

## Position Description

<b>Position:</b>	<b>Development Engineer</b>		
<b>Classification:</b>	Band 7 or 6	<b>Status (EFT):</b>	Permanent 1.0 FTE
<b>Division:</b>	Infrastructure and Environment		
<b>Occupant:</b>	Vacant		
<b>Date:</b>	August 2019		

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### 1. Position Objectives

- To coordinate the planning, protection and provision of Council's infrastructure assets, in accordance with relevant Asset Management Plans and Strategies in conjunction with Statutory and Strategic Planning processes and timeframes.
- To assist in the overall management of Council infrastructure assets utilising the Council Asset Management Strategy and Policy and through the continual development, implementation and review of Asset Management Plans.

### 2. Key responsibility areas

#### 2.1 Portfolio responsibilities

- Coordinate the Infrastructure Division response to referrals from Statutory and Strategic Planning, ensuring the preservation of existing assets, and ensuring that appropriate conditions are recommended for Planning Permits.
- Provide strategic planning advice with regard to asset planning and engineering requirements for future growth on development fronts.
- Provide advice, explanation and continual communication to Planning staff and other Council staff to facilitate greater awareness of engineering and infrastructure issues arising from development applications.
- Conduct the processing and referral of subdivision and other development applications to ensure compliance with Council policy, strategy and standards, the Infrastructure Design Manual and other relevant documents.
- Participate in continual development and review of procedures to ensure planning referrals are processed promptly and efficiently.
- Provide ongoing communication and engineering advice to Planning staff and to external stakeholders, including consultants and developers as required.
- Manage fees and charges associated with infrastructure aspects of the planning process.

- Notify Statutory Planning of the satisfactory completion of public assets to allow the issue of all compliance certification.
- Participate in the development and implementation of a new Asset Management System.
- Participate in the development, implementation and review of Asset Management Plans.
- Participate in research and consultative processes to ensure that Council keeps up-to-date with respect to best practice in asset management.
- Participate in the development of capital works programs and long term financial strategies.
- Respond to requests from customers, Councillors, and internal and external stakeholders in accordance with Council's established practices and policies. Prepare Council Reports, and similar reports and documents as required.
- Other duties as directed within the skills and abilities of a position at this level.

## **2.2 General**

- Ensure that all services maintain a customer focus, achieve business plan objectives and comply with statutory requirements.
- Accept responsibility and deliver on a projects using the resources available.

## **2.3 Council Relations**

- Ensure all plans and reports required to be produced for and by Council, are provided within identified timeframes and are of suitable quality, and attend Council meetings as required.
- Follow through to ensure that Council decisions are executed promptly and effectively.
- Develop and maintain positive relationships with Councillors.

## **2.4 Management of Technical**

- Contribute to the corporate knowledge base through properly documented processes and procedures.
- Proactively provide clear & meaningful technical advice to others which is able to be understood and applied.

## **3. Organisational relationships**

**Reports to:** Coordinator Development Services

**Supervises:** Nil

## **4. Accountability and extent of authority**

*While being accountable for managing resources and providing specialist advice the, freedom to act is subject to policies, strategies, objectives, budgets and regulatory/statutory control. Will be relied upon for specialist input into policy and strategy development.*

- Demonstrate commitment to an accountability culture by:

- Delivering on what is promised by when it is promised
- Delivering within financial parameters
- Engaging and building relationships with key stakeholders
- Accountable for the quality and timelines of work performed and advice given.
- Identify and refer risk issues to Council and for ensuring delegations of authority are adhered to.
- Lead and support business units to adopt preventative actions and strategies for OHS matters and encourage a safety culture where employees follow effective risk management practices.
- Understand and comply with organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Fraud Policy, Code of Conduct, and the Customer Service Charter.
- Ensure you understand your information management responsibilities and records are created, captured and monitored in accordance with legislation, regulations and standards and Council's internal policies and procedures.
- Contribute to emergency management activities when required and as directed by the General Manager.

