

# Position description

## Senior Design Engineer

Division:	<b>Engineering and Infrastructure</b>
Department:	<b>Projects and Engineering</b>
Reports to:	<b>Team Leader Project Development</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Taree</b>
Grade:	<b>11</b>
Employment status:	<b>Permanent , Full-time</b>
Hours of work:	<b>35</b>
Date approved:	<b>May 2019</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

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

### Key Accountabilities & Duties

- Provide effective and efficient design and engineering related services, expertise and advice within agreed budgets, timeframes and service level frameworks.
- Provide professional design direction and a high level of project development services relating to project investigation including but not limited to geotechnical, structural, hydraulic and hydrologic, survey, design, drafting, engineering consultation, project approvals, and project development data management.

- Proactively contribute to Council's engineering standards, practices and processes relating to projects development to assist in their continuous review, improvement, documentation and currency.
- Manage and coordinate the detailed design of the future Capital Works Program utilising own, internal or contract resource in a timely manner that backs into Project Delivery in line with the Operational Plan timeframes.
- Contribute to the delivery of organisational outcomes and the Projects and Engineering Operational Plan and other projects within the scope of the Projects Design Team as required.
- 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
- Work Health & Safety - 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 required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

### Selection Criteria

1. Degree level qualifications in Civil Engineering or a similar field.
2. Extensive experience and a record of achievement in the coordination and delivery of design and engineering related services, expertise and advice, within financial constraints, operating across a diverse organisation in a Civil Engineering field (particularly related to road, bridge and drainage design).
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. Demonstrated knowledge of design, and drafting computer packages related to road, bridge, drainage and pavements design.
5. Demonstrated knowledge of pavement design requirements related to the design of gravel and asphalt materials used in road construction.
6. Excellent communication and interpersonal skills that include the ability to support and coordinate multi discipline groups, influence stakeholders, resolve conflict and negotiate outcomes.
7. Well developed written communication skills, including the ability to prepare reports.
8. Demonstrated experience in budget management.





9. Problem solving skills of a high order.
10. Demonstrated experience in coaching and mentoring others in a team.
11. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
12. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
13. Current Class C Drivers Licence

## Position Capabilities

1. The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Foundational
 Results	<b>Plan and Prioritise</b>	<b>Advanced</b>
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

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:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☐