

## POSITION DETAILS

<b>Position Title:</b>	Team Leader – Civil Design	<b>Position Grade:</b>	13
<b>Department/Group:</b>	Engineering and Project Delivery / City Infrastructure	<b>Position Status / Hours per Week:</b>	Permanent / 35

## PRIMARY PURPOSE OF THE POSITION

The primary purpose of the position is to lead a design team to deliver designs for capital projects listed in Council's Plan(s) as well as those projects which are created throughout the operational year.

In addition to the above, the primary purpose is to:

- Manage and coordinate the development of designs and provide technical support to your team, the Engineering and Project Delivery Department, and the wider organisation.
- Manage and coordinate the successful delivery of the forward planning design program.
- Critically review briefs/ business cases, or similar, for projects and make recommendations as required. Manage and coordinate pre-planning, project scoping and costing activities.
- Critically review designs and supporting documentation throughout each phase of design development to ensure all project and site needs, objectives, risks and issues are appropriately and satisfactorily responded to and that the design meets all relevant standards, codes and legislative (or similar) requirements. Ensure designs are supported by detailed costings and documentation that provides evidence of these considerations and allows for transparency in design decision making.
- Coordinate designs so that they consider contemporary design techniques and are cost effective solutions, and if required, recommend alternative options when the design scope exceeds the budget.
- Coordinate designs so they address environmental needs, maintenance requirements and aesthetics. Also, that sustainable products/materials are proposed wherever possible while meeting asset management requirements.
- Check the final design package is complete and consistent across all documents and make recommendation to the Senior Coordinator Design for final endorsement.
- Ensure QA process is undertaken to ensure the design considerations (Safety, Risks, Opportunities & Value Engineering) are thoroughly evaluated and documented.
- Attend design workshops with the relevant designer. Check that all supporting documentation including costings are prepared for each workshop gate/stage.
- Recommend improvements in the delivery of design services and contribute to business planning. Assist in the implementation, action and or delivery of items listed in the Department's Business Plan, designated within the Design Section.
- Undertake site inspections as required.

- Coordinate and monitor project, program and portfolio schedules via an Integrated Master Scheduling tool (IMS) – MS Project. Maintain an up-to-date operational knowledge of projects and programs and ensure that reporting requirements are met.
- Coordinate monthly team reporting.
- Undertake regular reviews of procedures and documentation so they stay relevant and up- to-date and reflect best practice and/or legislative changes (including WHS).
- Undertake administration duties in a timely manner.  
Anticipate issues and take appropriate mitigation measures prior to the event. Drive roadblocks within agreed timeframes to meet outcomes.
- Build a positive environment that fosters productivity, efficiency, client service and continuous improvement regarding service delivery.
- Provide leadership, mentorship and project support to the Project Development Department and wider organisation.
- Monitor and review the performance of individual team members and the overall performance of the team against the Department's KPIs.
- Day to day effective supervision of the allocated team within the Project Development Department.
- Ensure all designs and estimates are listed in their respective register.
- Ensure the effectiveness and productivity of civil design software.
- Meet the Department's Performance Indicators and Targets.  
To undertake tasks and actions as directed by the Senior Design Coordinator/Department Manager/Executive Manager and consistent with the experience, knowledge and training of the incumbent.

## SELECTION CRITERIA

### Education / Qualifications

- Degree qualifications in Civil Engineering.
- Class C Driver's Licence.
- Registered member of the Institute of Engineers Australia

### Experience/Specific skills

- Proven experience in leading and managing a civil based design team and providing sound construction advice.
- Demonstrated experience in guiding, mentoring, developing and monitoring individual team members whilst building their overall capability.
- Proven experience in civil designs including road and drainage design, traffic facilities, flood modelling and water sensitive urban design.
- High level professional and technical design skills including problem-solving, project costing and budgeting skills.
- Excellent written and verbal communication, negotiation and interpersonal skills, including the ability to liaise with technical and non-technical staff/stakeholders at all levels.
- Expert computer skills and proven experience in computer-aided design (CAD), Civil 3D, Drains (stormwater modelling program).
- Excellent knowledge of legislation, regulations, design standards, and code of practice relating to the design, construction and management of civil based project.
- Sound knowledge in flood modelling related software such as HEC RAS, ArcGIS and Tuflow.
- Sound knowledge in road pavement design.

