# POSITION: Senior Design Engineer

CLASSIFICATION: Band 7

EMPLOYMENT STATUS: Full Time Ongoing

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart**

**THE POSITION**

The role of the Senior Design Engineer is to play a key role in the Infrastructure Delivery Team to deliver the Capital Works Program with particular emphasis on community projects. The Senior Design Engineer will responsible for delivering the annual design program.

The position forms part of the Infrastructure Delivery Department which has a primary objective to coordinate, deliver, oversee and approve Council’s design program for civil works, building works ,community infrastructure and projects and Capital Works programs, as well as emergency management and grant funding responsibilities.

The key responsibilities of this role include –

* Undertake preparation of detailed engineering design, cost estimates and tender documentation for allocated projects in an efficient and effective manner in accordance with agreed time lines;
* Devise innovative and cost effective solutions to improve Council’s infrastructure, in accordance with “best practice” and current standards;
* Provide engineering advice and expertise to the organisation;
* Deliver the Design program;
* Prepare and implement Special Charge Schemes;
* Manage some external civil construction contracts;
* Prepare and implement quality assurance control systems;
* Undertake independent research and evaluation of emerging and existing technologies;
* Assist with development referrals in line with Council’s policies and engineering standards;

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact the Projects Coordinator on 5662 9200.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountability & Extent of Authority | |
| Band 7 (Generic) | Role Specific |
| * Resource management – freedom to act set by policies, objectives & budgets, regular reporting; * Specialist advice to or regulate clients – freedom to act subject to professional and regulatory review; * Have input into policy development | * Responsible for the preparation of detailed engineering design, cost estimates and tender documentation for allocated projects in an efficient and effective manner in accordance with agreed time lines; * Contribute to the development of Corporate and business unit plans in order to achieve financial, quality management and customer service targets; * Authority to approve purchase of goods and materials in accordance with approved delegations, budgets and adopted Council policies; * Authority to instruct consultants and staff to achieve outcomes in accordance with approved delegations; * Authority to instruct contractors and staff to perform alterations, additions or extras within approved delegations. |
| Judgement & Decision Making | |
| Band 7 (Generic) | Role Specific |
| * Essentially problem solving in nature * Guidance not always available within the organisation | * Exercise independent professional judgment in respect to civil design and development referrals; * Resolve issues that are often of a complex or technical nature with solutions not related to previously encountered situations. Some creativity and originality is required. |
| Specialist Knowledge & Skills | |
| Band 7 (Generic) | Role Specific |
| * Proficiency in the application of a theoretical or scientific discipline – in search of solutions to new problems/opportunities * Analytical & investigative skills in policy formulation * Knowledge & familiarity of principles & practices of budgeting & accounting/financial procedures * Understanding of long term goals of wider organisation | * The role of Senior Design Engineer is specialised with design methods, procedures and processes developed from theory and standards. The work involves detailed design and cost estimates; * Detailed knowledge of relevant design standards for civil design projects including Australian Standards, Austroads Guides and Infrastructure Design Manual; * Excellent knowledge and ability to undertake feature surveys for use in civil design; * Substantial knowledge of computer based design programs and drafting software; * Skill is required to develop processes and strategies to achieve outcomes required to meet the objectives of the position within available resources; * Ability to rigorously and methodically apply strong technical and administrative skills to achieve objectives on time and within allocated budgets; * Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities. |
| Management Skills | |
| Band 7 (Generic) | Role Specific |
| * Achieve objectives despite conflicting pressures * Able to implement personnel policies & practices incl Awards, EEO & OH&S policies, recruitment & selection procedures & techniques, position descriptions & staff development schemes * Contribute to long term staffing strategies | * Ability to effectively manage projects and contracts; * Ability to coordinate surveys for the design program; * Ability to work effectively with professional and other staff in the Infrastructure Directorate, specifically in relation to the development of engineering guidelines and policies; * Ability to mentor junior design engineer; * Ability to set priorities and achieve objectives within set time frames; * Ability to set, manage and report on budgets; * Ability to manage quality assurance and quality control. |

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| Interpersonal Skills | |
| Band 7 (Generic) | Role Specific |
| * Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems * Motivate & develop employees | * Ability to gain cooperation and assistance from clients, consultants, contractors and other employees; * Highly developed verbal and written communication skills; * Ability to manage relationships with key stakeholders; * Ability to prepare correspondence and reports for Council staff and the public; * Ability to empathise with customers; * Demonstrated problem solving skills; * Ability to liaise with counterparts in other organisations to discuss specialist matters; * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team. |
| Qualifications & Experience | |
| * Degree in Engineering (Civil); * Substantial experience in civil design; * Experience in field survey work; * Substantial knowledge of computer based design programs and drafting software; * Current Drivers Licence. | |
| Role Specific Selection Criteria | |
| * Degree in Engineering (Civil); * Substantial experience in civil design; * Substantial knowledge of computer based design programs and drafting software; * Experience in field survey work; * Proven ability to prepare designs and cost estimates for urban and rural civil infrastructure works; * Ability to manage external and internal construction works in line with the design intent; * Demonstrated commitment to a customer service culture and delivery of quality service; * Current Drivers Licence. | |