

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:	Senior Engineer Design Management	Industrial Instrument:	Contract
Position Number:	New	Classification Level:	Contract
Employment Location:	Auswide Building	Position Status:	Contract
Department:	Infrastructure	Document Last Reviewed:	17/12/2020
Branch:	Engineering	Job Dictionary:	N/A
Accountable To:	Manager - Design		
Aim of Position:	The focus of this position is to provide professional engineering services to deliver Council's Civil Design and Capital Works Programs. The review and certification of civil design for roads, drainage systems, sewerage infrastructure and water supply infrastructure. Provision of technical advice and direct supervision and mentoring of technical staff. The incumbent will be expected to review, develop, and maintain design systems and standards for efficient delivery of capital works projects across the Bundaberg Regions. With all Infrastructure work to be designed to relevant standards, industry best practice and in accordance with Council's Quality Assurance Systems.		

Council Values

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



Key Responsibilities

1. Assist Manager Design with provision of professional engineering services to deliver the Civil Design and Capital Works Program for Council.
2. Supervise, provide input, review and certify engineering designs completed by designers to ensure final design drawings, specifications and schedules meet professional engineering standards and Council briefs. Undertake field validation of engineering solutions and review conformance.
3. Delivery of projects using a project management approach using internal or external resources.
4. Create new design systems and review and update existing systems to align with current work practices and standards.
5. Provide leadership and technical mentoring for civil designers, draftsman/s and cadets.
6. Provide engineering advice and support to design and survey teams and other work groups of Council seeking professional engineering advice.
7. Complete complex engineering field investigations and technical reports to develop innovate and practical solutions. This may include a 1st principles engineering approach where industry standards can't be met.

8. Provide high level of support and assistance with the core output of design drawings and documentation using civil design and drafting software.
9. Liaise closely with planning, construction and maintenance crews in coordinating design works and addressing any on site issues.
10. Develop technical designs, specifications, cost estimates, bill of quantities and contract administration documents for project delivery.
11. It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Advanced experience and comprehensive knowledge in the design of Civil Infrastructure including efficient production of working drawings and associated documentation.
2. Relevant undergraduate qualification recognised as suitable for corporate membership of Engineers Australia.
3. Registered Professional Engineer in Queensland (RPEQ)
4. Advanced level knowledge and experience in using computers and various software packages including Civil Engineering Software (Eg, 12D, AutoCAD), GIS (Eg, Arc, MapInfo), the Microsoft suite (Outlook, Word, Excel) and storm water design software such as XP SWMM/Storm, XP Rathgl and Rafts along with the proven ability to understand new concepts and develop new skills.
5. Advanced interpersonal and written communication skills and the ability to effectively communicate with a diverse range of clients, stakeholders, consultants and staff.
6. Advanced level ability and knowledge of the production of reports and accurate design records in accordance with relevant design standards and quality assurance system principles.

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
Job Requirements (mandatory)	Applies knowledge and skill: 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	Understands how their work makes a difference to Council: 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	Supporting others: 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	Supports others' capability development: 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	Focuses on performance: 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	Manages internal and external relationships: 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	Makes sound decisions: 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	Open to making improvements: 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	Responds flexibly to changes: 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

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

Accountability	Action
1. Workplace Health and Safety	1. 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	1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	1. 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	1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	1. 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	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.

Acknowledgment

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit bundaberg.qld.gov.au/privacy for further information.

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	/ /