

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Senior Development Engineer		
<b>Position Number:</b>		<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Planning and Environment	<b>Unit:</b>	Development Services
<b>Salary Grade:</b>	9	<b>Award Band and Level:</b>	Band 3 Level 2
<b>Position Reports to:</b>	Principal Development Engineer		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	September 2017	<b>Date Last Reviewed:</b>	September 2017
<b>Version:</b>	1	<b>Document Number:</b>	DOC2017/059938

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 380 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 6.

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 provide professional development engineering input relating to development and subdivision matters in order to ensure that development achieves Council's objectives and is compliant with relevant legislative requirements.

## KEY ACCOUNTABILITIES

1. Assess Development Applications, Section 4.55 and Section 8.2 Applications; and assess and determine Civil Construction Certificates, Subdivision Certificates and S.138 Road Act Applications in accordance with statutory requirements and Council's codes and policies.
2. Inspect and accept civil works undertaken by developers.
3. Provide expert development engineering advice to internal and external stakeholders.
4. Attend and represent Council at meetings, including Pre-DA meetings and JRPP meetings, which may involve out of normal working hours attendance.
5. Represent Council in legal proceedings, for example the NSW Land and Environment Court.
6. Administer, assess and recommend whether performance/maintenance bonds in relation to engineering works, can be released.
7. Assist Council to perform the functions of a Principal Certifying Authority with respect to subdivision work.
8. Provide detailed written and verbal advice regarding engineering assessment and Council's plans and policies.
9. Represent Council during discussions with relevant stakeholders, and reconcile differing points of view in respect of engineering matters.
10. Respond to correspondence, action complaints and maintain accurate records in accordance with Council's service level standards using Council's Customer Request Management System.
11. Assist with the development and review of relevant forms, guides, policies and procedures relating to development engineering matters.
12. Keep up to date with industry and legislative developments relating to development engineering.
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 relevant experience in subdivision and development assessment, and interpretation of related complex and technical controls, legislation and policies.
3. Demonstrated sound working knowledge of on-site stormwater detention, hydrology and hydraulics, flooding, road and drainage design, traffic engineering, and geotechnical principles.
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 highly developed interpersonal, written and verbal communications skills including report writing 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.
6. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate mutually beneficial outcomes and resolve conflict in a difficult environment.
7. Demonstrated strong time management skills with the ability to prioritise workloads and meet deadlines within an environment of competing demands.
8. 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.
9. Current Class C unrestricted drivers licence.

### Highly Desirable

1. Previous experience in local government.
2. Experience in legal case presentation for court proceedings and appearing in court as an expert witness.
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: