.	• Ensure that works carried out by Contractors and Works team comply with specification and design – 100% Compliance
Innovation and adaptability	• Willingness to suggest and adopt new initiatives. • Capacity to adapt to and promotes change in the workplace. • Identify and use contemporary technology and equipment. • Keep up to date with current best practice design and project delivery practices.	• Promote and adopt new initiatives , changes, technology and equipment

General Position Requirements	
Key area	**Expected Behaviours**
Leadership and management	• You use structured processes to plan, lead organise and control your people and resources. • You provide employee performance feedback on a regular basis to people in your area.
Risk management, Work Health and Safety	• You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	• You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	• You monitor the budget allocated to your section regularly and manage revenue and expenditure to ensure budget remains on-track. • You contribute input to the budget estimate process based upon the agreed business plan deliverables. • You comply with the organisational procedures for procuring services and supplies, including tendering processes.

Our Values Commitment: PLaCE	
We are committed to and believe	
People matter	We care for our people and each other
Learning is important	We learn and innovate
And we	
Can do	We have a can do approach and focus on solutions and outcomes
Engaging the whole organisation	We engage and communicate clearly and consistently

Behavioural Competencies	
Value Description	**Expected Behaviours**
People matter	• You publicly role model the PLaCE values. • You ensure employees have a work-life balance. • You ensure safe work practices are used by employees/contractors/volunteers. • You ensure all people are treated inclusively by the team, regardless of differing ideas, perspectives and backgrounds.
Learning is important	• You ensure all employees have a current learning/career plan in place and ensure their attendance at all mandatory training events. • You review your own and your team's performance and ask for feedback to learn and improve. • You support and foster continuous improvement in team activities.
Can do	• You actively support organisational change initiatives and encourage your team to also do so. • You focus on solutions rather than the problem. • You work with stakeholders in tailoring services to meet or exceed their expectations. • You oversee the resources of the team to ensure outputs are delivered when expected, within budget, and with the required quality. • You celebrate success and achievement by the team and by individuals. • You appropriately challenge and resolve poor performance and inappropriate workplace behaviour.

Behavioural Competencies	
Value Description	**Expected Behaviours**
Engaging the whole organisation is important	• You support and communicate corporate messages and information to the team, including promoting 'above the line' behaviour. • You look to work together, across and outside typical groups; initiating joint approaches to efficiently deliver services. • You listen to and involve colleagues and external stakeholders and respond positively to suggestions before making decisions. • You support/drive initiatives and actions that lead to a 'one-team' culture.

Knowledge, Skills and Qualifications

Skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated experience in project, consultant and contractor management
- Demonstrated knowledge and experience in the delivery of civil works projects. Five (5) years' experience (indicative).
- High level written and verbal communication skills including the ability to liaise and negotiate effectively with internal and external stakeholders
- Demonstrated high-level experience in computer-aided design (CAD) such as Autocad, Civil Cad and Civil 3D.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as a high level of proficiency in the use of Microsoft Office products and the ability to utilise software and systems to record and extract data.

Qualifications and licences

- Degree-level qualification in Engineering or related discipline Degree
- Current NSW Class C Drivers Licence
- SafeWork NSW General Construction Induction Card (White Card)
- Computer-aided design course or 10 years related-experience (indicative) in the use of Autocad , Civil Cad & Civil 3D

Conditions of Employment

Status	Permanent full time		**Hours per weeks**	35
Award classification	Band: 3	Level: 3	**Award**	Local Government (State) Award 2017
BVSC grade	15			
Pattern of work	8.30am to 5.00pm, Monday to Friday with one hour unpaid lunch break			
Special requirements	☐ Weekend Work ☐ Evening Work ☐ Public Holiday Work ☐ Participation in on call roster ☐ Other: Enter details of any other special requirements of this position.			

Delegations

Staff	Number of direct report positions: 3		Staff span of control: Nil
Budgetary	$ Nil		
Purchasing	Purchase Card Entitlement	☒ Yes ☐ No	Purchase card limit: $1,000
Statutory	As per BVSC Register of Delegations		
Security	Access to Zingel Place Building, anytime		

Benefits			
Motor vehicle	Work Related Vehicle (leaseback)		
Information technology	☒ Workstation PC	☐ Laptop	☐ Tablet
	☐ Tablet	☐ Camera	
	☐ Other: Click here to enter text.		
Telecommunications	☒ Desk Phone	☒ Mobile Phone	☐ Wi-Fi Dongle
	☐ Other: Click here to enter text.		
Workwear	☐ Corporate uniform	☐ Outdoor uniform	☐ Not applicable
	☒ Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses		

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Design Engineering Coordinator		
PD Number(s)	PD479, PD479a	
Completed by	Name: Daniel Djikic	Date:30/10/2020

Administration		**Notes**
Computer Use (including hand held tablet) *generic screen based*	Yes	
Sitting at desk	Yes	
Standing for long periods *if yes, please indicate length in hours*	No	
Manual Handling		**Notes**
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	No	
Heavy Lifting/Carrying (16kg and above)	No	*Note- If yes manager/coordinator to liaise with WHS Officer*
Climbing	No	
Bending	No	
Kneeling/Squatting	No	
Reaching	No	
Sequential/Repetitive movements in short period of time *is the ability to carry out a repetitive action doing the same thing over and over again*	Yes	Computer use
Manual dexterity/manipulation *is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletol and neurological functions to produce small, precise movements*	Yes	Computer use

Work Environment		Notes
Works in isolation from other staff *remote supervision*	No	
Walking *including distance eg job sites*	Minimal Likelihood	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	No	
Works outdoors *majority of work is outdoors*	No	*Note-if yes a functional assessment may form part of the pre employment medical*
Works in a customer service environment	Minimal Likelihood	
Confined spaces *if yes this must also form part of position description*	No	
Requirement to wear personal protective equipment (ppe)	Yes	When out on work sites
Working at heights *if yes this must also form part of position description*	No	
Task Involving		**Notes**
Exposure to chemicals *fuels, chlorine,insecticides*	No	
Exposure to biological hazards *animal products, live animals, biohazard*	No	
Exposure to excessive noise *work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day*	No	*Note-if yes a baseline hearing test may form part of the pre employment medical*
Exposure to airborne odours and particles *means a contaminant in the form of a fume, mist, gas, vapour or dust*	No	*Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"*

Exposure to sunlight *work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm*	No	*Note-if yes a baseline skin screening test may form part of the pre employment medical*
Exposure to some infectious diseases	No	*Please see Immunisation Procedure (including matrix) for clarification*
Vehicle/Plant/Equipment		**Notes**
Vehicle Travel *travel to/from job site, this could include sitting for periods of time in a vehicle*	Yes	
Plant/Equipment and or vehicle operation	Yes	*Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment*
Cyclic Workload		**Notes**
Peaks and Troughs	No	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		**Notes**
High turnover of work	No	
Tasks involving interacting with distressed people	No	

Privacy Disclaimer

Council acknowledges the implications when an indivisual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.