

# Role Description

## Lead Project Development Engineer



<b>Title</b>	Lead Project Development Engineer
<b>Classification/Grade/Band</b>	Band 3 Level 3
<b>Directorate / Unit / Section</b>	Roads Transport Drainage and Waste / Road Assets Planning and Design / Project Development
<b>Reports to:</b>	Section Manager Project Development

### Vision

A vibrant and sustainable Central Coast.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In assisting to drive the overarching vision and purpose, the role of Lead Project Development Engineer is responsible for providing the comprehensive civil engineering project development details needed to deliver Central Coast Council's Roads, Transport and Drainage Unit's Four Year Delivery Program and Annual Operational Plan.

This will be achieved by management of professional and technical staff in assessing critical engineering and technical matters to deliver effective and innovative solutions for road and drainage related concerns. This will involve validating project scopes, calling and assessing of quotations, approval and engagement of consultants, reviewing detail designs and cost estimates and undertaking public consultation.



The Lead Project Development Engineer is required to engage with the Project Development Engineers within the section to coach, mentor and provide technical and construction guidance to develop complex civil engineering designs essential to the efficient delivery of road and drainage capital work projects.

### **Key accountabilities**

- Manage the development of road and drainage projects for council's Operational Plan in accordance with agreed timeframes and taking into account resource requirements;
- Manage the quality assurance review of design drawing projects managed by the Project Development Engineering team and recommend projects for approval;
- Manage investigations into various types of road and drainage engineering matters and prepare technical reports and cost estimates recommending appropriate actions to provide the most efficient and cost effective solutions to at times complex problems
- Coordinate the programming of engineering survey requirements for the Project Development Section to ensure delivery ahead of the design process;
- Liaise with external stakeholders including RMS and government departments to coordinate project scheduling, grant funding administration and facilitate a place-making approach to project delivery;
- Provide assistance and advice to other Departments in relation to design of road and drainage infrastructure and resolve construction related design issues;
- Prepare reports and recommendations on projects to gain construction approval;
- Coordinate and review the preparation of contract documentation and specifications and have a knowledge of tendering processes;
- Negotiate with specialist consultants on issues relating to specific design projects;
- Undertake project consultation within council, the community and other stakeholders;
- Ensure that customer enquiries relating to council's Operational Plan are assessed, reviewed and responded to in a timely and accurate manner;



- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience

### **Authority and Accountability**

- Ensure all relevant WHS requirements, including Council's Safe Systems of Work, are considered and addressed as a function of the professional advice or direction you provide to Council and external parties;
- Policy and procedures are readily available but the Lead Project Development Engineer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Lead Project Development Engineer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Lead Project Development Engineer is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Identifies requirements as an input to budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Give frank and honest feedback/advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.



## Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions;
- Build cooperation and overcome barriers to information sharing and communication across teams/units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

## Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek assistance of others to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organisation;
- Be aware of procurement and contract management risks and actions to mitigate these risks;
- Evaluate progress and identify improvements for future projects.



## Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

## Qualifications

### Essential

- Degree qualification in Civil Engineering or related field OR demonstrated solid contemporary experience in designing roads and stormwater drainage systems, combined with ongoing professional development;
- Current Class C Driver's Licence.

### Desirable

- Appropriate post-graduate, diploma or certificate qualifications in civil engineering or project management or related field;
- General Induction for Construction Work in NSW Certificate;

### Experience

- Extensive demonstrated experience, knowledge and skills in designing roads and stormwater drainage infrastructure;
- Proven project management and contract administration skills to effectively deliver external roads and drainage infrastructure upgrade design documentation to agreed performance criteria;
- Demonstrated expert problem solving and analytical skills and ability to conceptualise and visualise design proposals to assist in the development of three-dimensional computer models of roads and stormwater drainage infrastructure upgrades;
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;



- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.
- Demonstrated extensive proficiency in the review of civil engineering drawing to ensure project deliverables are met and appropriate quality and standards are consistently achieved;
- Ability to engage and manage interactions with other Government agencies, community and business groups, consultants and contractors and the wider community;

## Key Relationships

Who	
Internal	External
Service Unit Managers	Members of the public/residents/ratepayers
Section Managers	State and Federal Government Agencies
Team Leaders	Community organisations
Other Council employees	Consultants, solicitors and other professionals
Committee meetings of Council	Local business

