Coordinator Development Engineering
POSITION DESCRIPTION

Position Number:	3351
Portfolio:	Communities
Business Unit:	Development and Environment
Team:	Development Engineering
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Development and Environment
Revised:	May 2025

General Position Statement:

This position supports Council's direction by providing expert technical advice, strategic oversight, and operational leadership in the assessment and delivery of development-related infrastructure. The position ensures that engineering outcomes are safe, sustainable, and aligned with Council's planning instruments, community expectations, and long-term infrastructure goals. The position plays a key role in mentoring employees, driving continuous improvement, and fostering collaboration across teams and with external stakeholders.
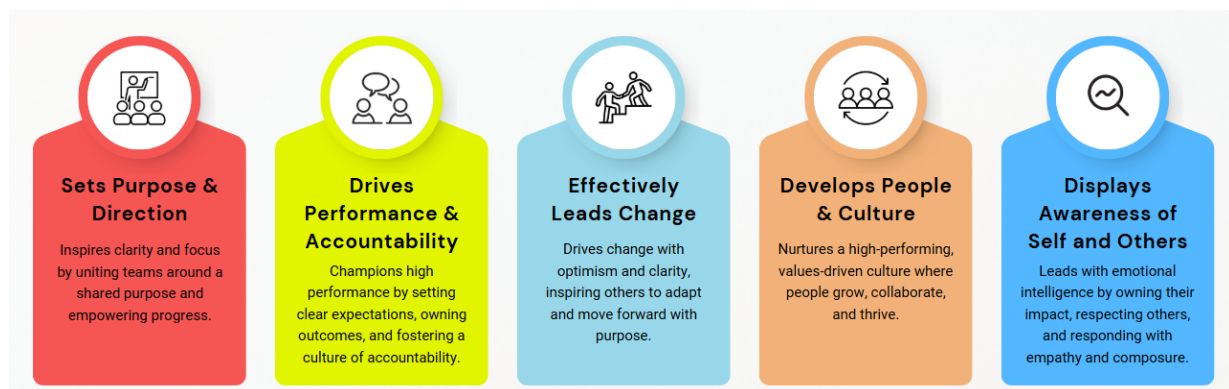
Specific Responsibilities:

This position has the following responsibilities:

1. Lead and develop the Development Engineering team, providing technical guidance, mentoring, and performance oversight to ensure high-quality, consistent, and customer-focused service delivery.

2. Coordinate and assess development applications from an engineering perspective, including traffic, stormwater, flood, road, and utility infrastructure, ensuring compliance with statutory requirements and Council standards.

3. Oversee the review and inspection of contributed assets through Operational Works, ensuring infrastructure is designed, constructed, and delivered to meet long-term community needs and asset sustainability.

4. Provide strategic engineering advice to internal teams, including Development Assessment and Infrastructure Planning, to inform growth management, capital works planning, and policy development.

5. Support continuous improvement by contributing to the development and review of planning instruments (e.g. Planning Scheme, LGIP, AICR), engineering standards, and operational procedures.

LIVINGSTONE SHIRE COUNCIL

Values

ACCOUNTABILITY   TEAMWORK   COMMUNITY   POTENTIAL   POSITIVITY

6. Represent Council in technical matters, including engagement with developers, consultants, and government agencies, and provide expert input into legal, compliance, and policy discussions.

7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.

8. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.

9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.

10. Undertake other relevant duties as directed, consistent with skills, competence and training.

Leadership Competencies:

Sets Purpose & Direction
Inspires clarity and focus by uniting teams around a shared purpose and empowering progress.

Drives Performance & Accountability
Champions high performance by setting clear expectations, owning outcomes, and fostering a culture of accountability.

Effectively Leads Change
Drives change with optimism and clarity, inspiring others to adapt and move forward with purpose.

Develops People & Culture
Nurtures a high-performing, values-driven culture where people grow, collaborate, and thrive.

Displays Awareness of Self and Others
Leads with emotional intelligence by owning their impact, respecting others, and responding with empathy and composure.

Position Requirements:

Skills/Competencies

1. Strong leadership and team development skills, with the ability to build capability, foster collaboration, and drive performance in a technical environment.

2. Advanced knowledge of civil engineering principles and their application in development assessment, infrastructure design, and asset delivery.

3. High-level understanding of planning legislation, infrastructure charging frameworks, and local government engineering standards.

4. Proven ability to manage complex projects, assess technical documentation, and provide clear, evidence-based recommendations.

5. Excellent communication and negotiation skills, with the ability to engage constructively with internal and external stakeholders.

Mandatory Qualifications, Licences and Experience

1. Bachelor of Engineering (Civil) or equivalent tertiary qualification or a related field, and/or extensive experience in a similar position.

2. Proven leadership of technical teams and management of performance in a regulatory or infrastructure delivery context, supported by proficiency in Council's corporate systems and engineering-related software.

3. Extensive experience in civil engineering and development assessment, including planning, design, and delivery of urban infrastructure.

4. Demonstrated knowledge of relevant legislation, planning instruments, and engineering standards applicable to local government development.

5. Possession and maintenance of a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Registration as a Registered Professional Engineer of Queensland (RPEQ), or eligibility to obtain registration.

2. Familiarity with digital engineering tools, asset management systems, and GIS platforms.

3. Formal training in leadership, coaching, or team development, particularly in high-performance or regulatory environments.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.

2. **Customer Service** – Focus on our customer/s needs.

3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.

4. **Safety** – Carry out your duties in a safe manner.

5. **Project Management** – Commit to Council's Project Management ethos.

6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor or office environment.

2. Ability to legally operate a motor vehicle under a "C" Class Licence.

3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.

4. Must be available to work the on-call roster, if required.

5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Coordinator Development Engineering
SELECTION CRITERIA

Position Number:	3351
Portfolio:	Communities
Business Unit:	Development and Environment
Team:	Development Engineering
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Development and Environment
Revised:	June 2025

Please address each of the selection criteria below in your application:

1. Bachelor of Engineering (Civil) or equivalent tertiary qualification or a related field, and/or extensive experience in a similar position and possession/maintenance of a current motor vehicle drivers licence.

2. Proven leadership of technical teams including demonstrated team development skills, the ability to build capacity, foster collaboration and manage performance in a regulatory or infrastructure delivery context.

3. Extensive experience in civil engineering and development assessment, including planning, design, and delivery of urban infrastructure.

4. Demonstrated high-level knowledge of relevant legislation, planning instruments, and engineering standards applicable to local government development.

5. Proven ability to manage complex projects, assess technical documentation, and provide clear, evidence-based recommendations.

6. Excellent communication and negotiation skills, with the ability to engage constructively with internal and external stakeholders.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take into account;
- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.