

# Position Description



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|-----------------------------|--|
| <b>Position Title:</b>      | Senior Development Engineer  |
| <b>Position Number:</b>     | SDEN01   |
| <b>Purpose of Position</b>  | To provide development control engineering and traffic services and assessments for development applications and related applications and monitor the engineering construction work associated with these developments and subdivisions. |
| <b>Grade of Position:</b>   | <b>Band 6</b><br><br>Provides a professional advisory role both internally and externally. This position may manage several major projects or sections within a department.  |
| <b>Hours of Work:</b>       | 35 hours per week  |
| <b>Department:</b>          | Development & Regulation   |
| <b>Section:</b>             | Development Assessment Services  |
| <b>Position Reports to:</b> | Team Leader Engineering Assessment   |
| <b>Number Supervised:</b>   | Nil  |
| <b>Approved by:</b>         | Director Development & Regulation<br>Date: December 2021   |

## CONTACTS

### Key Contacts Within Department

- Director Development & Regulation
- Manager Development Assessment Services
- Team Leader Engineering Assessment
- Development Assessment Officers
- Senior Landscape and Tree Assessment Officers
- Compliance Officers
- Heritage Advisor
- Planning Panels Co-ordinator

### Key Contacts Council

- Council's Corporate Lawyer

### Key Contacts Outside Council

- Residents
- Development Applicants
- Councils Panel of Solicitors
- Ku-ring-gai Local Planning Panel
- Sydney North Planning Panel

**Budget Allocation:** N/A

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

.....

Signature:

.....

# Position Description



Date: .....

## GENERIC OUTPUTS OF THE POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all incidents and near misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Comply with all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene in accordance with Council's Corporate Dress Policy
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

### ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

#### 1. Required Qualifications/Certificates

- Tertiary qualifications in Civil Engineering or equivalent

#### 2. Required Experience

- Minimum 5 years experience in related field
- Ability to work in a diverse team environment
- Project management skills
- Excellent conflict resolution skills

#### 3. Required Skills

- High level communication skills
- Ability to work in a diverse team environment
- Project management skills
- Excellent conflict resolution skills

## OPERATIONAL OUTPUTS OF THE POSITION

- Act as Team Leader when required due to leave or other commitments.
- Assess and prepare recommendations and conditions for development and subdivision applications.
- Report on engineering assessment matters relating to development and subdivision applications and construction certificates.
- Provide expert technical advice for Land and Environment Court hearings.
- Check, approve and monitor construction of engineering designs associated with development applications, construction certificates and subdivisions.
- Provide advice and guidance on Council's Development Control Plans.
- Co-ordinate endorsement of subdivision linen plans and other conveyancing documents.
- Mentor and supervise junior staff.
- Investigate related complaints and respond to correspondence.
- Referral reports are of a high quality, accurate and complete. Reports should consider all relevant legislative requirements, be easily understood with clear conclusions and recommendations that follow from assessment of the key issues. There should be no successful challenges in the Land & Environment Court as a consequence of an inadequate assessment or failure to comply with statutory or policy requirements or adopted procedure within an officers' area of responsibility.
- All final referrals must include conditions of consent or reasons for refusal. Conditions of consent must be prepared in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and the Newbury Principles.
- Provide high quality technical advice to the public and applicants in respect of planning enquiries. Provide expert professional assistance to Council's Customer Service Centre and call centre.
- The practice directions of the Land & Environment Court as they relate to pre-hearing and expert witness directions be adhered to during the appeal process. No justifiable complaints are received from Council's solicitors.
- Ensure the Senior Development Engineer key performance indicators are met where reasonably achievable.