

Position Description

Development Engineer

Branch	Planning, Development & Regulatory Services	Position Grade	14
Division	Corporate, Strategy and Development Services	Position Status	Permanent Full-time
Reports To	Manager Development Assessment	Standard Hours Per Week	35
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	Nil
Position Number	1PD020	Award	Local Government (State) Award
Date PD Authorised	27/04/2021	Award Band	Prof Band 3 Level 2

The Opportunity

The position of Development Engineer actively undertakes the business functions associated with the:

- Assessment and determination of applications and Part 4 Certificates relating to residential, commercial, industrial development and subdivisions in a civil engineering context.
- Provision of high-level technical advice to both internal and external clients of the Council on Planning matters in order to comply with the Group's customer service obligations.

Key Responsibilities


1. The statutory assessment of complex development proposals in relation to residential, commercial, industrial and subdivision type applications. Ensuring that applications are determined in accordance with adopted service level agreements, accurately and in a responsive manner.
2. Undertaking timely and professional civil certification inspections relating to complex developments including roads and road pavements, stormwater drainage, water and sewer, flood management, traffic management and on-site detention infrastructure in accordance with Council's MyInspect system protocols.
3. Assist with and participate in training and support programs to improve professional development and build capacity, unity and shared understanding of goals within your team.
4. Contribute to the development of detailed policy positions and protocols for Civil Engineering matters including the periodic revision of Council's Engineering and Planning Specifications and Standard Drawings to ensure that desirable sustainable development outcomes are achieved throughout the shire.
5. Understanding and implementing the provisions of the Environmental Planning and Assessment Act 1979, Roads Act 1993, Local Government Act 1993, Auspec and Natspec, AUSRoads Guidelines, WASA Code and Council's Local Environmental Plan and Development Control Plans relating to engineering matters and other policies and standards as they apply.

- 
6. Participating within the Planning Development and Regulatory Services Group as required to process certificate applications under the Environmental Planning & Assessment Act 1979 and Regulations and applications under the Local Government Act and Roads Act 1993 and Regulations.
 7. Attending site inspections and evaluating existing site opportunities and constraints including evaluating existing and proposed civil infrastructure. Attend pre-development meetings as directed by the Manager, providing technical advice on prospective development matters.
 8. Acting to promote Council as an efficient competitor in a competitive market. Examine processes and procedures in conjunction with the Manager with the aim of maintaining a competitive status in the delivery of services.
 9. Attending to customer service enquiries in relation to technical planning matters including participation in the Duty Development Engineer rosters as scheduled ensuring that enquiries received from the development industry and the local community are responded to in a responsive, accurate and professional manner.
 10. Undertaking development engineering compliance and regulatory enforcement of statutory requirements proactively and follow up public complaints regarding civil engineering compliance matters in a timely and efficient manner.
 11. Actively participating in business improvement strategies to achieve best practice in development engineering and embrace change management principles. Actively participating in the development and implementation of business plans relating to core functions of the group.
 12. Other duties as directed by the Manager Development Assessment and the Group Manager Planning Development and Regulatory Services.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

Essential Criteria

1. Tertiary qualifications in Civil Engineering or equivalent discipline with a minimum 2 years' demonstrated experience in the management of Roads including Pavements, Drainage, Flooding, On-site Detention, Water and Sewer and Traffic engineering within a local government context.
2. Understanding of staff mentoring and building capacity in order to professionally develop technical skills and experience to meet both assessment targets as contained within the group's business plan and achieve customer service commitments.
3. Extensive and detailed knowledge of relevant legislation including the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and also the Roads Act 1993, NATSPEC, AUSPEC, WASA Code, Australian Standards and Council's Engineering and Planning Guidelines, with proven comprehensive experience in the assessment of complex planning proposals in a variety of residential, commercial and industrial and rural contexts.
4. Ability to demonstrate the building of professional relationships within the development industry and promote Council as an efficient and effective organisation and the ability to demonstrate professional acumen in all business dealings with internal and external clients of the Council.
5. Resilience to work under pressure and demands and having analytical and problem-solving skills including the ability to critically analyse issues and develop and implement appropriate solutions. Demonstrated ability to collect and utilise data for evidence-based decision making
6. Demonstrated high level experience in the use of Microsoft Office, including Word, Excel, Outlook, and PowerPoint. Demonstrated high level experience in the use of Electronic Document Management Systems (e.g. Technology One), computer based Geographic Information Systems and Customer Request Management Systems. Demonstrated ability to utilise engineering specific software including DRAINS, Traffic Modelling and CAD.

- 
7. Previous experience in the development of engineering policy positions and the review of development engineering standards in order to achieve consistency in development outcomes and best practice in the delivery of civil engineering certification.
 8. Analytical and problem-solving skills which can be evidenced, including the ability to critically analyse issues and develop and implement appropriate solutions. Ability to prepare technical reports utilising clear and concise language including being able to be communicate to a range of stakeholders both internal and external and to negotiate outcomes and resolve conflict.
 9. Ability to follow instructions, operate independently and with minimal supervision. Demonstrated ability to accept challenges, embrace change management principles, prioritise workloads and meet deadlines in a fast-paced environment.
 10. Demonstrated ability and commitment to providing quality customer service to both internal and external customers. Ability to demonstrate professional acumen in all business dealings with internal and external clients of the Council.
 11. Minimum Class C Driver's Licence

Desirable Criteria

- Post graduate degree in Civil Engineering / Project Management.
- Previous experience in the Land and Environment Court in representing Council as an Expert Witness on Civil Engineering Matters.
- Ability to apply technical standards with an appreciation and acceptance of political decision making within a local government context. Ability to balance development outcomes within a political context.

Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive);
- Sitting for lengthy periods (repetitive);
- Climbing stairs (within building); and
- Walking over rough terrain.

Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all employees.

Council's Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience & Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
 Workforce Leadership	Procurement and Contracts	Foundational
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Foundational



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

.....
Employee Name (Print)

.....
Witness Name (Print)

.....
Signature

.....
Signature

.....
Date

.....
Date