



Position Description

Development Engineer

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	Development Engineer
Position Number(s)	
Classification	Level 7
Reports to	Manager Engineering
Division	Assets and Delivery
Department	Engineering
Direct reports	Nil

Position Purpose

The City of Holdfast Bay has significant third-party and development activities forecast in future years. This role will coordinate the compliant delivery and completion of third-party and development activities to Council's standards and satisfaction.

Coordinate complex third-party and developments through the planning, design and build including development activities within the public space.

Strong communication skills and the ability to maintain solid relationships with internal and external stakeholders will be vital to this role.

The role will serve a cross-organisational purpose that will allow the assessment, approval and regulation of development that affects the public realm to operate more effectively and with greater oversight.

Key Relationships/Interactions

Internal

- Manager Engineering
- Manager Community Safety
- Manager Development Services
- Traffic and Transport Lead
- Team Leader Planning

External

- External developers
- External and State Government Authorities

Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

The Development Engineer is responsible for coordinating compliant completion of third-party works and developments to Council standards. These responsibilities include:

- Coordinating planning referral responses on behalf of engineering. This includes traffic management, stormwater, waste collection, landscaping and interfaces with the public realm.
- Provide engineering direction and technical advice to developers, consultants, residents and staff in a timely and accurate manner.
- Ensuring compliance of developments, works and operations with statutory obligations, Acts, Regulations, By-laws, Standards and in the best interest of Council.
- Primary point of contact for developers
- Initial early engagement with developers
- Coordinating site establishment
- Coordinating hoarding of major developments including applications, ensuring payments are made and compliance.
- Coordinating requests for design changes that affect the public realm
- Quality assurance and acceptance of constructed or amended public infrastructure
- Monitoring compliance of approvals granted by council and/or use of public land
- Ensuring adequate public consultation/notification is undertaken and maintained by the developers
- Assessing and checking engineering designs and specifications associated with Development Applications and Land Divisions. Ensure they are designed to meet 'Best Practice' engineering principles.
- Liaise with Developers, their consulting Engineers and service authorities to ensure Council's requirements in relation to development are met.
- Ensuring site inspections are carried out during and after construction to verify they are constructed in accordance with plans and specifications in relation to engineering.
- Maintaining a formal record system for audit purposes that ensures appropriate records are kept.
- Practical and final completion inspections and land division clearances
- Develop strong, value-adding working relationships with key stakeholders, including relevant internal staff, and developers.
- Develop, maintain and review relevant Council's development procedures, webpages, and written materials.
- Provide specialist advice to Staff, Councillors and the public in matters affecting Council's infrastructure.
- Coordinate and provide advice on behalf of Council on major infrastructure and planning projects and programs.
- Development of internal and external procedures relating to development and third-party works.
- Reporting internally and/or to Council as required.
- Actively seek and suggest ways to improve work practices and outcomes.

Selection Criteria

Qualifications	<ul style="list-style-type: none"> • A tertiary qualification in Engineering, relevant discipline or experience in a similar role 	Essential
Technical Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and understanding of guidelines and standards relevant to traffic management • Knowledge and understanding of Local Government Act and Road Traffic Act • Knowledge and understanding of planning processes in South Australia • Knowledge and understanding of building design and construction practices • Knowledge and understanding of WHS Act 	Essential Essential Essential Essential Essential
Personal Capabilities	<ul style="list-style-type: none"> • Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community • Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals • Ability to prioritise workload and meet set timelines • Ability to be resilient, innovative, flexible and readily accommodate change • Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement 	Essential Essential Essential Essential Essential
Collaboration & Communication	<ul style="list-style-type: none"> • Demonstrated commitment to teamwork and the maintenance of a supportive work environment • Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, both orally and in written form. 	Essential Essential
Customer Service & Continuous Improvement	<ul style="list-style-type: none"> • Demonstrated commitment to customer service and continuous improvement • Actively participate and maintain a customer focused culture • Actively seek and suggest ways to improve work practices and outcomes 	Essential Essential Essential
Corporate	<ul style="list-style-type: none"> • Working knowledge of the Microsoft Office suite and use of corporate technology • Experience in the use of Technology One suite of applications 	Essential Desirable
Government	<ul style="list-style-type: none"> • Experience working in a government environment 	Desirable

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: _____ Direct Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____