

**Position**

**Description**

***WORKING TOGETHER FOR A THRIVING COMMUNITY***

Greater Geelong: WORKING TOGETHER FOR A THRIVING COMMUNITY

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| **POSITION TITLE:** | **Senior Development Engineer**  |
| **POSITION NUMBER:** | 4387 |
| **DIVISION:** | City Infrastructure  |
| **DEPARTMENT:** | Civil Infrastructure  |
| **CLASSIFICATION:** | Band 7  |
| **REPORTS TO:** | Principal Development Engineer |
| **DIRECTLY MANAGES:** | Nil |
| **INTERNAL LIAISONS:** | Officers from Civil Infrastructure department, City Development, Strategic Planning, Parks and Natural Assets. |
| **EXTERNAL LIAISONS:** | Land developers, consulting engineers and planners, statutory and service authorities, civil contractors and counterparts in other municipalities. |
| **DATE:** | September 2024 |

**POSITION OBJECTIVES:**

This position will facilitate the design and implementation of civil infrastructure as part of the subdivision process, ensuring that new land developments are delivered in accordance with applicable requirements and standards. It will also assist with the production of innovative and effective policies, plans and processes.

**POSITION RESPONSIBILITIES:**

**Key Responsibilities**

1. Evaluate civil engineering documentation related to land development including strategies, drawings, and specifications.
2. Ensure land development compliance with relevant standards and applicable planning permit conditions.
3. Support our subdivision inspectors to oversee construction of approved civil infrastructure in accordance with standards.
4. Liaise with developers, consultants, contractors, and statutory authorities to achieve innovative and sustainable infrastructure solutions.
5. Provide advice to colleagues and planning permit applicants on matters such as traffic, car-parking, drainage, flood protection, stormwater quality treatment and integrated water management.
6. Collaborate in the preparation of new policies and procedures.
7. Adhere to all Council’s policies and procedures relevant to this position.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

**Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

* Respect and encourage each other.
* Create a healthy and safe environment for all.
* Embrace new ideas and better ways to work.
* Make people the center of our business.

**Risk Management and Occupational Health & Safety Responsibilities:**

* Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
* Perform work in a safe and appropriate manner.
* Ensure behaviour does not discriminate, bully or harass others.
* Take responsibility for own safety and that of others.
* Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

* Manual handling tasks.
* Prolonged periods of inactivity e.g. sitting at the computer.
* Regular keyboarding associated activities.
* Long / short distance travel between sites.
* Dealing with difficult clients and situations.
* Demanding deadlines.

**CHILD SAFE:**

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

**DIVERSITY AND INCLUSION:**

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

**KEY SELECTION CRITERIA:**

**Qualifications:**

1. Tertiary qualification in Civil Engineering.
2. Current Full Victorian Driver’s License

**Essential:**

1. Demonstrated ability to apply civil engineering principles when examining documentation.
2. Ability to work as an effective member of a professional team.
3. Ability to communicate clearly, tactfully, and concisely with staff and members of the community.
4. Ability to set priorities and plan/organise work allocated.
5. Ability to problem solve and think laterally to come up with innovative solutions to difficult problems.
6. Evidence of Covid19 vaccination.

**Desirable:**

1. Knowledge of Subdivision Act, Planning and Environment Act, Local Government Act.
2. Substantial experience in land development processes.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

* Responsible for supervising and approving private subdivisional construction works within the City of Greater Geelong.
* Provision of professional advice to regulate clients in relation to subdivision development.
* The effect of actions and advice given may be substantial but it is usually subject to statutory appeal or review by more senior officers.
* The freedom to act is governed by clear objectives to ensure adherence and is subject to regular reporting mechanisms.
* Provision of advice and formal policy input into planning issues.
* Advise consultants and contractors relative to Council policy for subdivisions.
* Direct inspectors and other subordinate staff relative to WSUD & engineering matters.
* The position may represent the Principal Development Engineer in representing Council at public meetings as delegated.
* The works is usually of an investigative nature and requires an ability to make decisions within area of expertise.
* The position has the authority to endorse engineering plans.
* Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

**JUDGEMENT AND DECISION MAKING:**

* The nature of the work is usually specialised with methods and procedures usually developed from theory or precedent. However, these techniques need application to new situations.
* Problem solving will require an ability to review the bigger picture and implement solutions which may require the evaluation of competing priorities and pressures.
* Guidance may not always be available from within the organisation.
* Application of professional engineering judgment to determine applicable solutions.
* Develop and maintain systems and procedures within which the position operates.
* Show initiative and innovation in the approach to all aspects of the position.
* Formal recommendations are made pertaining to decisions.

**SPECIALIST SKILLS AND KNOWLEDGE:**

* Ability to work within a team with the objective of achieving goals of the department and Council
* Ability to apply engineering principles in examining engineering documentation for subdivisional plans.
* Ability to apply sound knowledge of Subdivision Act, Planning and Environment Act, Local Government Act, Water Act and other relevant legislation.
* Ability to apply sound knowledge of Council subdivisional standards, procedures and policies
* Ability to apply advanced understanding of traffic engineering.
* Ability to apply engineering research and analysis in development of policies and processes
* Aware of the nexus between Engineering Services goals and the legal and political impact of the provision of Council services.
* Knowledge and ability to operate a range of complex engineering software.
* Knowledge and familiarity with relevant accounting and financial procedures applicable to computation of valuations, fees and charges.

**MANAGEMENT SKILLS:**

* Efficient and effective planning and use of own time including the setting of priorities to achieve specific and set objectives with the resources available within set time frames despite conflicting pressures.
* Ability to work without supervision.
* Ability to support and mentor development engineering colleagues.
* Identify the need for additional resources to achieve outcomes in accordance with set timeframes and legislation.
* Ability to successfully lead external consultants and contractors in their execution of Council managed projects.
* Ability to direct inspectors and other staff relative to engineering matters.

**INTERPERSONAL SKILLS:**

* Liaise with counterparts within the industry, Statutory Authorities and all levels of Council staff to exchange views and solve problems.
* Negotiate, persuade or convince individuals, community groups and staff from other Authorities regarding Council’s desired position with respect to a variety of projects.
* Deliver informal and formal presentations in a public forum.
* Ability to be self-motivated and to work as part of a team.
* Highly developed communication and report writing skills.
* Negotiate and gain co-operation and assistance from clients and members of the public.
* Enable preparation of clear and concise correspondence, Council reports, technical reports and other presentation information.
* Give clear direction to contractors in accordance with corporate contract management standards.

**ADDITIONAL INFORMATION:**

* This position will be required to work at locations across the municipality.
* Preferred candidates will be required to complete a National Police Check.