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| **Reports to** | Coordinator, Drainage & Technical Services | **Direct reports** | Nil |
| **Classification** | Band 7 |
| **Position number** | 556115 |
| **What will you do?**  **Service Delivery**   * Lead the provision and development of high quality Strategies and Policies relevant to traffic, drainage or development. * Provide specialist technical engineering advice on traffic, drainage or development matters to internal and external stakeholders. * Prepare reports on relevant matters. * Develop comprehensive responses to relevant State and Federal Government policies, strategies and initiatives. * Supervise specialist consultants engaged to deliver selected projects and manage project deliverables. * Represent Council, as required, on reference panels, committees * Deliver allocated Council Plan Action items. * Advocate and prepare bids and submissions for Council’s Capital Works Program, grants, road funding and subsidies. * Embed the customer charter by putting the customer at the centre of service delivery.   **Systems and process**   * Oversee the efficient delivery of projects, programs and services through the acceptable and existing technical, quality, time and financial frameworks. * Work within defined legislation, standards and policies. * Drive a safety first culture to ensure compliance to safe work practices and risk management compliant with relevant regulations.   **People**   * Lead, motivate and mentor the team in a way that builds trust and promotes accountability. * Actively engage key stakeholders in a collaborative way that supports project delivery success, the desired outcomes and achievement of our goals and objectives. | | **Who are you?**   * Tertiary qualified in engineering or other relevant field. * A professional with specialist skills, knowledge and sound experience in developing and reviewing strategies, preparing technical reports and advice. * Experience in coordinating public meetings and committees and making public presentations. * An experienced people leader who is able to develop and deliver against set objectives and budgets and maintain focus through all programs and projects. * Experienced in leading programs or projects in a collaborative manner which impact both internal and external stakeholders. * Ability to respond to changing priorities and complete tasks within tight timeframes. * A problem solver, able to formulate feasible options and facilitate position outcomes to meet the needs of internal and external stakeholders. * A negotiator, able to influence outcomes to achieve project and program objectives. * Knowledgeable in government, and local government organisations   **What do we expect?**   * Be dedicated to delivering a consistent, connected and customer focused service and model our values and Customer Charter. * Be committed to maintaining a safe and healthy workplace. * Act consistently with our Employee Code of Conduct. * Embed robust information management practices * Be flexible and responsive and be prepared to step-up in times of need. | |

**What are your key responsibilities?**

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| **Service Delivery** | * Develop briefs for relevant Council Plan action items annually, undertake research, stakeholder consultation, investigation, preparation of reports and documentation and complete within designated timelines and to the required standard. * Research, develop, review and monitor various strategies, as deemed necessary by the Manager. * Research and develop policies related to the provision of drainage, traffic, road safety, road network planning or relevant transport infrastructure. * Review engineering plans and provide development solutions to meet customer performance objectives. * Provide advice to developers and/or their consultants in relation to likely engineering requirements, statutory requirements and policies. * Identify and assess feasible infrastructure development options and prepare accurate cost estimates for infrastructure projects. * Prepare bids, grant applications and submissions to government and other relevant agencies, as required. * Deliver presentations to Council and other forums, as required. * Prepare project briefs and contract documentation in consultation with stakeholders, assess the suitability of consultants commissioned to undertake relevant related studies and facilitate the efficient delivery of projects, programs and services. * Lead, plan and undertake technical investigations and feasibility studies, prepare high quality reliable, well researched and professional advice and reports and develop insightful solutions to complex drainage, traffic or development issues, within time, budget and to the satisfaction of the Unit’s customers. * Carry out all works in accordance with quality assurance, safety and risk management systems and Council and Business Plan requirements. * Liaise and provide technical specialist advice to stakeholders and related parties in relation to programs, project service delivery and budgeting to optimise deliverables for Manningham and the community. * Prepare timely responses to meeting Manningham’s timelines to correspondence to customers as assigned. * Represent Council as required on reference panels, committees and forums to provide technical advice and present on issues as required to assist advocacy and promote Council’s objectives. * Report on key performance indicators and use expertise to analyse report results. * Resolve complex design and delivery issues with key stakeholders in a collaborative way. * Gain co-operation and assistance from members of the community, consultants, other agencies and other employees in the relevant areas of responsibility. |
| **Systems and Processes** | * Work with autonomy in project management systems and frameworks that promote excellence and provide transparency of progress and delivery of engineering projects. * Participate in audits as required. * Provide project performance reporting to internal and external stakeholders. * Undertake financial transactions within delegated authority including budget maintenance. * Demonstrate ongoing commitment for continuous improvement of processes to optimise team performance and ensure efficient and effective work systems and practice. * Ensure strong alignment of engineering services with business unit targets and organisational strategic objectives. |
| **People** | * Lead, motivate and mentor team members around project management and/or engineering. * Undertake people management practices in line with the polices of the organisation * Contribute to workforce planning models. * Build and maintain internal and external relationships, critical to success. |

**What are the key requirements?**

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| **Accountability and extent of Authority** | * Accountable for investigation, research, review and development of relevant strategies and policies and related issues. Providing accurate, high quality, reliable, well researched and professional technical specialist advice for the delivery of Council Plan Action items and the achievement of organisational goals. * Accountable for delivery of allocated projects on time and within budget. * Responsible for decisions, recommendations, reports and advice given to all stakeholders on relevant projects, processes, strategies and policies. * Authority to manage the allocated responsibilities and develop and implement relevant policies and procedures for the Unit. * Authority to provide development approvals including On-Site Stormwater Detention systems, Drainage Plans, and other related development approval services to meet customer performance objectives. |
| **Judgement and Decision Making** | * Provides specialist input into specific projects, resolves complex service delivery issues using professional skills gained, analyse and identify a range of solutions and decides on the most appropriate course of action. * Allocates and manages resources using professional experience with limited supervision to achieve project outcomes. * Guidance is not always available from the organisation |
| **Specialist Skills and Knowledge** | * In depth understanding of contemporary and effective engineering principles and practices. * Well-developed knowledge of relevant regulations and legislation to ensure compliance in practice * Significant project management skills. * Knowledge of budgeting techniques to develop and monitor project budgets. * Understanding of the long term organisational goals and how it relates to unit performance. |
| **Management skills** | * Lead, motivate and supervise others, as required, including prioritising workloads to meet defined deadlines. * Sound knowledge of people management and occupational health and safety policies. * Proven coaching and mentoring skills enabling the transfer of knowledge and skills in field of speciality. * Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities. * Well-developed problem solving skills. |
| **Interpersonal skills** | * Ability to gain cooperation of stakeholders including the community, employees and external contractors in the delivery of the project. * Well-developed negotiation skills and the ability to influence outcomes to achieve organisational objectives. * Ability to build and maintain strong stakeholder partnerships and relationships. * Excellent oral and written communication skills including the ability to prepare complex and accurate reports for Executive Management team and Councillors |
| **Qualifications and Experience** | * Tertiary qualified in engineering or other relevant field. * Sound experience in the preparation and development of Strategies and Policies on time and within budget. * Experienced in the use of Microsoft Office, MS Project, AutoCAD, GIS systems, SIDDRA and related software is preferred. * Drivers Licence valid in Victoria |