

## Position Description

### Senior Planning and Infrastructure Engineer

<b>Position Title</b>	Senior Planning and Infrastructure Engineer	<b>Role ID</b>	RSSPI1
<b>Division</b>	Engineering	<b>Unit</b>	Roads and Stormwater
<b>Job Grade</b>	9	<b>Award</b>	35
<b>Reports To</b>	Manager Roads and Stormwater		
<b>Revised/Created</b>	June 2022 – Created		

#### Primary Objective

- To identify, effectively address and advise on complex strategic infrastructure tasks that mitigate Council's current and future financial, legal and reputational risks while improving infrastructure service levels and project delivery.
- To develop, maintain, review and update the Roads and Stormwater Unit's suite of infrastructure policies, strategies, plans and related business systems.

#### Values Statement

##### What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and  
are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow  
than it is today.

#### Organisational Environment

##### ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

##### Roads and Stormwater Unit

The Roads and Stormwater Unit is one of four within the Division and provides road, footpath and cycleway, stormwater and flood mitigation services to the Tweed Community. The Unit is responsible for the planning and maintenance of all road (including bridges, footpaths and cycleways, and traffic facilities) and stormwater drainage (including flood mitigation) infrastructure assets throughout Tweed Shire. The unit is responsible for the preparation of Development Contribution Plans, traffic management and policy, infrastructure standards and specifications, infrastructure advice to the Planning and Regulation Division, and floodplain management and stormwater policy.

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The Unit also provides mobile plant, store and depot services to the organisation.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

### The Position

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The position provides expert advice to all clients on the current strategic plans, priorities and systems in place for the provision of public infrastructure within the Roads and Stormwater Unit's responsibility. This strategic focus is essential in ensuring that Tweed Shire is equipped to cater for projected population growth, without compromising our financial viability, standard of living or natural environment.

The position is responsible for developing, maintaining, reviewing and updating a suite of strategic infrastructure planning documents, including Section 7.11 Developer Contribution Plans, sections of the Tweed Development Control Plan (TDCP) relating to infrastructure provision and specifications, and network planning strategies. These documents must meet legislative requirements and government guidelines as applicable, to limit Council's exposure to legal challenge or reputational risk.

Where these strategies determine that future infrastructure projects are needed, the position is required to fulfil the project sponsor role, including the provision of project briefs and scoping documents into Council's project management system. The project sponsor works closely with project managers in order for these infrastructure projects to be delivered to time, cost and quality requirements, and is responsible for approving changes to project scope.

It is essential that the incumbent possess high level communication skills including negotiation and team building. The position is expected to attend and present at community meetings and Councillor workshops as required, and engage and consult with stakeholders.

The position must be able to work collaboratively, and establish working relationships internal and external to the organisation. The incumbent will attend and contribute to Council's multi-disciplinary Infrastructure Coordination Committee.

The position needs to understand the relationship between infrastructure planning and town planning / development assessment, so a working knowledge of the NSW Planning System is desirable. The incumbent will be called upon to provide advice on complex infrastructure planning problems associated with development applications and requests for variations to standard policies and processes.

The position is expected to operate with independence and reports to the Manager Roads and Stormwater. The position is required to fill an acting role for the Manager Roads and Stormwater on a rotational basis when required. The position will work closely with other senior engineering staff in the areas of traffic, flooding and stormwater, and asset management and maintenance.

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The position has one direct report, Senior Technical Officer, who provides resource assistance with administrative, research, and system improvement tasks.

This position uses Council's record management software to comply with organisational and legislative record keeping requirements.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

#### The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Strategic Infrastructure Planning	<ul style="list-style-type: none"><li>• Maintain a thorough knowledge and demonstrated ability to apply legislation and best practice policies and guidelines relating to infrastructure planning, funding and delivery.</li><li>• Research and identify ways in which industry developments and trends impact on own business area.</li><li>• Undertake a thorough and comprehensive review of existing infrastructure planning documents, including all Section 7.11 Developer Contribution Plans, and identify those areas requiring updating, expansion, deletion or other revisions with reference to Council's adopted infrastructure strategies.</li><li>• Research infrastructure planning best practice in New South Wales local government, and identify options that would be of benefit to the Tweed context.</li><li>• Identify risk exposures to Council from the existing infrastructure planning system and recommend to the Executive Management Team appropriate risk mitigation measures, and implement those preferred measures in a timely and professional manner.</li><li>• Assign priorities based on risk and manage multiple projects effectively, in accordance with agreed reporting milestones.</li><li>• Manage community and stakeholder consultation of infrastructure planning documents as required.</li><li>• Manage workshops and reporting of infrastructure planning documents and systems to Councillors, and incorporate their feedback.</li><li>• Provide briefings and targeted training of staff impacted by the infrastructure planning system changes to ensure a smooth adoption and implementation.</li><li>• Provide expert advice and support to management and development assessment staff on complex infrastructure planning related issues as requested.</li><li>• Devise and negotiate infrastructure delivery agreements with developers and their agents</li><li>• Understand and communicate to relevant Units (e.g. Finance, Infrastructure Delivery, Parks and Active Communities, Community Services) the potential impacts of changes to infrastructure planning and</li></ul>

