



# Technical Officer

## POSITION DESCRIPTION

<b>Position Number:</b>	2627
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	Development and Environment
<b>Team:</b>	Development Engineering
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 5
<b>Reports To:</b>	Coordinator Development Engineering
<b>Revised:</b>	March 2024

### **General Position Statement:**

This position supports Council's direction by providing development assessment services for a broad range of development related works.

### **Specific Responsibilities:**

This position has the following responsibilities:

1. Provide Development Assessment services in accordance with Council's business rules and statutory requirements.
2. Carry out development assessments and prepare responses to development applications referred from the Development Assessment team in accordance with Council's business rules and statutory requirements.
3. Carry out site inspections for contributed assets, safety, and environmental issues as per the provisions of Operational Works Permit, Council's Policies, and relevant legislations.
4. Provide guidance and advice to the Development Assessment team in regards to technical engineering matters that relate to development applications.
5. Provide engineering guidance and advice to the Development Assessment team for the provision of contributed assets through Operational Works.
6. Liaise with relevant government departments, consultants, contractors and the general public on operational works issues and works within the road reserve.
7. Provide guidance and advice on matters relating to Building Over or Near Relevant Infrastructure (BONRI).
8. Provide guidance and advice to the Infrastructure Planning team in regards to development trends and future infrastructure needs, for strategic network planning purposes.
9. Assist with the verification of asset information and liaise with GIS and field staff to advance the integrity of Council's GIS and asset data-base.
10. Undertake and assist other Council officers with compliance-related investigations.





11. Assist with the supervision, mentoring, training and guidance of lower classified officers, as required.
12. Ensure that Council's policies, processes and procedures are followed and that work meets technical and quality specifications.
13. Contribute to a customer service focussed culture that is committed to Council's values and strategic objectives.
14. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
15. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
16. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Demonstrated working knowledge of relevant Local Government operations and legislative framework, particularly in relation to the Planning Act.
2. Demonstrated sound knowledge of work practices, technical guidelines, procedures and policies relevant to development applications and planning, design and delivery of municipal infrastructure.
3. Proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professionally written communication.
4. Demonstrated capacity to plan workload, achieve set goals and meet deadlines.
5. Ability to effectively operate Council's computer systems and the MS Office Suite.
6. Solid time management, planning and organisational skills.
7. Well developed communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.

#### **Mandatory Qualifications, Licences and Experience**

1. Qualifications relevant to the position (e.g. Associate Diploma of Engineering Civil) and/or significant experience in the design, construction, operation and maintenance of municipal infrastructure works.
2. Construction Industry Induction (White Card).
3. Possess and maintain a current motor vehicle driver licence.

#### **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 and office environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
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).


### 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 Intranet.

### 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.

<b>Authorised By:</b>	General Manager Communities
<b>Signature:</b>	
<b>Date:</b>	27 March 2024
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



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## SELECTION CRITERIA

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<b>Team:</b>	Development Engineering
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<b>Classification:</b>	QLGIA (Stream A) Level 5
<b>Reports To:</b>	Coordinator Development Engineer
<b>Revised:</b>	March 2024

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

1. a) Qualifications relevant to the position (e.g. Associate Diploma of Engineering Civil) and/or significant experience in the design, construction, operation and maintenance of municipal infrastructure works;  
 b) Construction Industry Induction (White Card);  
 c) Possess and maintain a current motor vehicle driver licence.
2. Demonstrated working knowledge of relevant Local Government operations and legislative framework, particularly in relation to the Planning Act.
3. Demonstrated sound knowledge of work practices, technical guidelines, procedures and policies relevant to development applications and planning, design and delivery of municipal infrastructure.
4. Proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professionally written communication.
5. Well developed communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.

**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 in 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.