- Knowledge of industrial relations, equal employment opportunity and work health and safety legislation and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace.

#### Personal Attributes

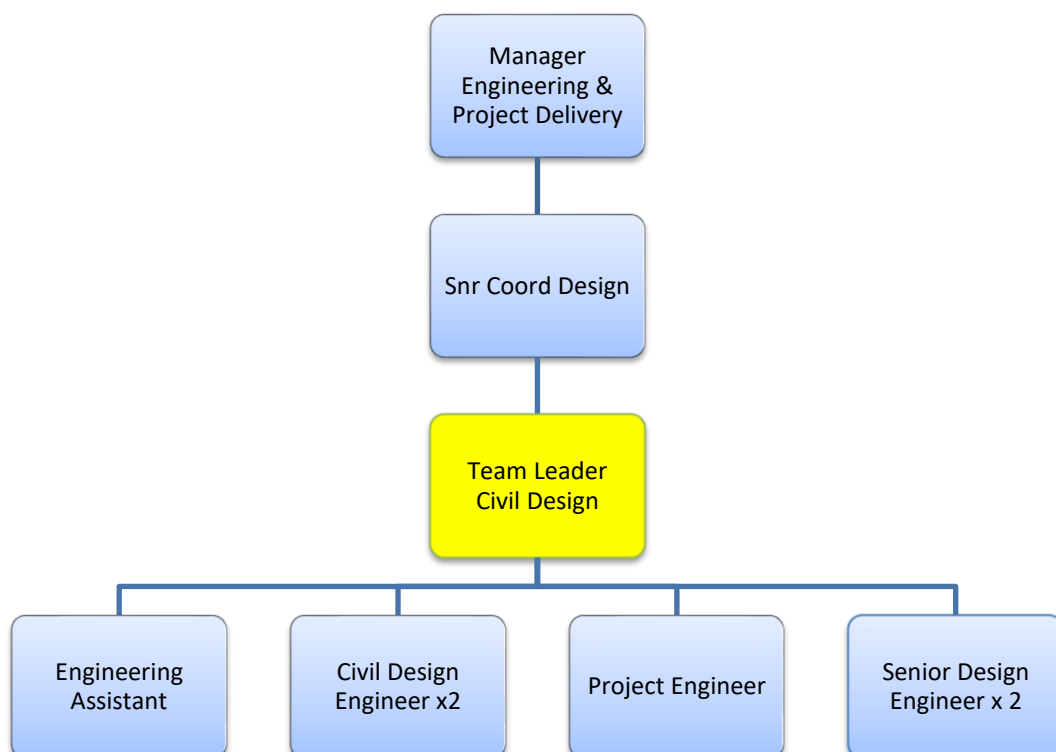
- Proven ability to lead, motivate and drive outcomes.
- Proven conceptual, analytical and problem-solving skills, including the ability to analyse and interpret information from different sources to pro-actively identify issues and risks and formulate strategies to address them.
- Excellent time manager, able to prioritise and meet deadlines.
- Strong self-awareness, emotional intelligence and resilience.
- Proven and demonstrated commitment to work as part of a team.
- Can do, positive and proactive attitude
- Covid-19 vaccinated

#### Desirable Qualifications, Experience and/or Skills

- Experience in surveying and structural design
- Chartered Engineer or registered professional engineer or working towards to become chartered or registered professional engineer.
- Bilingual language skills.

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

### ORGANISATIONAL CHART



## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PMC methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

**Injury Management**

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

**Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

**OUR VALUES**

All employees at City of Ryde are to observe our values which are:

**Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

**Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

**Accountability**

We are honest, transparent and act in the best interest of Council and the community.

**Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

**Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

Employee's Name	
Employee's Signature:	
Date:	