

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Civil Engineer – Program Management	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	6915	Classification Level:	6
Employment Location:	Auswide Building	Position Status:	Full-time Permanent
Department:	Infrastructure	Document Last Reviewed:	14/10/2019
Branch:	Engineering Services	Job Dictionary:	Not Applicable
Accountable To:	Manager Infrastructure Planning		
Aim of Position:	The focus of this position is to assist the Manager Infrastructure Planning with the planning and delivery of Roads Infrastructure projects and assessing the impact of development activities on existing infrastructure		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Support the Manager Infrastructure Planning with all project pre-construction planning and project investigation activities associated with the delivery of roads projects, which include:
 - Project identification, investigation, scoping, cost estimation and prioritisation.
 - Maintaining and developing the capital works project prioritisation list and other documents/systems as necessary to manage pre-construction planning activities.
 - Assist with the development of forward work programs including the 3 Year Capital Investment Plan (CIP) and yearly budgets.
 - Prepare project concept/development plans and reports including minor designs.
 - Carry out traffic (roads) modelling analysis as necessary to assess and compare options.
 - Prepare project scoping briefs and other documentation as necessary to engage internal design staff and/or external consultants to assist with the investigation and design of projects.
 - Engage with and manage external consultants/contractors in the planning of projects.

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- Support the Manager Infrastructure Planning in managing risk, facilitating effective network management, community engagement and implementing corporate system improvements.
- Provide sound and honest engineering advice to Council staff, Councillors and external parties and organisations as required.
- It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities.

Position Requirements - Qualifications and Experience:

Mandatory:

- Bachelor of Engineering, Bachelor of Engineering Technology, Associate Degree of Engineering (Civil).
- Minimum 5 years' experience in roads planning, project scoping, design and cost estimation.
- Working knowledge and experience in using computers and computer software packages such as CAD (AutoCAD, 12D), Microsoft Office suite (Word, Excel, Powerpoint, Project, etc.), GIS (ArcGIS, MapInfo, etc).
- Well-developed interpersonal, oral and written communication skills and the ability to effectively communicate with other Council staff, Councillors, the community and other external parties such as Government departments, consultants and contractors.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships (mandatory)	<p>Engage people to build positive relationships:</p> <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus (mandatory)	<p>Focuses on customers:</p> <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	<p>Models safe, professional and ethical behaviour:</p> <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self

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Job Requirements (mandatory)	<p>Applies knowledge and skill:</p> <ol style="list-style-type: none"> 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-Organisational Thinking	<p>Understands how their work makes a difference to Council:</p> <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading People	<p>Supporting others:</p> <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	<p>Supports others' capability development:</p> <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	<p>Focuses on performance:</p> <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	<p>Manages internal and external relationships:</p> <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	<p>Makes sound decisions:</p> <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	<p>Open to making improvements:</p> <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	<p>Responds flexibly to changes:</p> <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

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Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> Models compliance with Council's procurement Policy. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	<ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	<ul style="list-style-type: none"> Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	<ul style="list-style-type: none"> For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.

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Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /

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