

## Position Description

### Engineer Graduate - Developments



<b>Position Title</b>	Engineer Graduate - Developments	<b>Position Number</b>	Various
<b>Division</b>	Planning and Regulation	<b>Unit</b>	Development Engineering
<b>Job Grade</b>	6	<b>Award Base</b>	35 Hours
<b>Reports To</b>	Unit Coordinator - Development Engineering	<b>Direct Reports</b>	Nil
<b>Revised/Created</b>	2019 – Updated		

### Primary Objective

- To provide support to Engineer – Developments on all aspects of development applications for subdivision and other development, construction certificate and subdivision certificate applications in accordance with current Councils adopted LEP, DCP's, Development Design and Construction Specifications, Australian Standards, and good engineering practice.
- Build a high level of technical knowledge and project management skills necessary to assess and approve complex engineering matters relating to developments requiring analytical assessment and judgement.

### Values Statement

#### What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

### Organisational Environment

#### PLANNING AND REGULATION DIVISION

The Planning and Regulation Division provides services related to planning and development control, building control, regulatory control, public health and safety issues, environment and health management throughout the Tweed Shire.

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### Development Engineering Unit

The Development Engineering Unit's main functions are:

- The assessment of all subdivision applications and complex development applications to enable the preparation of engineering conditions specifically suited to the proposed development.
- Approval and issue of Part 4A certificates including Construction Certificates and Compliance Certificates.
- Undertaking inspections and authorising the acceptance of newly constructed public infrastructure for all types of subdivisions and development works.
- Assessment and authorisation for the release of Subdivision Certificates ensuring compliance with conditions of consents, payments of contributions and the satisfactory creation of public infrastructure.

The work environment is busy, has competing demands and requires well developed time management skills.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

### The Position

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The position is a Development Engineer (Graduate) within the Development Engineering Section. The position is responsible for assisting in the approval and inspection of public infrastructure on behalf of Tweed Shire Council.

The position requires limited experience in the development industry as the incumbent will be trained up Council's existing Development Engineers staff to be able to provide the analytical assessment and determination of all engineering aspects of subdivisions and other development applications covering a multitude of professional disciplines. Assessment and determination of Construction Certificate Applications under delegated authority is also a core activity once the Unit Co-Ordinator Development Engineering is confident that adequate knowledge and experience has been gained. The position is required to assist in carrying out inspections of the engineering works during construction including a final inspection prior to the issue of the Subdivision Certificate.

The position demands knowledge of engineering aspects of subdivision development and an understanding of Council policies, Australian Standards, and Engineering Design Guidelines in addition to the Environmental Planning & Assessment Act, Regulations and associated legislation, at graduate level.

The position is required to articulate through written comprehensive reports for Council staff in a clear, concise and balanced manner, answer and provide advice in response to enquiries / correspondence on subdivision and development engineering matters requiring sound engineering judgement, under the supervision of the Unit Co-Ordinator Development Engineering or . The position holder is required to work with a high level of time management skills to deliver multiple sized tasks / projects simultaneously.

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The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Legislation, Policy and Procedures	<p>obtain appropriate knowledge to be able to:</p> <ul style="list-style-type: none"><li>• articulate in a clear and concise manner development standards, legislative requirements, procedures and policies required by the Tweed Shire Council, State Government Agencies and where applicable Federal Government legislation.</li><li>• frequent communication with Engineering, Surveying, and Town Planning consultants, developers, Councillors, community groups, members of the general public, Contractors and other Council officers requiring excellent problem solving and creative resolution skills.</li><li>• assess engineering aspects of development applications lodged with Council requiring a broad knowledge of professional disciplines and diverse functions.</li><li>• interrogate proposed development infrastructure with the various sections of Council and existing assets.</li><li>• initiate, attend and address public meetings on sensitive development issues requiring the use of tact and diplomacy to justify and substantiate Council's position on the subject.</li><li>• provide prompt, efficient and effective customer service to both internal and external customers in accordance with the specified decision making times as nominated in Council's adopted Application Determination Policy.</li></ul>
2. Legal Requirements	<ul style="list-style-type: none"><li>• Authority under Section 118A of the Environmental Planning and Assessment Act 1979 and authority under Section 191 of the Local Government Act to;<ul style="list-style-type: none"><li>○ Carry out inspections for the purpose of the Environmental Planning and Assessment Act and the Regulations made thereunder.</li><li>○ Enter any land or any place on any land thereon or therein carry out such inspections and surveys and take such measurements and such photographs as is considered necessary.</li><li>○</li></ul></li></ul>
3. Public Infrastructure	<p>Obtain experience to be able to</p> <ul style="list-style-type: none"><li>• assess development applications and the preparation of engineering related conditions of consent specifically suited to the proposed development by detailed analytical assessment over a broad range of issues.</li></ul>

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	<ul style="list-style-type: none"><li>• approve and issue of Part 4A certificates including Construction Certificates and Compliance Certificates associated with all types of development.</li><li>• authorise the issue of Subdivision Certificates to create public infrastructure.</li><li>• assist in carrying out inspections of public infrastructure for all types of subdivision and development works.</li></ul>
4. Policy and Procedure Development	<ul style="list-style-type: none"><li>• Assist with reviewing, developing and implementation of systems designed to improve the efficiency and effectiveness of the determination process for subdivisions and developments.</li></ul>

As a member of the Development Engineering Unit, the position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

#### Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

#### Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

#### Organisational and External Relationships

##### *Organisational Relationships*

- To liaise with most units of Council both indoor and outdoor and Councillors to achieve goals and objectives of the position.
- To offer an engineering regulatory service to other divisions of Council with the key role of ensuring that new public infrastructure provided within these developments complies with recognised standards.

##### *External Relationships*

- Under the direction of Unit Coordinator Development Engineer, liaise and negotiate with professional engineers, surveyors, town planners, contractors, government agencies and members of the public to ensure quality customer service and operational compliance.

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#### Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

## Delegations and Authorities

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#### Designated Person

This position satisfies Council's Designated Person's definition and as such the incumbent is required to comply with all requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

#### Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

## Required Personal Attributes, Knowledge and Competence

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#### Selection Criteria

##### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

##### Knowledge and Competence: (to be addressed in full when making application)

1. Bachelor of Engineering (Civil)
2. Demonstrated competence in assessment of engineering design in a development and subdivision context.
3. Demonstrated competence in assessment of engineering infrastructure construction in a development and subdivision context.
4. Demonstrated high level oral and written communication skills.
5. Demonstrated competent negotiation skills.
6. Current NSW Drivers Licence.

##### Desirable:

7. Demonstrated knowledge of Local Government engineering.
8. Demonstrated competence in assessment of engineering aspects of developments generally.
9. Eligibility for membership of the Institution of Engineers Australia as a Professional Engineer.