

Senior Development Engineer

Position Number: 500460

Directorate: Development and Infrastructure

Department: Engineering and Major Projects

Reports to: Transport and Development Coordinator

Classification: Band 7

Employment Status: Permanent

Location: **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: May 2018

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



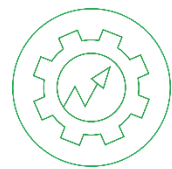
Respect



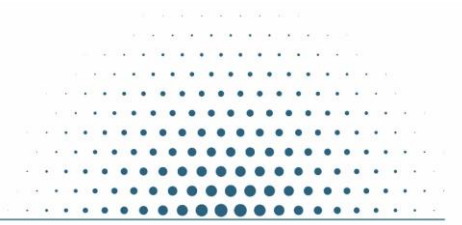
Customer Service
Excellence



Accountability



Continuous
Improvement



Structure

The Mitchell Shire Council organisational structure is divided into three Directorates being:

- Governance and Corporate Performance
- Development and Infrastructure
- Advocacy and Community Services

Engineering and Major Projects Department

This department is responsible for ensuring Council's statutory obligations for the operation of the road and drainage network infrastructure are satisfied. The department consists of two primary responsibility areas;

- Transport and Developments;
- Capital Works

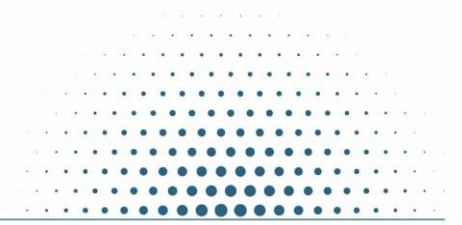
These teams ensure that;

- Council's civil infrastructure, public lighting and building assets are planned, designed, built, maintained and renewed in line with industry standards and community expectations;
- New road and drainage assets constructed as part of new subdivisional development throughout the Shire comply with all necessary standards and specifications to ensure longevity and serviceability for the community;
- Best practice is applied to manage projects to ensure cost effective, serviceable assets for the community, and;
- Advocacy for better public transport outcomes for the community

About the Role

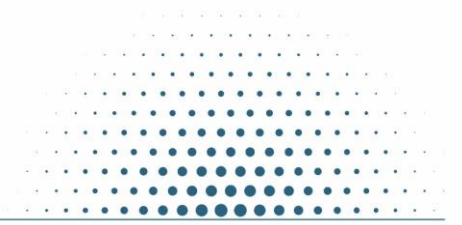
Objectives

- > To ensure infrastructure assets that are 'gifted' to Council as a consequence of subdivisional development activity align with strategic plans, are fit for purpose and are constructed to Council's design standards and manuals.
- > To provide high quality and timely Engineering advice and infrastructure plan checking services to Council's planning teams, developers, contractors, service authorities and other internal business units.
- > To provide technical advice and guidance to team members who are tasked with the supervision of infrastructure works carried out by developers, ensuring adherence to relevant design standards, manuals, policies and procedures.



Key Responsibility Areas

- > Provide high quality technical advice for the Engineering assessment of subdivisional development applications and undertake technical assessment of engineering drawings and documentation for accuracy and compliance with relevant manuals, standards and legislation.
- > Ensure development proposals align with strategic vision set out in relevant structure plans and development plans with a specific focus on transport network connectivity and drainage outcomes.
- > Provide high quality Engineering technical advice, support and mentoring to team members tasked with the assessment of development applications.
- > Liaise, correspond and negotiate with developers, consultants, stakeholders and other Council representatives regarding the design, construction, monitoring and supervision of engineering/infrastructure works required for new subdivision and development.
- > Be a strong advocate for high quality development outcomes for new subdivisions
- > Carry out inspections to ensure infrastructure assets 'gifted' to Council as a consequence of subdivisional development works comply with legislation and approved manuals, standards and procedures of Council prior to the issuing of Statement of Compliance.
- > Collate new asset data and coordinate timely and accurate data handover to the Asset Management Team.
- > Make recommendations regarding certification and statements of compliance for engineering related planning permit conditions.
- > Assist in the development of relevant Council policy, strategy and plans within the development area,
- > Assist in the ongoing development and improvement of asset inspection reporting, systems and practices and asset data capture processes.
- > Investigate and resolve drainage and traffic engineering enquiries raised by the public as required.
- > Attend meetings associated with the duties and responsibilities of the role.
- > Other development and civil engineering tasks as directed by the Transport and Development Coordinator.



