

POSITION DETAILS

Position Title:	Senior Design Engineer	Position Grade:	13
Department / Group:	Engineering & Project Delivery / City Infrastructure	Position Status / Hours per Week:	Permanent / 35 hours

PRIMARY PURPOSE OF THE POSITION

The primary purpose of the position is to undertake the forward planning and design of engineering works to ensure the successful delivery of Council's capital works program whilst applying engineering skills and knowledge to ensure that industry best practices are met.

The position is responsible for preparation and management of engineering designs and investigations across a broad range of infrastructure projects. It will include management of external design consultants, management of internal design projects, preparation of contract documentation for design projects and mentorship of design engineers.

In addition to the above, the position's primary purpose is to:

- Provide overall management and responsibility of the design phase of capital works projects including achievement of all relevant planning and statutory approvals.
- Deliver the engineering design program inclusive of the planning, scoping, specifications and design phases and contribute to the development of the long-term capital works program.
- To provide infrastructure designs and cost estimates including input into project design briefs, input into Council's standard technical drawings and specifications, undertake detailed investigations and ensure the quality of the Infrastructure Design team's drawings.
- Manage and develop the preparation of design documentation and cost estimates for multi-disciplinary projects including roads, stormwater, footpath, traffic facilities, cycleways, and other civil assets.
- To provide technical support, reviewing, mentoring and peer review to the Design Team and other departments of Council as required.
- Keep up to date with developments in legislation, acts, regulations, Australian Standards, RMS specifications, Austroads guidelines, National construction code, Council's policies and WHS requirements that relate to engineering.
- Peer review and commentary on design reports, plans and estimates by others in consultation with the project delivery personnel to ensure compliance with specifications and constructability.
- Apply time management skills to achieve completion of multiple design projects ensuring deadlines set are successfully achieved.
- Recommend and implement appropriate design solutions using innovative and cost effective materials and techniques to resolve and achieve effective, sustainable and environmentally focused outcomes.
- Undertake investigations and forward design associated with infrastructure design and project delivery.
- Promote continuous improvement and review process in the delivery of infrastructure design services.
- Undertake administration and cost estimation of projects as well as ongoing technical support to the construction team during the construction phase.
- To seek and provide council liaison with external consultants, including procurement, evaluation and contract administration in accordance with Council's Procurement Policy as required.
- Assist in development of standard drawings, specifications, business plans and checklists for continuous improvement within the Design Team.
- To assist in the preparation of design briefs and workshops.
- To promote and support continual development and mentoring of other engineering staff.
- Ensure the effective implementation of environmental, natural resource management and planning outcomes (including liaison and negotiation with key stakeholders).
- Review design documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for construction and in accordance with all relevant internal/external standards and legislations.
- Participate in post implementation reviews and recommend areas of improvement.
- Other relevant duties as directed to support the Engineering & Project Delivery Department, such as the review of external designs and RFI requests.

SELECTION CRITERIA

Education / Qualifications

- Bachelor of Civil Engineering, recognised by Engineers Australia.
- Class C driver's licence.
- Current WH&S Construction Induction Certificate (White Card).

Experience/Specific skills

- Exceptional knowledge of legislation, regulations, design standards, and code of practice relation to the construction and management of infrastructure.
- Extensive experience in the design of Infrastructure projects including preparation of specifications, tender briefs and cost estimates for procurement.
- Extensive experience in detailed design of geometric alignment (road, footpath and cycleway design), traffic facilities and stormwater drainage design
- Experience in providing engineering support and input for landscape and open space projects (town centres, playgrounds, sport fields, amenity building, etc).
- Stormwater drainage design including understanding of drainage network systems, including software packages such as Drains and other relevant hydraulic programs.
- Understanding of structural engineering and construction practices and providing suitable feedback.
- Highly proficient in computer systems knowledge and skills in AutoCAD, Civil3D/12D, Drains, vehicle tracking and similar road geometric design software, Microsoft Office Suite. Civil 3D, DRAINS and Microsoft Office Suite and Microsoft Project.
- Proven analytical, research and problem-solving skills with proven initiative in developing feasible solutions to complex technical problems.
- Providing reliable technical advice that balances competing design requirements and the management of technical risk in civil design projects.
- Ability to work effectively, either independently or within a team, displaying appropriate judgment, flexibility, accuracy, organisational awareness, problem solving and decision-making skills.
- Proven experience operating effectively as a member of a professional engineering team.
- Proven experience in mentoring and providing support to other engineers.
- Well-developed written and verbal communication, negotiation and interpersonal skills, including the ability to liaise with technical and non-technical staff/stakeholders and facilitate meetings/discussions to achieve desired outcomes.

