



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Senior Project Engineer - Drainage and Stormwater			
<b>POSITION NO:</b>		100293	<b>CLASSIFICATION:</b>		Band 7
<b>DIVISION:</b>		Infrastructure and Environment			
<b>BRANCH:</b>		Infrastructure, Traffic and Civil Engineering			
<b>UNIT:</b>		Drainage and Stormwater			
<b>REPORTS TO:</b>		Coordinator Drainage and Stormwater			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

*This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.*

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### POSITION OBJECTIVES

The primary function of this role includes the following key objectives:

- Drive and co-ordinate the effective delivery of flood mitigation projects that meet the required outcomes for clients and key stakeholders, ensuring timely completion and within budget.
- Establish and maintain effective, professional relationships with relevant stakeholders including contractors, government agencies and allied professionals.
- Provide leadership, direction, mentoring and training to the team ensuring effective engagement and use of skills, competencies and expertise to drive operational efficiencies and quality.

- Assess upgrade/ renewal works proposals and contribution scheme submissions and contribute to the development, city growth by assisting the Coordinator of Capital Works & Drainage as required.
- Participate in and contribute to, the ongoing improvement of the capital works unit's professional services and systems.

Maintain council's professional standards, meeting council objectives in relation to budget targets, service quality, company reputation, QA, OH&S and environmental standards.

## ORGANISATIONAL RELATIONSHIP

<b>Position reports to:</b>	Coordinator Drainage and Stormwater
<b>Position supervises:</b>	External capital works contractors and external designers.
<b>Internal Relationships:</b>	The incumbent will liaise with staff at all levels within the organisation including Council staff, as required.
<b>External Relationships:</b>	The incumbent will be required to maintain professional relationships with a range of Federal, State and local government agencies, service providers, sector bodies, peak organisations, private sector bodies, residents, community groups and other service users.

## KEY RESPONSIBILITY AREAS AND DUTIES

The primary responsibility is to co-ordinate the efficient and effective delivery of project services for the Civil Engineering Unit, including (but not limited to):

### ***Operations Management***

- Determine and manage project priorities to ensure effective application of resources to achieve project outcomes, delivery benchmarks, project budget targets and council budget objectives for projects, liaising with the Coordinator Drainage and Stormwater and other Project Managers in relation to resource allocation & sharing.
- Regularly review the productivity, effectiveness, quality and profitability of projects, including project follow-up to monitor project deliverables.
- Review and approve quote submissions, proposals or tenders in accordance with allocated budget.
- Ensure that all projects are ran in accordance with Project Administration Procedures including project initiation, fee proposals and acceptance, project administration, document control, invoicing and project reviews and assessments.
- Build, maintain and continue to develop appropriate professional relationships and networks within the industry to ensure a high level of respect and regard.
- In conjunction with the Senior Coordinator Infrastructure, identify new opportunities to gain further value for money and assist with the pursuit of the opportunities as directed.
- Review and make recommendations to the Coordinator of Capital Works & Drainage, in

relation to equipment and resource requirements, to effectively and efficiently deliver projects.

- Ensure a safe working environment is provided for all team members.
- Ensure professional standards are maintained and council objectives in relation to budget targets, service quality, reputation, OH&S and environmental standards are met and take responsibility for compliance with external and internal standard

### ***Planning and Community Development***

- Build and maintain positive links and working relationships with other Council units, local community organisations and service providers in the planning and delivery of allocated projects.
- Advocate on behalf of young people through participation on relevant committees, working groups and forums.
- Support the facilitation of ongoing local consultation to inform the planning and delivery of capital works projects that are responsive to identified need / condition.
- Provide specialist advice and input into the development of construction programs and forward planning.

### ***People Management***

- Lead, support and mentor staff in effective and accountable service planning and delivery according to identified project and program objectives.
- Ensure consistent and accurate interpretation and application of Council's Human Resource Management policies and practices.
- Promote the maintenance of safe work environments and practices on site and within the Team in line with Occupational Health and Safety regulations.
- Manage the recruitment, selection and induction process for permanent and casual staff in the Team.
- Ensure accountability measures are in place, including performance planning, performance management and review processes for staff in the Team.
- Identify, plan and implement appropriate training and development opportunities for the Team and casual staff.
- Provide regular support and supervision to all staff as required.
- Provide a safe working environment for the staff team in all of their work places.

### ***Financial Management and Administration***

- Prepare, monitor and accurately manage budgets to ensure effective use of Council resources and to ensure appropriate financial management and reporting.
- Ensure that accurate data and statistics on programs and services are maintained and monitored on regular basis.
- Identify, assess, monitor and report risks in relation to service and program delivery; and regularly conduct on-site risk and safety assessments, and ensure that risk training and inductions are undertaken with all staff and casual staff.
- Oversee the design and delivery of marketing and communications initiatives (in collaboration with the Communications Unit) to increase awareness of programs and services delivered by the team.
- Provide regular reports to the Coordinator on the activities and performance of the Team.
- Undertake other administrative duties as required.

### ***Safety and Risk***

- Take a lead role in developing Occupational Health & Safety policies and procedures for the delivery of programs and activities.

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### **Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Culture

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### **Accountability**

This position is directly accountable to the Coordinator of Capital Works & Drainage, and inputs into policy and service development; program and project management; expenditure of budget within allocation, and the provision of specialist advice and information to the Coordinator of Capital Works & Drainage on all relevant matters.

### **Extent of Authority**

The incumbent has the autonomy to act on all day-to-day matters relating to projects and activities relating to the position objectives, including direction of staff, authorisation of expenditure within budget parameters and Council delegations framework. The incumbent is required to liaise with the Coordinator of Capital Works & Drainage on an ongoing basis and report on decisions that may have a major impact on the overall functioning of the Unit.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken may have a significant effect on the programs or projects being managed.

## **JUDGEMENT AND DECISION MAKING**

Under the direction of the Coordinator of Capital Works & Drainage the incumbent is expected to make decisions to ensure that all programs are delivered in a coordinated and integrated manner. Guidance is not always available within the organization.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Experience in the development, provision and management of Flood mitigation review and Capital Works programs creation and delivery.
- Demonstrated knowledge of the issues affecting the provision of and planning for Capital Works services in Local Government and awareness of broader policies and issues within the field.
- Demonstrated understanding of the principles that underpin the practice of quality infrastructure assets.
- Experience working with contractors, designers and industry professionals.
- Strong analytical and problem-solving skills and ability to plan and develop innovative program options within a broad unit and council-wide frameworks.
- Knowledge of Local Government procedures and practices is essential, ensuring the required standards are met.
- An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and the ability to apply, relevant budgeting and financial procedures.
- Good experience in the use of M.U.S.I.C. (Model for Urban Stormwater Improvement Conceptualisation), DRAINS, TUFLOW, GIS and their application to Stormwater systems.
- Demonstrated experience in program planning and delivery, project management, policy development and strategic planning.
- Experience and knowledge of current issues and emerging trends within the industry.
- Demonstrated ability to record and monitor client and service data accurately, analyse research, and organise and present information and reports.
- Knowledge and skills in Microsoft Project, Power BI and other planning tools.

## **MANAGEMENT SKILLS**

- Demonstrated ability to implement recruitment and selection procedures, implement OH&S, develop position descriptions and monitor staff development in the team, as well as contribute to long term staffing strategies for the Unit.
- Well-developed leadership and motivational skills.
- Ability to contribute to the strategic directions of the Unit.
- Ability to manage change in an environment of resource constraint.
- Ability to solve problems through discussion, negotiation and teamwork.
- Setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

## **INTERPERSONAL SKILLS AND ATTRIBUTES**

- Demonstrated ability to build and maintain strong relationships with a range of stakeholders within and external to the organisation including the ability to liaise with counterparts in other organisations.
- Ability to be flexible, energetic, creative and drive the initiative of the team.
- Ability to foster co-operation, negotiate conflict, support and supervise the team
- Well-developed oral and written communication skills, and presentation skills.
- Strong leadership and problem-solving skills.
- Ability to represent Council in a positive and professional manner.

- Able to liaise with their counterparts in other organisations to discuss and resolve specialist problems.

## **QUALIFICATIONS AND EXPERIENCE**

- Degree in Civil Engineering or equivalent discipline and significant relevant experience to be eligible for membership of Engineers Australia and to qualify for compliance and registration under the Professional Engineers Registration Act.
- Current Victorian Driver's License essential.

## **KEY SELECTION CRITERIA**

1. Experience in municipal Stormwater systems, flood investigations, project management and contract management.
2. Specialist knowledge in analysing Stormwater catchment issues and designing appropriate & innovative solutions with a view to achieving multi-benefit, integrated water management outcomes.
3. Ability to solve problems through negotiation, innovation and teamwork. Ability to manage multiple projects and supervise work teams simultaneously and work autonomously.
4. Proven ability to establish, support and facilitate consultation and engagement networks.
5. Demonstrated understanding of civil construction principles.
6. Demonstrated experience in preparing and monitoring budgets, administrative systems and in preparing high level briefs and reports.