About You

Key Selection Criteria

1. Extensive Development Engineering (Local Government context) related experience.
2. Sound knowledge and understanding of Civil Engineering design and construction principles.
3. Well-developed negotiation, facilitation and influencing skills to resolve issues of a technical nature.
4. Strong research and analytical skills in order to develop reports, processes and procedures related to infrastructure planning and design standards.
5. Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public
6. Ability to plan, manage own time and meet deadlines as well as set priorities and effectively allocate resources.

Qualifications and Experience

Essential

- > Relevant and specialised Engineering experience relating to the assessment of subdivisional development works.
- > Degree or other equivalent qualification in Engineering, road, drainage or subdivisional design

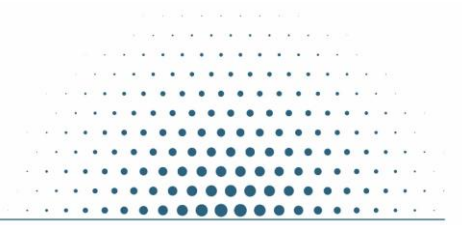
Desirable

- > Relevant Engineering experience in a Local Government 'growth area' context.
- > Experience in all facets of municipal works and engineering functions, particularly in respect to subdivisional activity.
- > Experience in road construction and maintenance of infrastructure assets
- > Traffic engineering and or transport planning experience
- > Evidence of continuing professional development.
- > Ability to demonstrate the behavioural competencies outlined in Appendix B.

Position Requirements

Accountability and Extent of Authority

- > The role is accountable to the Transport and Development Coordinator for participating in the efficient operation of the Development Unit and for reporting on issues likely to impact unit efficiency, Council assets and unit deliverables.
- > The role is accountable for providing professional engineering technical advice and assistance to the unit and for representing Councils manuals, standards, policies, procedures and best interests in development outcomes.
- > The freedom to act is governed by objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- > The impact of decisions and advice may have a substantial impact on individuals and groups.



Judgement and Decision Making

- > The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- > The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate.
- > Guidance may need to be sought outside of the organisation as required.

Specialist Skills and Knowledge

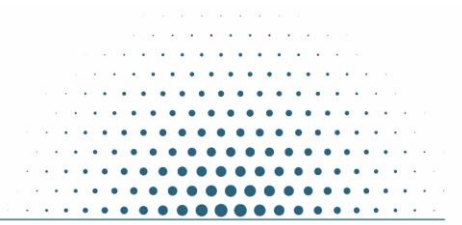
- > Expert specialised knowledge and understanding of development related civil engineering design and construction principles and standards.
- > An understanding of how engineering development work impacts on Council's plan and community goals.
- > General knowledge and understanding of assets management principles.
- > Knowledge and understanding of occupational health and safety requirements and equal employment principles and practice.
- > Proficiency in the use of personal computers, Microsoft Office, HPE Content Manager (TRIM) and GIS systems.

Management Skills

- > An ability to discuss, negotiate and resolve problems of a technical and general nature.
- > Ability to plan, manage own time and meet deadlines as well as set priorities and effectively allocate resources when directed.
- > Ability to lead, mentor, motivate and train staff.
- > Ability to be pro-active and show initiative.

