


DEVELOPMENT ENGINEER

Position No.	1111
Classification	Band 6, Permanent Full Time
Directorate	Infrastructure & Environment
Department	Asset Services
Division	Development Engineering
Team	N/A
Department Context	<p>The Development & Engineering team provides technical expertise on Council’s engineering plans and policies and is responsible for the planning, design and delivery of Council’s development and infrastructure works in keeping with legislative and compliance requirements.</p>  <pre> graph LR A[Director Infrastructure & Environment] --- B[Manager Asset Services] B --- C[Coordinator Development Engineering] C --- D[Development Engineer x 2] </pre>
Position Purpose	<p>The Development Engineer supports the Coordinator Development Engineering by:</p> <ul style="list-style-type: none"> • Assist with coordinating technical engineering advice for queries from developers and consultants on land development and subdivisional applications assessments. • Provide technical expertise based on sound engineering and planning policy which ensures best interests of Council and ratepayers are managed. • Manage the compliance of engineering plans against the Infrastructure Design Manual, Council design standards, Council’s Road Strategy and other related policies. • Project management and supervision of developer funded works, including compliance with OHS standards, quality assurance and environmental management systems. • Monitoring and management of defects related to developer works in accordance with Council conditions and policy. • Assist in preparation of submissions for external funding.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Land Development and Subdivision

- Coordinate engineering input into planning matters associated with land development and subdivision applications, liaising with Council's Planning team.
- Provide engineering and technical advice to Council projects and subdivisional works.
- Liaise with developers and consultants to service their enquiries and take action to address enquiries on land development and subdivisions.
- Supervise and audit construction activities associated with land development and subdivision.

General Engineering

- Assist with the preparation of tender specifications and funding submissions.
- Liaise with the Coordinator Development Engineering and the Coordinator Road & Drainage Engineering, for the organisation, design, supervision and construction of works to ensure that they are constructed in accordance with approved designs and appropriate industry codes/ standards, and within budget estimates.
- Contribute to the maintenance and development of Council's asset management systems.
- Report to Government Departments and funding sources on the progress of projects, including preparation of final claims and reports.
- Assist in the establishment, development and maintenance of systems and procedures used within the Asset Services team, with the aim of continuous improvement.
- Liaise with the public, receive and take action to resolve their enquiries.
- Represent the Asset Services team at external activities such as committee meetings, community meetings and meetings with statutory authorities.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Intermediate
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Intermediate

Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Intermediate

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<p>The Development Engineer provides specialist professional advice to the public, community groups and authorities and to the Council's Planning Officers. Freedom to act is subject to regulations and policies and regular supervision.</p> <p>The effect of decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by the Coordinator Development Engineering or the Manager Asset Services.</p> <p>The position provides input into the development of the Development Engineering policies together with the broader Asset Services team.</p>
Judgement and Decision Making	<p>The nature of the work is specialised, with methods, procedures and processes developed from civil engineering theory and precedent.</p> <p>The work involves improving and/or developing methods and techniques generally based on previous experience. Problem solving involves the application of these techniques to new situations.</p> <p>Guidance and advice are usually available from the Development Coordinator - Development Engineering or Manager Asset Services.</p>
Specialist Skills & Knowledge	<ul style="list-style-type: none"> • Proficiency in the Engineering discipline, including an understanding of the underlying principles as distinct from practices. • Demonstrated experience in the implementation of the Infrastructure Design Manual (IDM). • A familiarity with cost estimates for construction and maintenance works and cost centre budgeting techniques. • A familiarity with asset management practices and principles. • An understanding of the long term goals of the Asset Services team and of the relevant policies of both the Development Engineering Unit and Golden Plains Shire Council.
Management Skills	<p>The officer shall have skills in managing concurrent projects including setting priorities, planning and organising their 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 and time available.</p>

The officer shall have an understanding of and an ability to implement personnel practices, including those related to equal employment opportunity, occupational health and safety and employee development.

Interpersonal Skills

The position requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of civil engineering projects and activities.

The Development Engineer shall be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other units at the Council to resolve intra-organisational problems.

Qualifications & Experience

The skills and knowledge required in this position are beyond those acquired through tertiary education alone. They would be gained through completion of a tertiary qualification in Civil Engineering admitting to Graduate or Member grade of Professional Engineer, as defined by Engineers Australia together with at least three years relevant experience post-graduation. Relevant experience includes experience in the following areas:

- General engineering, road construction, maintenance, design and traffic engineering;
- Supervision of direct labour works operations;
- Engineering evaluation of subdivision projects.
- Contract administration, contract supervision, competitive tendering;
- Quality assurance practices; and
- Experience in managing projects other than roads and bridge projects.

The position requires professional knowledge in the following areas:

- Australian Standards, Codes of Practice and design practices.
- Computer systems and software which relate to engineering work.

KEY SELECTION CRITERIA

1. Demonstrated experience in applying technical knowledge in the areas of general engineering, land development and road construction and maintenance.
2. Experience in the administration and supervision of contract management.
3. Demonstrated experience in applying and implementing the requirements and standards of the Infrastructure Design Manual (IDM).
4. Knowledge and experience in engineering evaluation and supervision relating to the management of subdivision projects.
5. Demonstrated experience in applying Occupational Health Safety and Risk Management principles (preferably in a civil engineering environment) and fostering an OHS culture.
6. Capability to deliver a high quality and efficient customer service experience within a construction or works environment.
7. Well-developed communication and consultation skills combined with strong problem solving skills.

Other Requirements

- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

APPROVAL

Approved By (Department): **Manager Asset Services**

Reviewed By (P&C): People & Culture Advisor

Date: January 2025

Employee Acceptance: *Accepted via onboarding portal*