



INFORMATION PACKAGE

POSITION VACANT

SENIOR DEVELOPMENT ENGINEER 3 YEAR FIXED TERM CONTRACT

REF NO: ESC351

CLOSING DATE: 4.30PM MONDAY 28 SEPTEMBER 2020

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact David Meagher on (02) 4474 1059



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

Position Description

Senior Development Engineer


Position Code	224 – Fixed Term
Division	Development Services
Location	Moruya Administration Offices
Band/Level	Professional / Specialist Band 3 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation’s strategic direction and assist with decision making.

Our values represent ‘the way we do things’ and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To lead the development engineering team and assess the impact of development on Council's public infrastructure and facilitate the approval of appropriate development ensuring public infrastructure and assets are designed and approved to council standards having regard to the principles of Ecologically Sustainable Development.

Main duties and key result areas (KRA)

1. Provide advice, monitor staff performance and coordinate work flows within the shire in the assessment of applications, inspections and development engineering issues.

KRA: Advice complies with statutory requirements and Council standards and is provided within required timeframes. Team works co-operatively to improve productivity and work outcomes. Staff and projects supervised to ensure that approvals and inspections are carried out in accordance with Council's adopted standards. Staff receive on the job training.
2. Liaise with and advise builders, developers, architects, solicitors, engineers, designers, government agencies and the community etc. via the provisions of technical/specialist information and clarifying Council's requirements on engineering policies and practices. Provide design advice and direction to consultants where Council's assets are to be integrated into private development designs, particularly where complex engineering design is required. Assess, and give direction when necessary, to gain compliance with Council's Design Specifications and Australian Standards. Provide additional direction to advance proposal from conceptual stage through to acceptable standards for submission to Council as construction plans.

KRA: Advice to the customer to be timely, accurate and in accordance with the relevant Council guidelines, policies and/or appropriate standards and the negotiation and mediation of dispute outcomes undertaken appropriately and in accordance with Council's Code of Conduct.
3. Assess engineering referrals and provide engineering advice for development applications, including complex applications, and recommend appropriate conditions for consents. Provide specialist engineering advice and problem solving solutions to Planning and Building Assessment Officers, Development Duty Officers and other Council officers. Undertake site inspections and assess suitability of site and application in regard to compliance with relevant engineering standards for integration into Council's existing asset network. Determine need for design changes and implement to final approval.

KRA: Relevant AusSpec/Development Specification or Council standard for infrastructure or assets applied with consistency in application of design and LEP/DCP objectives to development assessments. The status, referrals and key assessment information accurately logged on the Approvals database.

4. Co-ordinate and carry out development engineering work under delegated authority and in accordance with Council adopted policy and the delegations of the position.
KRA: Development engineering work conducted in accord with statutory requirements of the Environmental Planning and Assessment Act, Council engineering standards and meeting DP/OP benchmarks and requirements of clients.
5. Assist as part of a team in the development, implementation and review of Policies and Guidelines and contribute to the development of strategic plans associated with development engineering issues.
KRA: Input into development and review of policies and guidelines and into development of strategic plans is timely, well researched and accurate. Policies and guidelines are implemented effectively to promote best practice outcomes for Council.
6. Conduct special assignments and assessments with a high degree of complexity requiring a sound knowledge and practical experience in engineering policies/design and practices. Participate in user matrix group where required. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Special assignments and assessments are carried out as required and within agreed timeframes. Legal requirements met and Council's WHS policies and procedures complied with.
7. Provide the Development Assessment Coordinator and managers with solutions for the integration of development and engineering policy into development assessment procedures and conditions.
KRA: Provision of outcomes to be in accordance with Councils relevant policy, LEP/DCP and codes of practice and within an agreed timeframe.
8. Assess and determine plans submitted to satisfy engineering issues prior to issue of Construction Certificate. Advise case manager and/or provide direction to applicants regarding plan amendments to achieve approval.
KRA: Relevant AusSpec or Council Development Specification for infrastructure or assets applied. Consistency in application of LEP/DCP objectives to designs.
9. Assess and determine plans submitted for Subdivision Construction Certificates.
KRA: plans are assessed having regard to all applicable standards approvals clearly show compliance with such standards. Determinations issued in accordance with adopted time frames.
10. Relieve Development Assessment Coordinator where required, assuming those delegations.
KRA: Staff and projects managed in accord with DP/OP, Council policies and standards and all other legislative requirements.

11. Co-ordinate response from the appropriate Council officers/managers where issues arise outside of normal policy/procedure or design specification and liaise with them to ensure adequate input and solutions to the problem are resolved for finalisation of the application to approval.

KRA: Research is thorough and accurate with appropriate conditions of consent to be applied to development applications to maintain compliance with the objectives of LEP/DCP and/or advice from Council officers/managers. Drawings to be to agreed standards.

12. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/Experience (Selection Criteria)

Essential

1. A degree in Civil Engineering or equivalent.
2. Demonstrated ability to effectively manage a team.
3. Demonstrated experience in related civil engineering fields.
4. A well-developed knowledge of the design, construction and operation of civil infrastructure including roads, drainage, water & sewerage systems.
5. Good oral and written communication skills, including negotiation skills.
6. Able to work effectively in a participative team environment.
7. Computer literacy with expertise in MS office (Word, Excel, Access).
8. Understanding of Ecologically Sustainable Development, Equal Employment Opportunity
9. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

Desirable

1. Previous experience in a local government planning environment.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Work Cover Construction Induction (White Card)

Mandatory licences required to obtain with Council assistance if not currently held

1. Prepare a Work Zone Traffic Management Plan

*Appointment to this role is dependent on an assessment of the results of a National
Criminal History Record Check*

**The requirements outlined in Council's Policies and Codes of Practice apply
to all employees of Council.**

EMPLOYEE: Vacant
SUPERVISOR: David Meagher – Development Assessment Coordinator
DATE: September 2020

CONDITIONS OF EMPLOYMENT

Position Title:	Senior Development Engineer
Reference Number:	ESC351
Grading:	Grade 17 of Council's salary system
Salary Range:	<p>In the range of \$96,621.61 to \$103,375.57 gross per annum comprised of:</p> <ul style="list-style-type: none">* \$85,254.99 to \$91,214.41 base salary,* \$2,983.92 to \$3,192.50 Civil Liability Allowance (at 3.5%)* \$8,382.70 to \$8,968.66 superannuation (calculated at 9.5%)
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.



Hours of Work: This is a three-year fixed term contract working 35 hours per week.

Office hours are:

8.30am to 4.30pm

Monday – Friday

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

