



## ROLE DESCRIPTION

### Design Engineer

<b>Directorate</b>	Projects & Business Development
<b>Unit</b>	Project Development & Design
<b>Reporting to</b>	Coordinator Project Development & Design
<b>Position Number</b>	100205
<b>Band</b>	3/3
<b>Grade</b>	16
<b>Date of Review</b>	September 22

### Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

### Our Values and Behaviours



## Primary purpose of the role

The primary purpose of this role is to provide a high level of service in the development of road and drainage designs in line with Council's delivery and operational plans.

## Key Accountabilities

- Project manage and deliver designs for roadworks and drainage projects in line with Council's strategic objectives
- Ensure contractors and Council staff are communicated with and supervised using a mix of interpersonal skills
- Provide written reports on work related matters, manage up and ensure all project related documentation is produced to the required standards
- Mentor staff within the engineering team and facilitate their professional development while ensuring values and behaviours are adhered to
- Champion a safety culture within the team to ensure a safe work place for our people by monitoring compliance with policies, procedures, legislation, specifications and any other documentation required for the successful delivery of projects
- Carry out survey investigations to ensure that designs meet construction objectives

## Key Challenges

- Managing resources efficiently and maintaining lead times for the delivery of designs
- Managing various internal and external stakeholders
- Produce designs that are cost effective
- Leading yourself and stakeholders through complex and sensitive issues
- Applying knowledge to find solutions when things don't go as planned
- Understanding a variety of legislation, regulations and standards and understand how they impact this role

## Position Requirements

### Essential

- Bachelor's degree qualifications in Civil Engineering and minimum 6 years experience in Civil Infrastructure Design
- Eligible for membership to Institute of Engineers Australia.
- SafeWork Construction Induction Certificate (WHS White Card)
- Class C Drivers Licence
- Proven sound project investigation and design skills with civil engineering activities

### Desirable

- SafeWork accredited Certificate for Prepare a Work Zone Traffic Management Plan
- Tertiary qualifications in Project Management
- Experience in a range of civil engineering activities (survey, design and construction) in roadworks, drainage & subdivisions

## Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

## Key Relationships

Who	Why
Internal	
Coordinator Project Development & Design	<ul style="list-style-type: none"><li>✓ Receive advice and report on progress towards business objectives and discuss future directions</li><li>✓ Collaborate on project designs</li></ul>
Council Staff	<ul style="list-style-type: none"><li>✓ Provide advice and documentation as required</li><li>✓ Provide advice and give instructions on design aspects of construction projects</li><li>✓ Lead and mentor field and technical staff to achieve corporate objectives</li><li>✓ Ensure WHS, Quality and Environmental compliance</li><li>✓ Ensure compliance with policies and procedures</li></ul>
External	
Stakeholders	<ul style="list-style-type: none"><li>✓ Understand changing regulations, specifications and guidelines</li></ul>
Contractors/Service Providers	<ul style="list-style-type: none"><li>✓ Ensure documentation received/provided is accurate and expectations and scope of works is clearly defined and understood</li></ul>

## Role Dimensions

### Decision Making

Problems are often multi-faceted and require detailed research, analysis, and evaluation of information to address a number of complex alternatives, which are often not readily available. Judgement is important as there is often no right or wrong solution. Decision making is guided by Council's strategic plans, statutory guidelines and relevant legislation.

Regular planning is required to ensure activities are resourced and coordinated for day-to-day work including projects running to schedule.

Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

### Direct Reports

None

### **Financial Delegation**

None

### **Leaseback Motor Vehicle**

None

### **Technology**

Mobile Phone, Dual Monitors, Headset

### **Emergency Warden Responsibilities**

None

### **Immunisation Requirements**

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

### **On-Call**





None

### **Allowances**

Civil Liability Allowance

## Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

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

## Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>Is prepared to make decisions involving tough choices and weighing of risks</li> <li>Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>Takes responsibility for outcomes, including mistakes and failures</li> <li>Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>Oversees implementation of safe work practices and the risk management framework</li> </ul>

<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b> Assets and Tools	Advanced	<ul style="list-style-type: none"> <li>• Considers council and community assets in the design/delivery of services</li> <li>• Facilitates and monitors appropriate deployment of assets and tools in line with community priorities</li> <li>• Implements and monitors compliance with asset management and maintenance plans and policies</li> </ul>

## Acknowledgement

### Design Engineer

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

### Manager Asset Systems and Delivery

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_