

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Coordinator – Development Engineering		
<b>Directorate</b>	Planning and Development	<b>Branch/Section/Unit</b>	Development Engineering Section
<b>Position Number</b>	1138	<b>Level</b>	7+(market loading)
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Director – Planning and Development		
<b>Direct Reports</b>	Development Engineer – Development Engineering Advisor – Development Engineering Officer – Development Engineering		

## SCOPE OF POSITION

### Position Summary

To efficiently and effectively manage the Development Engineering Section of Council with a focus on providing timely and high quality input into the assessment of development applications and delivery of high quality expert development engineering advice to internal and external stakeholders and the general public. In addition, effectively administer the operational works component of developments.

### Key Responsibilities of the Role

- Coordinate the engineering assessment of development applications by the Planning and Development Directorate by ensuring the efficient coordination of advice and referral responses, as well as the consistent application of engineering requirements as they apply to all development applications throughout the region.
- Act as the senior authority and point of contact for matters relating to all aspects of development engineering within the organisation.
- Liaise with, and provide expert verbal and written advice to Council, the Planning and Development Directorate and other Council branches in regard to development engineering matters including road and transport infrastructure, storm water and flooding, civil engineering design standards, and road safety and network management.
- Provide timely and expert pre-lodgement advice to applicants and developers on engineering matters.

- Provide input to the Planning and Development Directorate on the regular review of the Planning Scheme and Local Government Infrastructure Plan, as well as other strategic plans and strategies, such as the Coastal Hazard Adaptation Plan.
- Oversee the delivery of operational works by developers, and ensure compliance with Council standards.
- Build and maintain excellent professional relationships with internal and external stakeholders including government agencies.
- Ensure quality and risk management procedures are in place within the Development Engineering team, including compliance with Council's workplace policies and relevant legislation.
- Provide management, leadership, coaching and skills development to the Development Engineering team as well as managing staff recruitment and preparation and monitoring of the Branch budget to ensure effective service delivery.
- Prepare and present reports and expert technical advice to executive management and on behalf of Council in court mediations and similar proceedings as required.
- Support departmental productivity and process improvements by assisting Continuous Improvement projects within the Planning and Development Directorate.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Construction Industry White/Blue Card

## Essential Knowledge/Skills/Qualifications Criteria

- Bachelor qualification in Civil Engineering or related discipline acceptable for admission as a Member of the Institution of Engineers Australia.
- Significant experience in a senior management role within a development engineering environment, including contemporary knowledge of relevant human resource practices and demonstrated ability to lead and motivate a team of professionals.
- Substantial experience in development assessment, development engineering and relevant standards, codes and legislation.
- High level of knowledge and experience in the use of engineering standards, specifications and codes, including IPWEAQ and Austroads standards, TMR Road Planning and Design Manual and Technical Specifications, QLD Urban Drainage Manual and Queensland Streets.
- Highly developed interpersonal and communication skills with the ability to negotiate outcomes, collaborate and work constructively with internal and external stakeholders, and senior staff across the organisation and government agencies
- Substantial knowledge of construction standards and methods, and experience in administering construction by developers or contractors.

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## Desirable Knowledge/Skills/Qualifications Criteria

- High level of knowledge and experience in the interpretation of relevant legislation including the Local Government Act 2009 and the Planning Act 2016.
- Qualifications in project management and/or experience operating within a project management framework.
- Registration as an RPEQ.
- Knowledge of flood modelling techniques, coastal engineering and/or environmental engineering.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).
- Occasional intra/interstate travel.
- Daily local travel.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.

- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*