

POSITION DESCRIPTION					
Position Title:	Manager Development Engineering		Position No:	1356	
Directorate:	Development & Community		Section:	Planning and Growth	
Reports To:	Executive Manager Planning and Growth		Directs Reports:	4	
Indirect Reports:	0		Location:	Hervey Bay	
Version No: Jul 2018	Evaluation Code: CC01	Status: Approved	By: EMODC	Next Review: Jul 2020	
Position Objective				Our Values	
<ul style="list-style-type: none">➤ To lead and manage the Development Engineering Team to ensure the provision of specialist engineering expertise in the delivery of development assessment and construction inspections services within the Fraser Coast area in accordance with relevant legislation and Council procedures, policies and directives.➤ To assist the Executive Manager Planning & Growth in the development and review of the Fraser Coast Planning Scheme provisions and policies relating to development engineering.➤ Provide excellent customer service to internal and external clients.➤ To facilitate quality planning outcomes that supports the economic development of the region.				Trust Respect Accountability Initiative Teamwork Service	
Key Responsibilities and Indicators					
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs	
Technical	<ul style="list-style-type: none">➤ Leading, managing and mentoring the development engineers, technical officers and administration staff, in the provision, monitoring and reporting on land development engineering practices➤ Manage the development engineering team in the conduct of efficient, accurate, timely and thorough processing of development applications against Council’s Planning Scheme and policies.➤ Assist the Executive Manager Planning & Growth, Principal Planner and Senior Planners in the coordination of the work flow of development applications within the section.➤ Provide support, assistance and advice to staff in the Development & Community Directorate and to other Departments/Sections of Council on Development Engineering matters.➤ Negotiate with clients on acceptable design solutions/alternatives where appropriate for engineering works associated with a Development Application.➤ Carry out inspections of construction works to ensure compliance with minimum standards.➤ Carry out compliance investigation for engineering works to ensure development conditions are complied. Plans of Survey and other associated Titles Office documents are correct for Council purposes.			<ul style="list-style-type: none">➤ Completion of development assessments within statutory time frames.➤ Advice given is accurate and timely.➤ Resolutions are workable and achievable.➤ Engineering works comply with Council and accepted standards.	

Policy	<ul style="list-style-type: none"> ➤ Actively contribute to the development of accurate and appropriate policies, work practices and procedures for the Development & Community Directorate. ➤ Assist the Planners with the preparation and delivery of continuously improving policy. 	<ul style="list-style-type: none"> ➤ Progression and completion within time frames.
Communication and Customer Service	<ul style="list-style-type: none"> ➤ Adhere to, implement and promote the Development Client Manager Protocol. ➤ Promote the principles of best practice, customer service excellence and continual improvement. ➤ Form and maintain internal and external networks with key staff, community stakeholders and industry representatives to assist in the achievement of corporate goals. ➤ Conduct and/or participate in "without prejudice" conferences and Development pre-lodgement meetings between Council staff and applicants for pre-lodgement advice, negotiating conditions and resolving differences. ➤ Foster and maintain internal and external networks with relevant people and bodies to assist in an integrated approach to development assessment. 	<ul style="list-style-type: none"> ➤ Provide solutions that are workable and are implemented. ➤ Representation is in accordance with Council's Code of Conduct. ➤ As per Council's Customer Service Standards Management Policy.
Leadership	<ul style="list-style-type: none"> ➤ Motivate and lead the team to achieve efficient work practices. ➤ At the discretion or direction of the Executive Manager Development & Planning, undertake assessments of delegated reports including signing reports and notices in accordance with Council's Delegations Register. ➤ Mentor Junior Development Engineers and Technical Officers. ➤ Work with the Executive Manager Development & Planning, to set team goals and to monitor progress of professional development of staff. 	<ul style="list-style-type: none"> ➤ Ensure the exercise of delegated authority is in accordance with legislation and Council policies. ➤ Junior engineers' skills and experience are measurably improved.
Human Resource Management	<p>General</p> <ul style="list-style-type: none"> ➤ Demonstrate positive leadership in the achievement of corporate goals and objectives and foster an environment conducive to participation by all staff. ➤ Undertake all manager/supervisor responsibilities in accordance with Council's Human Resource Management Policies and the Enterprise Bargaining Agreement within the stipulated timeframes. <p>Performance Management</p> <ul style="list-style-type: none"> ➤ Adhere to Council's performance development and appraisal process, including coaching, training, mentoring and monitoring of employees' performance and conducting regular reviews. ➤ Ensure standards set are reasonable, clearly specified and effectively communicated to all employees. ➤ Ensure that employees are provided with effective work systems and other support necessary to enable standards to be met. ➤ Initiate strategies to address diminished work performance in accordance with Council's Diminished Work Performance Management Policy. <p>Staff Conduct and Discipline</p> <ul style="list-style-type: none"> ➤ Assist employees to achieve the required standard of 	<ul style="list-style-type: none"> ➤ 99% compliance.

