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| **Title** | Junior Development Engineer |
| **Classification/Grade/Band** | Band 3 Level 1 |
| **Group/Unit/Section** | Environment and Planning / Development Assessment |
| **Reports to** | Section Manager Development Engineering & Section Manager Engineering Certification |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthen and support the Central Coast Community.

**Values**

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

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Junior Development Engineer is responsible for assessing, reviewing the engineering aspects of developments to achieve Council’s requirements in relation to asset quality and management, safety and risk, sustainability, community expectations and impact on the built and natural environment

The position of Junior Development Engineer is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Under guidance undertake Assessment and determination of engineering and associated aspects of Development Applications and the determination of appropriate engineering conditions of consent.
* Under guidance undertake Assessment and determination of engineering designs for works in accordance with the Environmental Planning

and Assessment Act, Roads Act, etc.

* Calculate fees and provide quotations and/or invoices for customers in relation to applications for Subdivision Works Certificates and Roads Act Design applications and applications for Local Government Act Storm water Design Approvals
* Provide input to ensure orderly development of the Region to protect and enhance social and economic assets and the natural and built environment;
* Encourage the use of techniques and technologies that reduce demand on both natural and built infrastructure to support Council’s move towards sustainable development;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Decisions are either guided by practices, procedures and precedent & made in consultation with the immediate supervisor;
* The work of the Junior Development Engineer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Junior Development Engineer is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.
* Has little or no responsibility for 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**

* Be adaptable, flexible and focused when dealing with change;
* Represent Council honestly, ethically, professionally and lead by example;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
* Be responsive to the input of others and works to understand their perspectives.

**Interpersonal Skills**

* Listen to others and asks appropriate, respectful questions and adapts behavior accordingly;
* Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers’ needs;
* Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

**Business Enablers and Technical Skills**

* Complete tasks to agreed timeframes and standards with guidance and contribute to ensure achievement of team goals;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Understand delegations and act within authority levels;
* Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
* Support system improvement initiatives and embrace new technologies;
* Purchase under delegation and comply with procedures;
* Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

**Team Work**

* Recognise and acknowledge individual/ team performance;
* Monitor and use resources responsibly to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

**QUALIFICATIONS**

**Essential**

* Completing Civil Engineering degree (3rd/4th yr) OR demonstrated solid contemporary experience in Development Engineering.
* Current Class C or Provisional P1 or Ps Driver’s Licence

**EXPERIENCE**

* Knowledge related to civil engineering design and land use development and a general knowledge of development and environmental planning;
* An understanding and/or interpretation codes, policies and precures related to civil engineering for land use development;
* Exposure to the Environmental Planning and Assessment Act, the Roads

Act and the Local Government Act is required together with an awareness of other related environmental and planning legislations/regulations;

* Demonstrated ability to build strong, credible relationships and influence, persuade or

negotiate outcomes that add value to the organisation;

* Understanding and knowledge to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Key Relationships

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| Internal | External |
| Chief Executive Officer | Community |
| Executive Leadership Team | State and Federal Government Agencies |
| Leadership Team | Industry representatives and associations |
| Unit Managers | Unions |
| Council employees | Vendors |