

## **SOUTHERN GRAMPIANS SHIRE COUNCIL**

### **POSITION DESCRIPTION**

#### **Position Details**

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Title:	Strategic Infrastructure Engineer
Classification:	Band 7
Position Number:	031.1
Business Unit:	Project Management Office (PMO)
Directorate:	Infrastructure & Sustainability
Reports to:	Manager – Project Management Office
Supervises:	Nil

#### **Our Vision and Values**

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##### **Vision**

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

##### **Values**

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities, and develop and inspire success

##### **Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

## Position Summary

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The Strategic Infrastructure Engineer role is integral to the development of Council's capital program and to support continued growth of our regional economy through the provision of engineering advice in response to planning application referrals. This senior role would also provide advice and guidance to various engineering and infrastructure related items, also undertake key projects as nominated by management

## Key Responsibilities

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In summary the responsibilities for this role include

- Contribute to the planning and delivery Council's long-term capital and works program with the objective to identify efficiency gains and opportunities to improve infrastructure planning and project delivery
- Further develop infrastructure design manual guidelines and specifications to establish accessible resources to assist external stakeholders such as developers, consultants and works contractors
- Consider environmental factors with the objective to influence capital and works planning, methodologies and timing to achieve greater efficiencies

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Strategic Infrastructure Engineer will include:

### **Strategic Infrastructure Engineering**

- Contribute to the development of the long-term capital and maintenance works programs specifically with the objective to ensure projects are appropriately planned for delivery
- Lead the development of infrastructure design standards to support internal officers involved in the planning and/or delivery of capital projects or works and external stakeholders such as developers, consultants and works contractors
- To provide high quality professional services relating to consultation and engagement across various stakeholders towards co-ordinated and planned project management activities for the Council's capital works and maintenance programs

### **Technical Development**

- Lead design development for forward capital and works programs to support business cases and project delivery
- Lead the development of Council's infrastructure design requirements for the purposes of reference material for internal capital projects and works and private developments and associated planning referrals
- Be self-motivated, proactive, keep up to date with latest engineering standards and techniques and ensure that all projects and services delivered meet corporate and legislative requirements

### **Innovation and Efficiency**

- Actively maintain knowledge and review Council's capital and works programs for the purposes of identifying opportunities to gain efficiencies through the consideration of programming, procurement, methodologies, materials, schedules, and other factors
- Investigate digital tools and applications which will further contribute to organisational efficiencies specifically within infrastructure planning, delivery, and asset management

### **Extent of Authority**

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- Responsible for the provision of specialist advice with the freedom to act subject to professional and regulatory review
- Accountable to the Assets Manager for meeting established performance objective
- Accountable for ensuring that all work is carried out to a high standard and within the required time lines
- Required to have a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position to enable the employee to select the appropriate course of action in any particular case
- Accountable for undertaking investigations and preparing reports in area of responsibility
- Commit to and adhere with Child Safety standards and Council's requirements

### **Judgement and Decision Making**

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- The nature of the work is specialised with methods, procedures and processes developed from theory and precedent. The incumbent is expected to apply established techniques and theories to new situations and/or investigate alternative techniques where not appropriate
- Ability to determine the best route to ensure the resolution of an enquiry using their discretion
- Ability to judge the relative importance/urgency of requests and tasks to Council

### **Specialist Skills and Knowledge**

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- A well-established working knowledge of contract administration, project management procedures and planning referral requirements
- Capable of undertaking technical inspections, documentation and reporting (design skills would be considered favourably)
- Knowledge of statutory and regulatory requirements pertinent to this role
- The ability to investigate, analyse and formulate policy
- An understanding of the external environment in which Council operates including current issues pertinent to the role and the long-term goals of Council

- Excellent communication and engagement skills across a diverse range of stakeholders
- A methodical, systems approach to work and
- Perceptive willingness and enthusiasm to work in a technical role

### Management Skills

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- Skills in managing time, setting priorities, and planning and organising one's own work as well as that of others to achieve specific objectives in the most efficient way possible within available resources and within a set timetable despite conflicting pressures
- Ability to motivate and develop staff to achieve organisational tasks;
- High level of self-motivation in managing and prioritising accountabilities and meeting deadlines and
- Developed analytical and numeracy skills specifically as these relate to infrastructure planning and development
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
  - Contribute to OHS consultation processes
  - Prompt reporting of hazards and incidents

### Inter-personal skills

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- Well-developed communication skills with the ability to gain the co-operation and assistance of colleagues
- The ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Well-developed negotiation skills
- The ability to work independently and as a part of a cross-functional teams
- Ability to harmoniously work in a team environment, and to promote a team approach to work practices and
- Ability to provide an efficient customer service to the organisation

### Compliance with Legislation and Policies

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:

- Southern Grampians Shire Council Policies and Procedures
- Southern Grampians Shire Council Staff Code of Conduct
- Privacy and Data Protection Act 2014 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Government/Industry Codes of Conduct
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
  - Taking reasonable care for their own health and safety and the health and safety of others within the workplace
  - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety, or welfare
  - Contributing to OHS consultation processes
  - Promptly reporting hazards and incidents

### Qualifications and Experience

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- Formal engineering qualifications and well-developed experience in the application of engineering principles and methods in a local government setting pertinent to this role
- Demonstrated commitment to and/or formal training in IAP2 communications and engagement model
- Working with Children's Check

### Key Selection Criteria

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The employee will demonstrate the following

- Desirable relevant tertiary qualifications in engineering and/or engineering design
- A working knowledge of contract administration, project management procedures and planning referral requirements
- Demonstrated experience in developing and leading process within an infrastructure planning and delivery setting

- Ability to embrace and promote change in challenging environments;
- Excellent Customer Service skills

### **Agreement**

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

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

Date: \_\_\_\_\_