

## Position Description

<b>Position Title:</b>	Engineering Assessment Coordinator
<b>Business Group:</b>	Governance
<b>Service Unit:</b>	Regulatory, Planning & Assessment
<b>Salary Point:</b>	SP17
<b>Position Reports To:</b>	Manager Regulatory, Planning & Assessment
<b>Staff Management:</b>	Yes
<b>Budget Responsibility:</b>	Yes
<b>Date PD Reviewed:</b>	August 2019

### Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:

- Governance
- Strategy and Engagement
- City Wide Services
- Infrastructure and Property
- People & Culture

The purpose of the Governance Directorate is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of CN through internal services to all service units.
- The Directorate will also have direct community contact through the Regulatory, Planning & Assessment functions and customer/CN requests for information and advice.
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies.
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Units and Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment
- Transport, Traffic and Compliance

The purpose of the Regulatory, Planning & Assessment Service Unit is to ensure compliance to legislative requirements and provide advice to inform evidence-based decision making throughout and across CN.

<b>Workplace Health &amp; Safety</b>	
<b>WH&amp;S Level</b>	5
For specific WH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the WH&S Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WH&S Responsibilities, Authorities & Accountabilities.	

## Position Responsibilities

- Demonstrate effective leadership through the application of CN's vision, values, goals and principles.
- Encourage and create positive working relationships to facilitate a constructive and productive workplace.
- Manage team and individual performance and development, including mentoring of staff by ensuring that opportunities are presented to enhance learning and professional capability.
- Develop and continuously review strategies across functions and activities, ensuring the involvement of relevant staff within and outside the Team.
- Monitor, review and analyse external trends, developments and legislation relative to the Service Unit and adopting appropriate improvement opportunities.
- Manage stakeholder relationships through consultative processes that contribute to effective strategic, corporate and business plans.
- Utilise information management and communication systems to facilitate the effective delivery of the customer service strategy.
- Lead and manage projects to ensure the achievement of outcomes.
- Manage and control expenditure and activities against budgets.
- Prepare reports and submissions to CN.
- Research, develop and implement technical policies in areas relating to engineering and subdivision assessment ensuring sustainable urban design outcomes.
- Negotiate, procure and manage contracts to support CN's objectives.
- Effective determination of statutory matters within defined delegations.
- Provide advice, support and compliance to technical engineering related standards such as flooding, stormwater, parking and traffic.
- Continuously represent the team and the organisation in a positive, respectful and professional manner.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

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## Position Selection Criteria

### Essential

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- Bachelor's Degree in Engineering or a related qualification, and/or demonstrated capability through past employment experience.
- Ability to lead, influence and engage employees in ongoing improvement activities and professional development, establishing a performance-based culture with high workloads.
- Lead a team with high workloads to achieve quality development outcomes within time constraints to meet KPIs.
- Demonstrated financial management skills in preparing, analysing and managing budgets.
- Comprehensive understanding of relevant practices, policies, legal and legislative requirements in this field and an understanding of contemporary issues affecting the development and building industries.
- Demonstrated ability to think strategically, critically, logically and innovatively.
- Demonstrated high level oral and written communication skills to a broad range of audiences.
- Demonstrated ability to identify and use high level conflict resolution, problem solving and negotiation techniques involving community consultation, negotiating with developers, landowners and other customers regarding development assessment.
- Demonstrated project management skills with the ability to manage multiple projects, meet strict deadlines and deliver identified outcomes.
- A good working knowledge in the operation of project management, word processing, spreadsheet/database and GIS software.
- Current Class C drivers licence.

### Desirable

- Relevant post graduate qualifications.
- Demonstrated track record in the research, development and implementation of practical and innovative solutions to complex development, engineering and environmental issues.
- Understanding of contemporary issues affecting the development and building industries.
- Demonstrated knowledge and experience in managing major and contentious planning and development issues and concerns.