

POSITION DESCRIPTION

| Senior Development Engineer | |
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| DIVISION: | Engineering and Infrastructure |
| SECTION: | Projects and Engineering |
| ACCOUNTABLE TO: | Team Leader Development Engineering |
| STAFF REPORTS: | Nil |
| LOCATION: | Taree Admin Building |
| CLASSIFICATION: | Band 3 / Level 3 |
| GRADE: | |
| AWARD: | Local Government (State) Award |
| EMPLOYMENT STATUS: | Permanent, Full-time |
| HOURS OF WORK: | 35 |
| REVIEW DATE: | February 2017 |

POSITION OVERVIEW

This position is the senior technical development engineering role within the Development Engineering team and is responsible for the provision of development engineering related services, expertise and advice.

The incumbent of this position is expected to demonstrate the following attributes and capabilities in undertaking their role

| Personal Attributes | |
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| Display Resilience and Voice | Be open and honest, prepared to express your views, and willing to accept and commit to change |
| Act with Integrity | Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards |
| Manage Self | Show drive and motivation, a measured approach and a commitment to learning |
| Respect | Show respect for diverse backgrounds, experiences and perspectives |
| Work Safely | Take care of own health and safety and that of others |
| Communicate Effectively | Communicate clearly, actively listen to others and respond with respect |
| Customer Service Focus | Provide customer centred services in line with organisational objectives and agreed service standards |

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| Work Collaboratively | Engage and collaborate with others and value their contribution |
| Build Relationships | Gain consensus and commitment from others and resolve issues and conflicts |
| Deliver Results | Achieve results through efficient use of resources and a commitment to quality outcomes |
| Plan and Prioritise | Plan to achieve work and team priorities and respond flexibly to changing circumstances |
| Think Critically and Solve Problems | Think, analyse and consider the broader context to develop practical solutions |
| Demonstrate Accountability | Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in addressing risk |

| Leadership Capabilities | |
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| Manage & Develop People | Engage and motivate staff and develop capability in others |
| Inspire Direction & Purpose | Communicate goals, priorities and vision and recognise achievements |
| Optimise Business Outcomes | Manage resources effectively and apply sound workforce planning principles |
| Manage Reform & Change | Support, promote and champion change, and assist others to engage with change |
| Finance, Governance & Risk Management | Apply processes and decision making consistent with legislation, policies, available facts and constraints in order to create transparency, optimise value for money and appropriately address risk |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness |
| Procurement & Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance |
| Project Management | Understand and apply effective planning, coordination and control methods |

KEY ACCOUNTABILITIES & DUTIES

SPECIFIC

- Provide effective and efficient development engineering related services, expertise and advice within agreed budgets, time frames and service level frameworks.
- Provide a high level of development engineering services including but not limited to:

- o Strategic land use planning advice - engineering considerations, future public civil infrastructure needs, LEP/DCP advice.
- o pre-DA lodgment advice.
- o Engineering assessment of development applications - driveways, public infrastructure, OSD, coastal hazard, flood hazard, storm water drainage and detention, traffic and car parking.
- o Construction certificates - civil works.
- o Development related project surveillance - future public civil infrastructure, driveways, flooding and storm water infrastructure.
- o Development related asset returns - WAE, damage bonds, retentions.
- o Representing Council at the Land and Environment Court.
- Proactively contribute to Council's engineering standards, practices and processes relating to development to assist in their continuous review, improvement, documentation and currency.
- Mentor and coach development engineering staff or those other staff who support and assist with the development engineering process.

GENERAL

- Contribute to the delivery of organisational outcomes and the Projects and Engineering Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.

SELECTION CRITERIA

1. Degree level qualifications in Civil Engineering or a similar field.
2. Extensive experience and a record of achievement in the delivery of development engineering related services, expertise and advice, within financial and time constraints, operating across a diverse organisation.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role, including current Engineering Standards, Local Government Act, Roads Act, Environmental Planning and Assessment Act, Environmental Legislation and related Regulations and Codes.
4. Excellent communication and interpersonal skills that include the ability to support and coordinate multi discipline groups, influence stakeholders, resolve conflict and negotiate outcomes.
5. Well developed written communication skills, including the ability to prepare reports.
6. Demonstrated experience in budget management.
7. Problem solving skills of a high order.
8. Demonstrating experience in coaching and mentoring others in a team.
9. Current Class C Driver's Licence.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) ACCOUNTABILITIES

All Council staff are expected to adhere to Council's EEO policies and procedures including to provide employees with equal access to fair, prompt and confidential processes.

WORK HEALTH SAFETY (WHS) ACCOUNTABILITIES

All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW work, health & safety legislation. Staff are also expected to adhere to Council's relevant safe work instructions, policies and procedures.

RISK MANAGEMENT ACCOUNTABILITIES

All Council staff are expected to identify, minimise and report risks within their area of operation and responsibility and participate in risk management training as appropriate in accordance with Council's adopted Risk Management Policy and Framework.

FRAUD AND CORRUPTION ACCOUNTABILITIES

All Council staff are responsible to prevent, detect, mitigate against and report fraudulent and corrupt behaviour in accordance with Council's adopted Fraud and Corruption Control Policy and Strategy.

ETHICAL BEHAVIOUR

All Council staff are expected to ensure their personal conduct is ethical and consistent with Council's Code of Conduct and that their behaviour complies with Council's policies, procedures and principles.

DELEGATIONS

All council staff are expected to comply with the financial and operational delegations issued to them as per Council's delegations registers.

ACKNOWLEDGEMENT-

This position description and associated information is not to be considered as a comprehensive, complete and / or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Midcoast Council from time to time as necessary.

Employee's Signature:

Date:

Manager's Signature:

Date: