

Position Description

POSITION	Development Engineer	
REPORTS TO	Team Leader Development Engineering Services	
DIRECTORATE	Sustainable Environment and Economy	
BRANCH	Sustainable Development	
CLASSIFICATION	Grade 9 This position is a stage of a multi-graded position 8/9/10. Progression is based on assessment of suitability against the next stage position requirements and it is not automatically granted.	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations Courts

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To provide specialist engineering input to development control in accordance with legislation, local environmental plans, development control plans and policies aligned with Council's and the community's priorities.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Assess development applications and provide concise report to relevant Council staff with regard to engineering criteria, based on up-to-date information, achievable, equitable approval conditions and justifiable grounds for refusal.
- Inspect development works carried out by others and ensure development complies with conditions of consent and Council's specifications for engineering works and policies.
- Assess and determine subdivision and strata certificate applications in accordance with the requirements of the relevant legislation, conditions of development consents and Council's policies and guidelines and other relevant standards.
- Assess and determine subdivision works certificates in accordance with relevant legislation, conditions of development consent, Council's policies and guidelines and other relevant standards.
- Inspect and supervise subdivision and engineering works, ensuring compliance with subdivision works certificates, Council's approvals and engineering construction standards.
- Sign and issue correspondence relevant to the position including but not limited to:
- Determine and issue correspondence relating to the refund of application and related fees and release of security bonds;
- Directing a person or persons to comply with an Act, Regulation or Council Policy;
- Determine and sign any correspondence or matter within the responsibility of the position.

- Liaise and consult with the public (developers, consultants, community groups, etc.) through personal contacts, correspondence and telephone on statutory requirements regarding development control, in particular engineering based control matters.
- Prepare and give evidence for the Land and Environment Court
- Contribute to the development, implementation and review of policy and procedures.
- Carry out functions of the Roads Act 1993 as per "Delegations to Councils - Regulation of Traffic"
- Assess and determine applications under s138 & s125 of the Roads Act 1993.
- Assess and determine applications under s68 of the Local Government Act 1993.
- Assess and determine road names for subdivisions in accordance with the requirements of the Roads Act 1993 and Council's policies and guidelines.
- Assess requests for creation or cancellation of easements, covenants or restrictions over land required by conditions of development consent and act as Council's authorised person for endorsement of these documents.
- Provide information and advice to customers, internal and external, on matters within scope of duties, including for example advice on flood planning levels in accordance with Council's adopted flood studies, management plans and policies and guidelines.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Relevant tertiary qualifications in civil engineering, or a related discipline.

Experience

- Experience in an engineering role relevant to local government and/or the development industry.

Knowledge

- Working knowledge of engineering matters affecting assessment of development proposals, relevant legislation and the statutory instruments of development, building and subdivision control in the operational context of local government.

Civil Liabilities

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above. The Civil Liability Allowance will be applied to the role when the incumbent is signing off on Council's assets. The Civil Liability Allowance involves:

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

Competencies

Demonstrated ability to:

- Deliver quality service outcomes in a legislative framework.
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Tertiary qualifications in engineering, or a related discipline, and equivalent demonstrated experience.
- Demonstrated experience in the areas of planning and development, and associated infrastructure requirements.
- An understanding of all relevant legislation including the Roads Act, Local Government Act, Environmental Planning & Assessment Act, State Environmental Planning Policies, and associated regulations.
- Developed problem solving and analytical skills and written communication skills with ability to write well argued, technical reports.
- Developed organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Developed interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.

- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint) including Geographical Information Systems (GIS).
- Current Drivers Licence.

Preferred Criteria

- Experience in the assessment of development related applications from an engineering perspective.
- Experience in the use or interpretation of hydrologic, hydraulic, water quality and flood models such as DRAINS, Tuflow, Hec-RAS, RAFTS, MUSIC, WaterRide, etc.
- Awareness of the NSW state government flood prone land policy, and the floodplain development manual.
- Experience in the interpretation of traffic assessments and intersection analysis using models such as SIDRA.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Team Leader Development
Engineering Services

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