

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Principal Development Engineer		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Development Services
Salary Grade:	12	Award Band and Level:	Band 3 Level 3
Position Reports to:	Development Services Manager		
Staff Management:	2 direct reports		
Budget Responsibility:	TBC		
Date Created:	September 2017	Date Last Reviewed:	
Version:	1	Document Number:	

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support
- Strategic Planning

The Development Services Unit is primarily responsible for the assessment of development applications and associated applications, as well as enforcing conditions of consent and controlling unauthorised land use activities.

This Unit works closely with other Units within the Directorate which are responsible for related functions.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to co-ordinate the provision of professional development engineering services through the timely assessment of applications and the supervision of works associated with development and subdivisions, in order to ensure that development achieves Council's objectives and is compliant with relevant legislative requirements.

KEY ACCOUNTABILITIES

1. Co-ordinate and participate in operations relating to development engineering, including;
 - The processing of Development Applications, Section 96 and 82A Applications; and the processing and determination of Civil Construction Certificates, Subdivision Certificates and S.138 Road Act Applications;
 - Development Assessment Unit (DAU) and Pre-DA Meetings;
 - Inspections and acceptance of civil works constructed by developers;
 - Provision of specialist technical expertise and professional advice to team members and other departments of Council, as required;
 - Ensuring correspondence is responded to, complaints are acted upon, and accurate records are maintained in accordance with Council's service level standards using Council's Customer Request Management System; and
 - Reviewing and managing the performance of team members, and providing support and mentoring to promote a positive work environment.
2. Provide effective leadership to the Development Engineering team, including;
 - Reviewing performance with staff, provide appropriate feedback identifying training requirements and support to assist in achieving Team objectives.
 - Providing technical guidance to staff.
 - Facilitating the development of team goals and priorities to ensure that the team and organisational outcomes are achieved in an effective and efficient manner.
 - Providing mentoring to staff to assist in their professional development.
 - Fostering a constructive and customer focussed team environment.
3. Ensure the Development Services Manager and Director Planning and Environment are kept informed of issues relating to any matters which may affect the operation of the Council or its relationship with customers and/or the general public.
4. Assist with preparing and monitoring the budget for the Development Services Unit.
5. Attend and represent Council at meetings for example Council, Councillor Briefings, and JRPP meetings, which may involve out of normal working hours attendance.
6. Represent Council as an expert witness in Court, for example the NSW Land and Environment Court.
7. Administer, assess and release performance/maintenance bonds in relation to engineering works.
8. Assist Council to perform the functions of a Principal Certifying Authority with respect to subdivision work.
9. Provide detailed written and verbal advice regarding engineering assessment and Council's plans and policies.
10. Represent Council during discussions with relevant stakeholders, and reconcile differing points of view in respect of engineering matters.
11. Keep up to date with industry and legislative developments relating to development engineering.
12. Develop and review relevant forms, guides, policies and procedures relating to engineering matters such as civil construction certificates and subdivision certificates.
13. Any other accountabilities or duties as directed by the Supervisor/Manager which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in civil engineering, or other relevant tertiary qualifications, with the eligibility for acceptance to Engineers Australia.
2. Demonstrated extensive knowledge and experience in subdivision and development assessment, and interpretation of related complex and technical controls, legislation and policies.
3. Proven detailed working knowledge and experience in applying principles relating to on-site stormwater detention, hydrology and hydraulics, flooding, road and drainage design, traffic engineering, and geotechnical.
4. Demonstrated knowledge and understanding of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Roads Act 1993, and associated Regulations.
5. Demonstrated experience in legal case presentation for court proceedings and appearing at court as an expert witness.
6. Demonstrated highly developed interpersonal, written and verbal communications skills including report writing and public presentation skills and the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
7. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate mutually beneficial outcomes and resolve conflict in a difficult environment.
8. Demonstrated strong time management skills with the ability to prioritise workloads and meet deadlines within an environment of competing demands.
9. Solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Electronic Document Management systems and computer based Land Information Systems.
10. Current Class C unrestricted drivers licence.

Highly Desirable

1. Demonstrated experience in a supervisory position.
2. Previous experience in local government.
3. A sound working knowledge of other relevant NSW legislation, including Rural Fires Act 1997, Water Management Act 2000, and associated Regulations.
4. Current WorkCover NSW Construction Induction Card.

SIGNATURE

Employee

Full Name:			
Signature:		Date:	