	<p>conduct and ensure employee awareness of the possible consequences of failing to do so.</p> <ul style="list-style-type: none"> ➤ Ensure that inappropriate staff conduct and/or behaviour which breaches Council policies and procedures, legislative provisions or Council's Code of Conduct is addressed in a timely manner. <p>Leave Management and Absenteeism</p> <ul style="list-style-type: none"> ➤ Schedule and approve staff annual leave giving consideration to the employee's health, wellbeing, leave balance, operational requirements of the work unit and the notice period given. ➤ Monitor excess annual/long service leave balances and implement plans for staff with excess balances to take leave to reduce Council's leave liability. ➤ Encourage the responsible use of sick leave and monitor the sick leave levels of staff reports. Distinguish between incidents of chronic illness and patterns of unacceptable sick leave absences and use appropriate strategies to manage each. <p>Recruitment and Selection</p> <ul style="list-style-type: none"> ➤ Ensure that recruitment processes abide by the principles of merit, EEO, anti-discrimination & confidentiality & that specified timeframes for recruitment and selection activities are met in accordance with the R&S Management Policy and Procedure. 	
Planning and Financial	<ul style="list-style-type: none"> ➤ Assist the Executive Manager Development & Planning in the preparation of annual budgets and the register of fees and charges. 	<ul style="list-style-type: none"> ➤ Budget documentation is delivered in accordance with organisational requirements.
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Sustainability Requirements	<ul style="list-style-type: none"> ➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of the Council's planning framework and is incorporated into all facets of decision making and policy development. 	<ul style="list-style-type: none"> ➤ As per Council's Sustainability Charter.
Values	<ul style="list-style-type: none"> ➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours. 	<ul style="list-style-type: none"> ➤ As per Council's 'TRAITS' campaign.

	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.
Selection Criteria		
<ol style="list-style-type: none"> 1. Demonstrated experience in leading and motivating successful work teams to achieve individual, team and organisational goals. 2. High level experience with and demonstrated knowledge of engineering design and construction principles combined with demonstrated knowledge of relevant legislation, standards and procedures relating to town planning and development approval processes. 3. Demonstrated ability to research, analyse and investigate proposals. Illustrate these skills in the implementation of best practice engineering principles. 4. Highly developed communication skills, specifically: <ul style="list-style-type: none"> ➤ Written: research, compile and present thorough reports to Council and its delegates; ➤ Interpersonal: consult, advise and negotiate with internal and external clients and resolve conflict; ➤ People management: lead, motivate, coach and work as an active team participant. 5. Sound knowledge of computer software systems including the ability to use the Microsoft Office Suite, Council's Technology One/Proclaim system, Map Info and Document Management software systems and other Local Government Software Systems. 6. Demonstrated ability to plan, organise and maintain workflows to achieve established goals, objectives and priorities either individually or as a member of a team. 		
Qualifications/Licences		
Mandatory	<ul style="list-style-type: none"> ➤ Degree or Graduate Diploma (AQF level 7 or above) in Civil Engineering, or equivalent accredited by Engineers Australia. ➤ Demonstrated development (operational works) assessment experience. 	
Desirable	➤ RPEQ Certification (or willing to obtain).	
Licences	➤ Current Class C Driver's Licence.	
Mandatory Training		
	<ul style="list-style-type: none"> ➤ Work Health and Safety ➤ Duty of Care ➤ Code of Conduct ➤ Manual Handling ➤ Fire & Evacuation ➤ Corporate Systems Training 	
Conditions of Employment		
Status	Permanent full-time (Individual Flexibility Agreement)	
Award	Queensland Local Government Industry (Stream A) Award – State 2017	
Agreement	Fraser Coast Regional Council Certified Agreement 2018	
Classification Stream	Administrative, clerical, technical, professional, community service, supervisory and managerial services	
Classification	LGO Level 8 / IFA	
Allowances	Fraser Coast Regional Council Certified Agreement 2018	
Progression	As per IFA	
Work Pattern	As per IFA	
O/T Payable	As per IFA	
Uniform	PPE, As per Dress Standard and Corporate Uniform Management Policy	
Position Number:	1356	Position Title: Manager Development Engineering

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee Date: ____/____/20__