

POSITION DESCRIPTION	
Title:	Senior Design Engineer
Department	Asset Strategy
Reports to:	Manager Projects
Grade:	20 (may be eligible for CLA)
Hours:	35 Hours per week
Number of Direct Reports:	
Number of Indirect Reports:	
Vehicle:	Yes
Position Code:	TBD
Pre-placement Medical:	Low Risk – Not required
National Police Check:	Not Required
WCCC Check:	Not Required
Date Developed:	December 2019
Position Purpose	
<p>Oversee the planning and design of engineering and civic works to ensure the successful delivery of Council's capital works program whilst applying engineering skills and knowledge to ensure that industry best practices are met.</p> <p>The position is responsible for preparation and management of engineering designs and investigations across a broad range of infrastructure projects. It will include external contract management, management of internal design projects and preparation of contract documentation for design projects.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Degree in Civil Engineering or another relevant tertiary qualification with extensive relevant experience. • Proven experience in project and contract management relating to engineering projects. 	

- Experience in the use of CAD applications and reporting tools.
- Experience in applying relevant legislative, statutory and industry standards in relation to civil and/or structural engineering design.
- Demonstrated ability to effectively plan the use of resources to meet the requirements of the organisation.
- Excellent verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with employees and customers.
- Demonstrated experience in the management and leadership of staff performance and development.
- Demonstrated experience in leading, influencing and embedding intended positive change.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.

Desirable:

- Demonstrated knowledge of Local Government activities in particular achieving statutory planning approvals.
- Post graduate qualifications in a relevant field of study
- Is a member of a professional body or is recognised as a professional practitioner within a relevant field of expertise

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Project Management & Design

- Overall management and responsibility of the design phase of capital works projects including achievement of all relevant planning and statutory approvals.
- Ensure appropriate allocation of design resources, both internal and external, to successfully deliver (in reference to time, cost and quality) the design portions of projects contained in Council's capital works program.
- Deliver the engineering design program inclusive of the planning, scoping, specifications and design phases and contribute to the development of the long term capital works program.
- Working closely with the Manager Projects to plan the delivery of the annual capital works program, identifying resourcing requirements to ensure on-time completion of the entire program.
- Peer review and comment on concept drawings, designs and estimates by others in consultation with the project delivery personnel to ensure compliance with specifications and constructability.
- Ensure the effective implementation of environmental, natural resource management and planning outcomes (through liaison and negotiation with key stakeholders).

- Act as a contact point for internal and external clients and peers for reference and advice on environmental and legislative planning requirements related to project implementations.
- Ensure design projects have a strong focus on stakeholder engagement and communication to ensure a high level of community consultation.
- Manage consultants engaged to undertake design projects that form part of Council's capital works program, including procurement, evaluation and contract administration in accordance with Council's Procurement Policy.
- Check engineering and other designs provided by internal and external sources, ensuring compliance with Council policy, engineering standards and relevant codes of practice.
- Prepare engineering computations, estimates and contract specifications for infrastructure projects in accordance with Council policy, engineering standards and relevant codes of practice.
- Provide cost estimates for design proposals as well as ongoing technical support to the construction team during the construction phase.
- Review all design documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for construction and in accordance with all relevant internal/external standards and legislation.
- Effectively liaise with Public Utilities and other Authorities, user groups and Council staff regarding engineering and design matters.
- Highly developed skills in civil design with detailed knowledge of the engineering standards, codes or practices.
- Arrange, coordinate and review geotechnical investigations and engineering surveys for allocated projects within the capital works program as required ensuring timely completion for design work to proceed.
- Keep up to date with developments in legislation, acts, regulations, Australian Standards and guidelines that relate to engineering.
- Undertake post construction reviews and recommend areas of improvement.
- Ability to work independently with minimum supervision on a diverse range of design projects.
- Plan, evaluate and improve the efficiency of business processes and procedures to enhance achievement of organisational strategies and deliverables.
- Monitor budgets, resource allocation, procurement and capital expenditure across allocated programs and budgets.
- Ensure timely delivery of financial and program reporting.
- Implement and embed intended change when necessary to drive continuous improvement, improved performance and to support service delivery.
- Utilise computer software for reviewing detailed designs/drafting, ensuring drawing standards are adopted and maintained.

Corporate

- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.

- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.
- Recruiting and training staff within your team as appropriate to ensure staff are operating at the highest level of effectiveness.

Contribute to the overall management of the organisation

- Assist in the development of and reporting on Council's Community Strategic Plan, the Delivery Program, the annual Operational Plan and budgets.
- Assist in the development, implementation, maintenance of and reporting on Council's management systems including, but not limited to, those addressing asset management, contracts, project delivery, safety and quality.
- Implement and develop corporate Council policies and procedures.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers
- Maintain currency of professional expertise.
- Assist with Council's audit processes
- Design and implement effective, efficient and economical risk management and internal control framework that prevents and detects fraud and corruption.

Work Health & Safety

- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.

- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.