

# Position Description

## Development Engineer

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** October 2021

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 15 Entry to Step 4 plus Civil Liability Allowance
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Status of position:	Permanent
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Hours of work per fortnight:	70
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### Organisational relationships

Directorate:	Environment & Planning
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Section/Unit:	Development and Land Use Planning
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Team:	Development Services
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Work base:	Maclean or Grafton, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Coordinator Development Services
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Level of support and supervision:	High level of independence
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All staff within Council
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External contacts:	Developers, general public, Government Authorities, utilities, consultants, business operators etc.
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### Vision, mission and values

**Our vision:** To make the Clarence Valley a community full of opportunity

**Our mission:** To plan and deliver services valued by the community

**Our values:** the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



### Purpose of the position

Be responsible for assessing and providing professional engineering advice on a broad range of development matters, including the determination of the development applications, works certificates and subdivision certificates.

Participate in an efficient and responsive manner in the development assessment and delivery process, focusing on the needs of applicants, owners, the community, councillors and staff, whilst reflecting best practice in the provision of those services.

Ensure effective and efficient delivery of new infrastructure in accordance with relevant legislation, regulations and standards.

### Major duties and responsibilities

Assess the technical and engineering components of development applications and certificates by providing timely advice to inform approvals and conditions of consent, in accordance with Council's Local Environment Plan, Development Control Plans, engineering guidelines, relevant legislation and industry standards.

Work collaboratively with Council's development services team, across Council and with relevant government agencies regarding development applications, civil works and subdivision works.

Assess the suitability of technical studies associated with urban development, in particular hydrology, hydraulic, stormwater quality, geometric design, traffic and geotechnical studies, in accordance with relevant assessment criteria.

Apply Quality Assurance principles when undertaking field inspections to ensure that developments are being delivered in accordance with conditions of consent and relevant standards and guidelines.

Respond proactively to community and stakeholder questions and concerns about new or proposed development.

Contribute to a positive team environment and the achievement of the team and organisations objectives, with capacity to show initiative and work independently.

Administer Council's policy for private jetties/pontoons and boat ramps, process jetty, pontoon and boat ramp applications, construction supervision, inspection and maintain a register for jetties, pontoons and boat ramps installed in the Council's canal systems.

Provide technical input into strategic planning and developer contribution plans.

Represent Council at committees, public events, and any appeals and conferences held by Land and Environment Court, including participation in mediation sessions with developers and other affected parties.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

A degree in Civil Engineering or related tertiary qualifications; **or** equivalent relevant depth of industry experience

Sound knowledge of the development industry and the strategic planning of civil infrastructure including assessments under the *Environmental Planning and Assessment Act 1979*

#### Licences/tickets, clearances, membership

Current Drivers Licence

#### Experience

Demonstrated experience in development assessment, infrastructure design or project delivery.

Demonstrated experience in working collaboratively with a multi disciplinary team, the community and external stakeholders (for example, the development industry)

#### Position related skills

General computer literacy in email and internet usage and Basic Proficiency in Microsoft Word and Excel

### Essential selection criteria

Demonstrated high level written communication skills including the ability to write correspondence and concise accurate reports

Demonstrated well developed verbal communication, interpersonal and negotiation skills

### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

An understanding of geotechnical investigation principles

Experience working under other applicable legislation, including the *Local Government Act 1993*, *Biodiversity Conservation Act 2016*, *Community Land Management Act 2021* and the *Conveyancing Act 1919*

#### Licences/tickets, clearances, membership

Eligible for membership to Engineers Australia

General Construction Induction (White) Card

SafeWork NSW Traffic Control Work Training

#### Experience

Demonstrated expertise in the strategic planning of civil infrastructure

Expertise in Local Government development related issues

#### Position related skills

Demonstrated project management skills

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Frequent driving

Physically capable of outdoor work such as site inspections (walking on uneven ground, up and down slopes)

### Other features of this position may include

Attendance at Council meetings or community meetings after hours

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*