## **5. Competencies**

### **5.1 Judgement and decision making**

*Work is essentially problem solving in nature, where guidance and advice is not always available.*

- Solve complex problems in a demanding operating environment and contribute to strategy and policy development for the division and Council.
- Offers new perspectives and confidently shares problem solving ideas that are creative, practical and useful while incorporating strategic direction.
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards. Decisions may also be outside established processes.
- Knowledge of and ability to review and enhance all relevant strategic documents.
- Demonstrates an understanding of the political environment and has respect for others roles with a commitment to democratic governance.
- Considers the natural environment, is diplomatic and astute in decisions made, plans prepared and actions taken.

### **5.2 Specialist Skills and Knowledge**

*Requires analytical and investigative skills in policy development. Proficient in use of specialist knowledge in search of solutions to new problems and opportunities.*

- Ability to provide professional advice to internal and external customers in relation to specialist matters.
- An understanding of the Bass Coast Towards 2030 vision and the Council Plan and the legal, socio-economic and political context.

- Knowledge and experience in preparing and adhering to budgets and business plans.
- Strong analytical / investigative skills in policy formulation.
- Strong understanding of municipal engineering and statutory planning procedures, with particular application to drainage, traffic, roads and lighting, and capital works management.
- Experience and knowledge in growth area engineering and asset management.
- Comprehensive understanding of strategic Asset Management principles.
- Ability to maintain professional skills and knowledge through education, establishing networks, qualifications and memberships.
- IT – Skilled in Microsoft Office applications, including Word, Excel, Access and Outlook. Experienced user of Asset Management Systems and other computer applications and platforms. Experience in utilising GIS Systems.

### **5.3 Management skills**

*Objectives are achieved despite conflicting pressures. Able to implement EEO, OH&S & HR practices to the team whilst contributing to long term staffing strategies. Understanding and monitoring of budgeting and financial processes.*

- Maintain a commitment to personal development and challenge individuals to grow and improve whilst considering the long term strategies.
- Enable others to share objectives/plans on where services will be in five years and how they link to the overall strategies of the organisation.
- Lead with integrity and be a role model to others in living the organisational values.
- Effectively manage upwards in the provision of information and support and be responsive to manager requirements.
- An understanding of the prevailing Bass Coast Enterprise Bargaining Agreement and its application in the workplace.
- Well-developed human resource management skills including ability to implement EEO and OH&S requirements and long term staffing strategies.
- Ability to achieve results within set timeframes against conflicting priorities.
- A committed 'change agent' with the ability to initiate, implement and manage change.

### **5.4 Interpersonal skills**

*Relate to others to gain cooperation and communicate with others for specialist work being undertaken. Capable of discussing and resolving specialist problems.*

- Build relationships and partnerships with stakeholders to advocate effectively on behalf of the organisation, the community and Bass Coast.
- Ability to liaise, engage and consult with all relevant stakeholders to discuss and resolve specialist matters, at a strategic and organisational level.
- Well-developed written and verbal communication skills and effective presentation skills.
- Personal characteristics of being a 'team player' with broad vision and a demonstrable record of achievement at a strategic, innovative and people leadership level.

- Ability to develop and maintain effective relationships and to work cooperatively within a multi-disciplined department.
- Demonstrated ability to design, develop, implement and report on business and project management plans.

### **5.5 Qualifications and experience**

*A tertiary qualification with at least five years experience or lesser qualification with more than five years experience needs to be drawn upon to meet key responsibilities.*

- A tertiary qualification in Civil Engineering or a relevant discipline with extensive experience in growth area planning.
- Experience working in Civil Engineering referral advice and planning conditions with regard to municipal permit applications.
- Understanding of Statutory and Strategic Planning in Victoria.
- Understanding of Asset Management systems and principles in a Local Government context.
- Current Drivers Licence

### **5.6 Primary physical requirements**

The incumbent requires these physical attributes associated with the position:

- Ability to work in the field (potentially on rough ground and work sites) as well as the ability to sit for extended periods in an office environment.
- Ability to bend and squat.
- Repetitive arm movements and manual dexterity for computer work.
- Ability to read computer screens and computer print outs.
- Ability to use a computer keyboard, mouse, etc.
- Capacity to interact with staff face to face and by telephone (both land line and mobile).

## **6. Pre-employment Checks**

Applicants will be required to undergo pre-employment checks including but not limited to a Police Check.