

Position Description

POSITION	Graduate Development Engineer	
REPORTS TO	Team Leader Development Engineering Services	
DIRECTORATE	Sustainable Environment and Economy	
BRANCH	Sustainable Development	
CLASSIFICATION	Grade 8 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

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 undertake development application assessments relating to engineering matters and to assist Development Engineers to provide specialist advice 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

- Undertake and assist with the engineering assessment of applications for development, construction certificate, subdivision certificate, strata certificate and approvals under the Local Government Act and Roads Act.
- Providing concise reports to Development Engineering Supervisor and Development Engineers with regard to engineering criteria, based on up-to-date information, achievable, equitable approval conditions and justifiable grounds for refusal.
- Undertake and assist with inspection of development works carried out by others and ensure development complies with conditions of consent and Council's specifications for engineering works and policies.
- 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.
- Contribute to the development, implementation and review of policy and procedures.
- 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

- Degree in Civil Engineering.

Experience

- Work experience in an engineering environment (including, civil, surveying or land development) is desirable.
- Previous experience in a customer service or office environment is desirable.

Knowledge

- General knowledge of engineering principles (or desire to learn) relating to access driveways, parking areas, roads and drainage, traffic, stormwater management, earthworks, water supply and sewerage infrastructure.
- General knowledge of Local Government in relation to development matters.

Competencies

Demonstrated ability to:

- Be self-motivated and show initiative in the delegated areas of responsibility.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply sound interpersonal skills including the ability to communicate both in writing and verbally.
- 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

- Degree in Civil Engineering completed in the past 12 months, or currently in the final year of study.
- Demonstrated interest and understanding of Civil Engineering and desire to learn.
- Sound organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Well-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).
- Current Drivers Licence.

Preferred Criteria

- Previous work experience in an engineering, customer service or office environment.

- WorkCover Construction Induction Certificate.
- 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 ☐