	<p>related policies to ensure these are incorporated into long term financial plans, resourcing planning and service planning.</p> <ul style="list-style-type: none"> <li>• Seek additional advice from external professionals (e.g. legal, financial) on areas of need, and communicate this advice to the Council Executive, Managers and/or Councillors.</li> <li>• Implement effective project management</li> <li>• Provide a project sponsor role, as directed, for major strategic infrastructure projects, including use of Council's project management systems, and working closely with project managers on project objectives and scope changes through the life of the project.</li> <li>• Provide recommendations and outcomes that consider historical context, future impacts, and stakeholder views.</li> </ul>
<b>2. Communication</b>	<ul style="list-style-type: none"> <li>• Translate complex information concisely for diverse audiences, using plain language.</li> <li>• Write technical reports, project briefs, proposals and submissions to the required level of complexity and detail.</li> <li>• Make engaging presentations on behalf of Council to varied audiences, with credibility and professionalism.</li> <li>• Effectively communicate Council's position and requirements to internal and external parties.</li> <li>• Facilitate discussion and debate on alternate view-points, where all parties can contribute fairly, to achieve clear and documented outcomes.</li> <li>• Make improvements to business management systems, processes and practices to improve service delivery</li> <li>• Facilitate collaboration across units and between teams on joint assignments or issues.</li> <li>• Resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> <li>• Regularly communicate / report progress against business unit and organisational goals and key performance indicators.</li> </ul>
<b>3. Policy</b>	<ul style="list-style-type: none"> <li>• Engage in strategic infrastructure planning to support delivery of the Community Strategic Plan</li> <li>• Ensure that organisational policies on procurement and contract management are implemented</li> <li>• Contribute to the implementation and ongoing development of strategic policy relating to: <ul style="list-style-type: none"> <li>○ Road network planning and development</li> <li>○ Pacific Highway master planning by Transport for NSW.</li> <li>○ Public Transport</li> <li>○ Active Transport (Bike and Pedestrian Plan)</li> <li>○ Asset maintenance and management</li> <li>○ Floodplain management</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Stormwater management and water sensitive urban design</li><li>○ Infrastructure provision through subdivisions and other development forms</li><li>○ Other areas as determined by Manager Roads and Stormwater</li></ul>
4. Staff Management	<ul style="list-style-type: none"><li>● Lead the section through their direct reports</li><li>● Provide frequent co-ordination of and communication with other workers to gain cooperation for work production and service quality.</li><li>● Supervision and professional direction of technical staff who report to the position or are part of project teams.</li><li>● Foster a team environment within the Unit.</li><li>● Be accountable for subordinate staff selection, assessment, appraisal, training and motivation in accordance with relevant Human Resource policy.</li><li>● Resolve conflict between reportees, other staff and members of the community as it relates to key responsibility areas.</li><li>● Delegate responsibility appropriately and provide support</li></ul>

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

#### **Health Safety and Environmental System (HSES) Responsibilities**

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol: [WHS Responsibilities, Authority and Accountabilities Protocol](#)

#### **Compliance Training Requirements**

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

#### **Infection Control and Immunisation Requirements**

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure: [WHS Infection Control Standard Operating Procedure](#)

## Organisational and External Relationships

### ***Organisational Relationships***

- Councillors: To provide professional advice on matters related to the position to ensure sound decision making
- General Manager/Executive Leadership Team: To provide professional advice on matters related to the position to ensure sound decision making
- Managers, Unit Coordinators and staff: To liaise with, collaborate with, advise, service and support other business units as appropriate in the achievement of their operational goals and contribute to the achievement of corporate initiatives

### ***External Relationships***

- General public, resident ratepayer groups, community organisations: To inform and consult
- Government Agencies and Federal and State Members: To liaise and collaborate with and seek input and advice as required.
- Consultants and developers in regards to area of responsibility

## Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

## Delegations and Authorities

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### **Position of Trust**

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

## Selection Criteria

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### **Knowledge and Competence: (to be addressed in full when making application)**

1. Degree qualifications in Civil Engineering or associated discipline plus eligibility for membership of a Professional Engineers Association.
2. Demonstrated understanding of and expertise in current practices, policy directions and priorities relating to the delivery of engineering infrastructure, and the application of quality and continuous improvement.
3. Demonstrated ability in initiating and managing change processes
4. Demonstrated commitment to people management practices that value continual learning and professional development.
5. Demonstrated capacity for strategic thinking – the ability to think at a big picture level and take a long-term view in delivering projects.

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6. Highly developed conceptual and analytical skills, including the ability to identify emerging issues, trends and risks, and impacts and the expertise to resolve complex issues.
7. Demonstrated leadership skills including the ability to inspire a positive attitude to work and to succeed and steer others towards successful goal and task accomplishment.
8. Demonstrated advanced negotiation and influencing skills. The ability to create consensus, resolve disputes and broker agreement to proposals and ideas.
9. Highly developed written communication skills including the ability to write in a clear, fluent and concise manner, produce written communications that are appropriate and readily understood by the intended audience and organise information in a logical sequence.
10. Demonstrated competence in managing priorities to meet business, program and statutory requirements.
11. Current Vehicle Licence - Car.

#### Desirable:

12. Post graduate qualifications/studies in Traffic/Transportation, Business Administration or other area relevant to the position.
13. Demonstrated knowledge of the legislation, principles and practice of the NSW Planning System.
14. Demonstrated experience in the practical application of infrastructure strategies to large scale development projects.

#### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview. Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Highly Adept
Display Resilience and Adaptability	Highly Adept
Act with Integrity	Highly Adept
Demonstrate Accountability	Highly Adept
<b>Relationships</b>	
Work Collaboratively	Highly Adept
Communicate with a Customer and Community Focus	Highly Adept
Influence and Negotiate	Highly Adept
<b>Results</b>	
Plan and Prioritise	Highly Adept
Think and Solve Problems	Highly Adept
Deliver Results	Highly Adept
<b>Workforce Leadership (supervisory roles only)</b>	
Manage and Develop People	Highly Adept