**Position Description**

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| **Position title:** | **Engineering Assessment Section Manager** |
| **Directorate:** | Planning and Environment |
| **Reports to:** | City Wide Development Assessment Manager |
| **Direct reports:** | Approx 9 |
| **Salary point:** | SP18 |
| **Decision making:** | Level 5 Management Hierarchy |
| **Work location:** | City Administration Centre, 12 Stewart Avenue, Newcastle West |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure

2. Corporate Services

3. Creative and Community Services

4. Planning and Environment

The Planning and Development Service Unit is part of the Planning and Environment Directorate and this role reports to the City Wide Development Assessment Manager.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s it like working in Planning and Development (P&D)?**

This position is within the Planning and Development (P&D) Service Unit who are responsible for leading strategic land use planning, development assessment, regulation and compliance functions and processes, to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area.

City of Newcastle has a rich heritage, being one of Australia’s earliest, and now largest cities, which has transitioned from its industrial beginnings into a dynamic modern economy. Working within P&D is an opportunity to contribute significantly to the development and planning of the city across a wide range of projects including precinct planning, transport planning, and major residential, industrial and commercial proposals not often available in other areas. P&D commonly determines development projects valued over $1Billion per year across a wide range of development types. As part of the P&D Service Unit, you will form an integral part of a professional, dedicated, and passionate team that supports professional development and opportunities.

The P&D Service Unit ensures compliance with legislative requirements, provides advice, and undertakes assessment to inform evidence-based decision making throughout and across City of Newcastle. The Service Unit has significant direct community and stakeholder engagement through its land use planning, development assessment and regulatory functions.

**What’s the focus of this position?**

This position is responsible for leading a team to provide a high level of professional service and specialist technical engineering advice to CN and the community. This position will ensure that development in the Newcastle local government area is consistent with planning instruments, development policies, relevant standards and environmental legislation.

The position is also responsible for managing team budget, formulating and implementing systems, processes and procedures that deliver continuous improvement, with regards to policy liaison and advice, development and engineering assessment and advice, legal case management and risk management.

A key challenge of this role is the ability to apply strategic planning principles to the assessment of large-scale subdivision development.

**What you’ll be doing:**

* Lead and support a team to undertake and review the assessment of development applications (subdivision focus), public infrastructure applications, flood information applications and engineering referrals ensuring consistent quality and timely outcomes / decisions are achieved in line with defined delegations, budgets, applicable legislation and CN policy.
* Participate on CN’s Development Assessment Panel (DAP); coordinate the application triage process for engineering matters, review reports to CN Committees, and case manage / assess major development proposals (subdivision focus) and modifications, State Significant developments and Regional Planning Panel matters.
* Prepare engineering assessment advice to internal and external stakeholders, including the preparation of detailed reports.
* Lead, influence and engage employees in ongoing improvement activities and professional development, establishing a performance-based culture.
* Prepare required documents, brief legal representatives and represent CN in the Land and Environment Court to ensure quality development outcomes.
* Work cohesively and collaboratively with internal and external stakeholders through a consultative process that contributes to effective strategic, corporate and business objectives.
* Coordinate the preparation, review and amendment of relevant policies / procedures including Development Control Plans and Local Environmental Plans, concentrating on policy connectivity between statutory and strategic planning.
* Negotiate, procure and manage contracts and contractors including the monitoring of service delivery to ensure quality and budget outcomes are achieved.
* You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you’ll need**:

* Bachelor’s Degree in Civil Engineering (or similar qualification) or significant experience in a similar role, plus extensive experience in the field of engineering and/or statutory, urban and / or environmental planning.
* Comprehensive understanding of relevant practices, policies, and legislative requirements in this field and an understanding of contemporary issues affecting the engineering, statutory land use planning and development industries.
* Experience presenting to Regional Planning Panels, Councils, Urban Design Panels, the Land and Environment Court, or other similar panels.
* Highly developed leadership skills with the ability to motivate a team to deliver outcomes and provide quality service within the identified timelines and scope of projects.
* Demonstrated financial management skills to prepare, analyse and manage budgets.
* Ability to think strategically, critically, logically and innovatively.
* Demonstrated high level oral and written communication skills to a broad range of audiences, including the ability to prepare detailed correspondence reports and submissions.
* Demonstrated high level skills in conflict resolution, problem solving and negotiation, including experience conducting community consultation, negotiating with developers, landowners and other stakeholders.
* Strong organisational, time management and project management skills with ability to work under pressure, coordinate teams and manage competing priorities.

**Other valuable skills you may have:**

* Relevant post graduate Engineering / Planning / Leadership qualifications.
* Demonstrated track record in the research, development and implementation of practical and innovative solutions to complex development and environmental issues.
* Understanding of contemporary issues affecting the development in Newcastle.
* Demonstrated knowledge and experience in managing major and contentious land use planning and development engineering problems and concerns.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |