



POSITION DESCRIPTION

POSITION TITLE:		Development Engineer			
POSITION NO:		100748	CLASSIFICATION:		Band 6
DIVISION:		Infrastructure & Environment			
BRANCH:		Infrastructure Traffic and Civil Engineering Branch			
UNIT:		Civil Engineering			
REPORTS TO:		Senior Coordinator Civil Engineering			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	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.

POSITION OBJECTIVES

- To provide high quality and timely engineering advice and infrastructure plan checking and approval services to Council's planning teams, developers, contractors, service authorities and other internal business units.
- Ensure that the best possible outcomes are achieved with the integration of new developments and Council's existing infrastructure.
- Assist with the project management and assessment of major projects in Yarra.
- Assist in the development of a culture of quality, industry best practice, innovation and superior customer focus in the Traffic and Civil Engineering Branch.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major

imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Unit forms part of the Traffic and Civil Engineering branch and is responsible for providing specialist engineering advice to internal and external stakeholders.

The incumbent is required to pursue Branch, Divisional and Corporate goals through efficient and effective teamwork within the Branch and colleagues within the organisation and wider community by assisting, supporting, liaising, and developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIPS

Position Reports To: Senior Coordinator Civil Engineering

Direct Reports: NIL

Internal Relationships: The incumbent liaises with management and staff at all levels within the Organisation.

External Relationships: The position is required to liaise and maintain a professional relationship with developers, service authorities, Government departments and agencies, consultants, community organisations and local residents.

KEY RESPONSIBILITY AREAS AND DUTIES

Management

- Ensure effective project management and oversee the approval processes relating to civil, development and infrastructure projects and engineering referrals managed or delivered by the Unit.
- Assist in fostering and leading a commitment to excellent customer service.
- Respectfully challenge branch and organisation accepted norms whilst identifying potential opportunities to introduce new innovations, processes, and procedures to achieve the Unit's and Branch's objectives.
- Be a strong advocate for high quality development outcomes and assist in training and mentoring other engineers within the group.
- Undertake a range of other duties as directed by management that fall within the positions description's parameters.
- Review and respond to enquiries regarding rights of way, including illegal occupation & encroachments, status of land closures and discontinuances.
- Assess, manage and respond to utility consent for work applications.
- Provide technical advice for the Unit including assessment of proposals to build over easements, status of easements and checking and approving development plans.
- Assist Civil Engineering Senior Coordinator and Senior Construction Engineer with project management, internal and external liaison, provision of technical

guidance and checking of infrastructure plans for major developments and major external transport and utility projects.

- Review, manage and respond to all stages of Legal Point of Discharge applications and apply conditions and/or secure drainage contributions as appropriate.

Planning and Development

- Develop and maintain systems, practices and processes to:
 - Assist in the formulation and review of infrastructure objectives, strategies and policies to achieve the Council's corporate goals and objectives.
 - Ensure sound and transparent decision making in the assessment and approval of drawings and documentation.
 - Ensure that works are undertaken in line with Council policies, standards and expectations and in line with legislative requirements.
 - Identify and assist prioritising statutory and/or agreed deadlines relating to services provided by the Unit are met.
 - Actively contribute to establishing best practice in relation to Council's management of the customer service systems regarding relevant and accurate information.
- Be a strong advocate for high quality development outcomes and assist in training and mentoring junior engineers within the group.

Consultation and Relationships

- Achieve the objectives of the position through bringing together all relevant stakeholders, community, State and Federal agencies and Council. Manage and liaise the approval process for all public and statutory bodies.
- Provide leadership by regularly promoting the sharing of project information and knowledge to deepen the understanding and learnings for other members of the team.
- Proactively develop respectful relationships with organisations and stakeholders both internal and external, by collectively and collaboratively addressing issues faced by Council, to ensure Council's expectations and requirements are met through clear and consistent messaging.
- Represent the City of Yarra and attend meetings and forums relating to infrastructure and development as directed.
- Liaise, correspond and negotiate with developers, consultants, stakeholders and other Council representatives in line with the duties and responsibilities of the role.

Provision of Advice

- Examine, evaluate and provide high quality and timely engineering advice and direction to Council's internal business units, service authorities, government agencies, developers and contractors.

- Provide relevant advice that can influence outcomes (such as inclusion of conditions on permits) and actively contribute to changes in processes.
- Ensure that all advice is communicated effectively, accurately and in a manner that promotes the image and reputation of the Unit and the City of Yarra.
- Comprehensively inform internal and external stakeholders of Council's expectations and processes to allow for effective planning of projects.

Other

- Perform site inspections of future, current and finished projects.
- As part of these site inspections, the officer is required to negotiate the management of works and project outcomes with internal and external stakeholders, ensuring that the best possible outcome is achieved for the organisation.
- As part of these site inspections, the officer may be required to report on inspection observations and negotiations with internal and external stakeholders.
- Perform other duties as directed by management that are within the employee's skill set, competence and training.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Development Engineer reports to the Senior Coordinator Civil Engineering and may be required to manage resources and provide advice to clients and provide input into the development of policy.
- The position is accountable for the provision of professional engineering advice and the review and approval of civil engineering and drainage design plans and infrastructure proposals within specified Council and/or statutory timelines.
- When providing specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision.
- Effect of actions and decisions may be significant however these are usually subject to review appeal or review by more senior engineers.
- Authority is mainly governed by the Council's standards procedures and practices.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Conduct on-site safety and risk training and inductions.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

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
 - Courage

JUDGEMENT AND DECISION MAKING

This position requires the incumbent to:

- Perform work duties under limited direction, reporting key phases of work to management.
- Exercise independent judgement where resources, objectives and methods are only partially defined.
- Apply creative and advanced problem-solving skills to resolve complex issues where policies, guidelines and/or precedents are not readily available.
- Guidance is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

This position requires:

- A well-developed understanding of the principles, theory and practice of Civil Engineering.
- The ability to ensure the accuracy and integrity of information provided to internal and external stakeholders, within agreed time frames and in a way that is easily understood.
- Well-developed verbal and written skills.
- Competency in the use of Microsoft Word and document management packages.
- Well-developed customer management skills.
- An understanding of the long term goals of the branch and the unit in which the position is placed and of the relevant policies of both the division and the wider organisation.
- The ability to undertake complex investigatory tasks.

MANAGEMENT SKILLS

This position requires:

- Ability to plan, priorities and organise work within a set timeframe to achieve objectives, goals and KPIs of the Unit, taking into account of organisational and external constraints, opportunities and conflicting priorities.
- Proven ability to challenge accepted processes to develop and implement improved processes and procedures.
- Ability to facilitate meetings of parties to resolve issues in a proactive and seamless approach to problem resolution.
- Willingness and ability to accept other duties as required by management that are within the officer's capabilities.

- Demonstrated ability to deliver a number of key projects simultaneously against tight deadlines.
- Commitment to personal service excellence.
- High level time management and forward planning skills to achieve defined goals and objectives in an environment of change and conflicting demands
- Ability to solve problems through discussion, negotiation and teamwork.

INTERPERSONAL SKILLS

- This position requires the Development Engineer to gain co-operation and assistance from clients, members of the public and other employees in the performance of their duties.
- The incumbent must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other units within Council to achieve the desired outcomes.
- Proven record of influencing and building positive relationships with all levels of staff together with a strong commitment to continuous improvement and customer service.
- An effective engaging, consultative and facilitative style demonstrated by good interpersonal and negotiation skills used to work in a collaborative manner.
- Well-developed verbal and written communication and presentation skills and the ability to apply these to consulting and facilitating a range of situations, and to presenting information to various audiences.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Engineering with a proven track record of achievement within an engineering environment.
- Experience with a proven track record of achievement within an engineering environment.

KEY SELECTION CRITERIA

- Proven ability in assessing civil and drainage design functionality and approving plans.
- Previous experience in the provision of high quality and timely engineering advice and infrastructure plan checking and approval services to internal and external stakeholders.
- Proven ability to persuade, convince and negotiate positive outcomes with a range of people, in the achievement of set objectives and to resolve intra organizational problems.
- Demonstrated ability to exercise personal judgement and decision making within agreed standards to ensure service delivery.
- High level analytical, oral and written communication skills; with the ability to prepare accurate and timely reports and responses.