Interpersonal Skills

- > Ability to relate to persons with differing backgrounds.
- > Absolute integrity, trustworthiness and professionalism.
- > Well-developed teamwork and communication skills (both oral and written).
- > Liaise with external organisations as required, representing Council and its interests.
- > An understanding and appreciation of the purpose and goals of the Transport and Development Unit and the wider organisation.
- > Excellent negotiation and conflict resolution skills.
- > Solid public relations skills.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 6 2014-2017
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

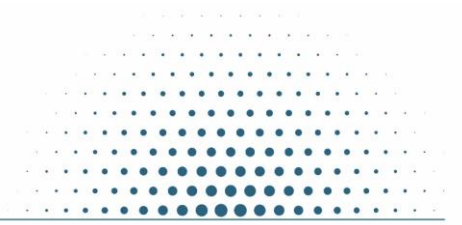
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

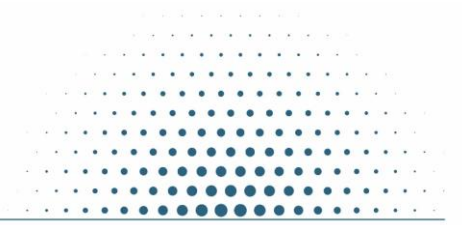
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

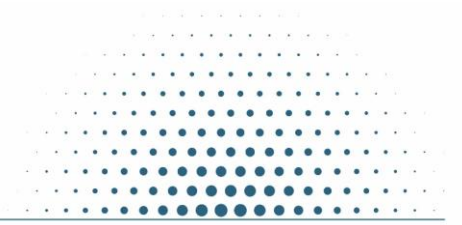
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

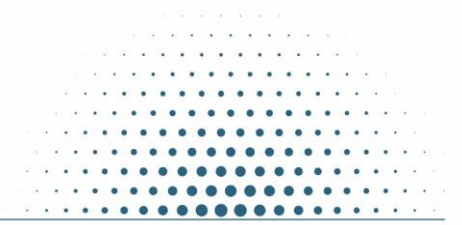
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

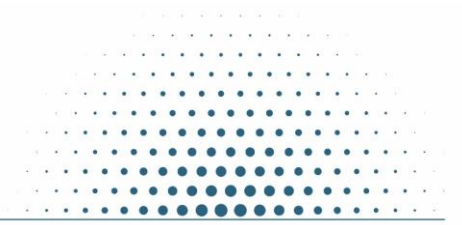
The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.



Appendix A – Key Behavioural Competencies

Key Competencies	Description
Outstanding Service	<ul style="list-style-type: none"> Has a genuine interest in the needs and problems of others Demonstrates a desire to assist others - willing to go the extra mile Delivers authentic value add service to clients Ensure high accuracy of work and quality of documentation
Building relationships	<ul style="list-style-type: none"> Establishes positive and strong relationships with staff and customers Quickly establishes rapport with peers and team members Relates well to people at all levels Manages conflict confidently Challenges others constructively and is prepared to have 'difficult conversations'
Communication	<ul style="list-style-type: none"> Shares knowledge and insight with others Adjusts own style and tailors approach to suit a diverse audience by accurately understanding behavioural cues Simplifies complex issues and ensures these are easily understood by the audience Manages both written and verbal communication to ensure the intended message is clear and appropriate
Planning and Organising	<ul style="list-style-type: none"> Sets clearly defined objectives Plans activities and tasks well in advance Takes into account changing circumstances and plans for these effectively Manages own time effectively Identifies the required organisational resources required to achieve tasks
Managing Projects	<ul style="list-style-type: none"> Takes personal responsibility for the delivery of actions and tasks Understands the need to plan and prioritise in order to achieve outcomes Drives others with a sense of urgency Delegates tasks and allocates decision making authority appropriately Actively and positively plans work in line with required business outputs
Initiative	<ul style="list-style-type: none"> Proactively realises what needs to be done and acts on this Anticipates potential problems and implements necessary action to avoid the problems Whilst generally team oriented, is comfortable working autonomously Proactively organises multiple activities and resources Prioritises and focuses on completing the most important tasks to achieve key objectives
Team Orientation	<ul style="list-style-type: none"> Works in a collaborative and cooperative manner Willing to assist others in achieving their goals Participative and effective member of the team Regularly takes time to recognise and acknowledge the hard work of others.
Flexibility and Adaptability	<ul style="list-style-type: none"> Adjusts approach in order to respond effectively to a variety of situations and people Works effectively in uncertain or ambiguous situations Is able to quickly adapt to changing circumstances and adopt new ways of doing things