Personal Attributes

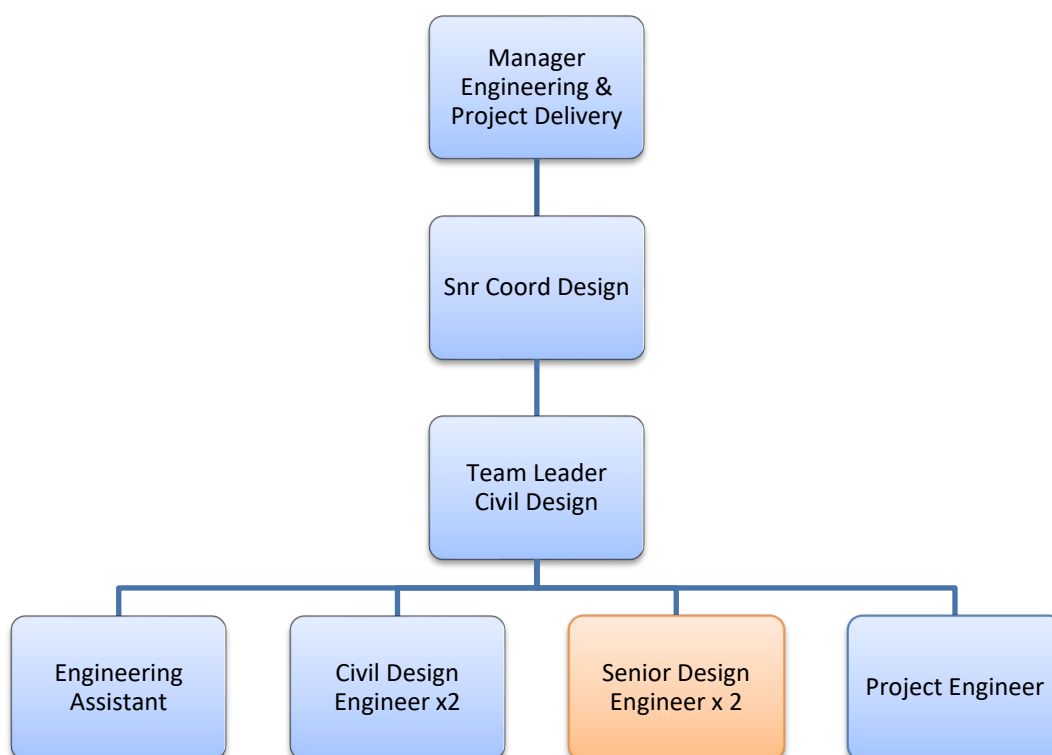
- Strong verbal and written communication skills with a client focus.
- Time management skills to achieve completion of multiple design projects ensuring deadlines set are successfully achieved.
- Proven conceptual, analytical and problem-solving skills, including the ability to analyse and interpret information from different sources to pro-actively identify issues and risks and formulate strategies to address them.
- Ability to liaise with technical and non-technical staff/stakeholders at all levels.
- Ability to mentor and guide Design Engineers and other technical staff.
- Ability to professionally represent Council in the community.
- Demonstrated Commitment to work as part of a team.
- Proactive, positive attitude.
- Generate a positive workplace culture in accordance with Council's Guiding Principles.

Desirable Qualifications, Experience and/or Skills

- Relevant experience in preparation of specifications, contract administration and project management.
- Experience in using HEC-RAS, TufLOW and Microsoft Project.
- Membership of the institution of Engineers Australia or the Institute of Public Works Engineers or similar.
- Council is committed to encouraging a workforce that is bi-lingual and reflective of the Ryde community profile. It is desirable that bi-lingual skills are disclosed by applicants for consideration during the recruitment process

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

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The following accountabilities below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Project Development Group of the organisation.

- Sportsground's delivery management
- Passive Parks & Reserves recreation delivery management
- Public trees delivery management
- Place delivery management
- Natural waterways delivery management
- Natural bushland footpaths and cycleways delivery management
- Public domain delivery management
- Street and public lighting delivery management (inc smart poles)
- Water quality & reuse delivery management
- Stormwater infrastructure delivery management
- Parking hardware delivery management
- Car Park delivery management
- Roads, bridges and retaining walls delivery management
- Wharves, jetty's, boat ramps and sea walls delivery management
- Footpaths & cycleways within open space delivery management
- Footpaths & cycleways within road reserves delivery management
- Manage suite of Design standards and specifications

CORPORATE ACCOUNTABILITIES

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

- | | |
|---|---|
| 1 | To comply with legislative requirements |
|---|---|

2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S 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
10	To achieve best value for money
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 PM CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
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
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

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:	