



Position Description

Role:	Senior Business Improvement Engineer
Department/Section:	Environment and Planning
Reports to:	Director Environment and Planning
Responsible for:	Nil

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

Reporting to the Director Environment and Planning, this role is responsible for undertaking a variety of complex projects, reviewing and amending policies and strategies in relation to the organisation. This position will work closely with the Executive Team and Manager Engineering to undertake and complete the assigned tasks.

KEY RESPONSIBILITIES

- Review and amend policies and strategies through to completion in a timely and cost effective manner
- Prepare, undertake and complete the projects in accordance with the established project plans
- Undertake data analysis on potential and current projects
- Manage budgets of the assigned infrastructure, civil and building works projects
- Coordinate consultants in the investigation, design and implementation of projects
- Prepare and review various technical reports and tender documentation
- Provide advice and direction on projects to the team and assist in managing complex projects
- Conduct, lead and coordinate business improvement tasks
- Prepare proposals for grants to external organisations to obtain funding to supplement budgets for various infrastructure works
- Analyse complex engineering issues, prepare documentation and represent Council at meetings with different stakeholders
- Promptly and accurately register and record all IT and corporate related correspondence and documentation including emails into Council's electronic Corporate Information Management System (ECM) as required
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy

OTHER DUTIES

Other duties may be allocated by the Director Environment and Planning and Manager Engineering and these will be in accordance with the employee's range of skills, competence, training and /or experience.

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES (Selection Criteria)

Essential:

- Tertiary Qualifications in Civil Engineering, Project/Contract Management or equivalent from a recognised tertiary institution and post graduate degree in Business or Economics related field, with eligibility for Graduate Membership of the Institution of Engineers Australia
- Minimum ten years' experience relevant to the position
- Demonstrated experience in review/writing of policy and strategies in relation to civil and transportation works
- Demonstrated experience in the design review of civil and traffic projects in accordance with relevant Australian Standards
- Demonstrated experience in reviewing Infrastructure Asset Management Plans, Environmental Assessment Process and Community Consultation
- Demonstrated experience in the coordination of consultants and contractors as well as engagement with the community
- Experience/knowledge of the preparation of contract documentation for various types of civil works and tender processes in accordance with the relevant Australian Standards
- Demonstrated experience in project management of civil, building construction and traffic projects, including design and construction experience and contract management experience
- Demonstrated ability to coordinate staff of own team and other departments
- Experience with implementation of asset management plans with special emphasis on roads stormwater and retaining wall assets
- Demonstrated computer skills relevant to the position and in particular database use, excel and basic word processing
- Current Class C driver's licence

Desirable:

- Ability to undertake road and stormwater designs and prepare CAD drawings
- Demonstrated commitment to continuous improvement strategies and the ability to embrace change

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2017*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Tertiary Qualifications in Civil Engineering Project/Contract Management or equivalent from a recognised tertiary institution
Experience:	Minimum ten years' experience relevant to the position
Commencing Salary / Range:	Group H Council Salary System plus Superannuation Band 3 Level 4
Position Approved By:	Director Environment and Planning
Approved Date:	January 2020

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....