

Position:	Coordinator Engineering Services and Design
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 8
Division:	Placemaking & Environment
Department:	Assets & Engineering
Date Reviewed:	July 2024
Approved By:	General Manager
Current Incumbent:	Vacant

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

POSITION OBJECTIVES

This position leads the Engineering Services and Design team with the following functions:

- Engineering Design
- Quarry Management
- Civil Construction Supervision (Developer, Contractor and Inhouse delivered)

OUR APPROACH

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Position description

- Approval and supervision of service authority works

There are three, equally important objectives for this role

- Delivery of infrastructure design services
- Ensure Council's Quarry is managed in line with legislative requirements.
- Ensure that the developers, contractors and service authorities deliver works that provides Council with infrastructure of a high standard
- Coordinate delivery of Infrastructure design services.

ORGANISATIONAL CONTEXT

Refer to Surf Coast Shire Council Organisation Chart within this document.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Assets & Engineering

Supervises: Engineering Services and Design Unit staff members

Internal Relationships: Other departments within Council

External Relationships: State Government Departments and Regional Agencies, Service Authorities, other Councils, consultants, contractors and property owners and the general public

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p>Functional Responsibilities</p> <p><u>Quarry Management</u></p> <p>Management of Surf Coast Shire Quarry assets and contractor relationship to relevant legislative standards and requirements.</p> <p>Engagement and management of external consultant and/or internal staff to provide advice on Quarry management.</p> <p><u>Engineering Services</u></p> <p>Assess and approve service authority asset installation requests where they relate to works within Council road reserves.</p> <p>Supervise and direct team members undertaking the following functions:</p> <ul style="list-style-type: none"> • Inspection and approval of subdivisional construction works. • Inspection and approval of Works within Road Reserve, Asset Protection and new driveway permits. <p>Inspection and approval of Council civil Infrastructure Projects.</p> <p><u>Engineering Design</u></p> <p>Act as Project Sponsor for design projects.</p> <p>Manage and supervise Council's internal civil design team.</p> <p>Ensure sufficient internal and external design resources to deliver designs for Council projects.</p> <p>Ensure that timesheets, customer requests (CRM's) and other paperwork are completed accurately and on time.</p> <p>Staffing</p> <p>Manage and supervise a multi discipline professional engineering team to achieve Council's goals and objectives.</p> <p>Ensure staffing and resource levels are adequate for the delivery of service.</p> <p>Provide clear direction to staff reporting to the position through the establishment of objective individual performance indicators.</p>	<p>Manage Council's Quarry/ Work Authority sites to regulatory and legislative requirements in conjunction with providing updated and relevant projections and upcoming requirements to Council.</p> <p>Ensure that relevant contracts are in place and managed with regards to operation of Council's Quarries</p> <p>Ensure that service authority applications are assessed and responded to within required timelines.</p> <p>Ensure permit applications are assessed and inspected as per Council guidelines.</p> <p>Ensure assets constructed by developers, contractors and Councils in house teams are delivered to acceptable standards.</p> <p>The design element of capex projects and renewal programs delivered by external consultants are to be project managed in a timely manner ensuring all project specific approvals are gained from relevant authorities:- these include CHMP CCMA planning permit approvals.</p> <p>Ensure that an annual review of engineering standards and practices is undertaken in line with IDM standards</p> <p>Respond to and complete CRM's to timelines as required by the CRM.</p> <p>Completion of Accident and Workcover forms in accordance with relevant policies and procedures.</p> <p>Timesheets are completed and sent to payroll by COB fortnightly. All leave forms are to be completed 2 weeks prior to the leave commencement dates.</p> <p>Conduct monthly one-on-one meetings with direct reports and ensure follow up actions are noted.</p>

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Position description

Take responsibility for recruitment, performance, and personal development of all staff with agreement from the Manager Assets & Engineering

Risk Management and Workplace Health & Safety

Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.

Participate in the consultative processes provided by the organisation.

Fraud and Corruption

- Ensure Council's Fraud & Corruption policy, program and the application of sound fraud & corruption management practices within the workplace and community are observed and complied with at all times
- Maintain awareness and keep updated with relevant training around fraud and corruption to ensure all staff meet the obligations of their role and fulfil their responsibilities in relation to fraud and corruption.

Participate in Fraud & Corruption training provided by the organisation.

Record Keeping

Understanding records management obligations and responsibilities.

Making and keeping accurate and complete records of business activities and decision making.

Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Professional Development

- Keep up to date with issues and advances consistent with optimising department services.

Complete Performance Reviews reviews each six months.

Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.

Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.

- Potential breaches and incidents are reported in a timely manner using the correct channels of communication.
- Work practices are conducted in line with Council's Fraud & Corruption policy.
- Fraud & Corruption training and refresher training for all staff within the department is complete.

Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

Attend courses agreed through ELMO and participate in i-Learn

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Be responsible for timely, accurate and efficient production of correspondence and reports.
- Develop, monitor and deliver service within budget and other key indicators for area of responsibility.
- Develop policy options, strategic plans and provide technical advice that will be relied upon by the organisation that may impact the organization or the community.
- Provide professional specialist advice in a timely and accurate manner to other Council Departments and external stakeholders.
- Represent the Development Engineering team at meetings on engineering related matters.
- Responsible for ensuring staffing and resourcing requirements are met.
- Responsible for ensuring that all licences are complied with.
- Initiate, program and monitor task progress.
- Authority to give contractors/staff directions to clarify tasks to be completed and ensure compliance with Occupational Health and Safety legislation.
- Manage the sections budget and financial delegations in accordance with Surf Coast Shire Chart of Authorities.
- Develop strategies and policies and make recommendations to the Manager Asset & Engineering.

JUDGEMENT AND DECISION MAKING

- Determine method of operations to achieve agreed objectives (including quality, safety and efficiencies).
- Develop strategies and policies for consideration of the Manager Assets and Engineering. This will include the identification and developing of options for consideration of the manager Investigate and advise customers of actions to be taken in regard to complaints or concerns.
- Develop solutions to problems using technical knowledge and innovations, while being aware of any resource constraints. Guidance may not always be available within the organisation

SPECIALIST SKILLS AND KNOWLEDGE

- Possess a high level of technical knowledge and experience in the areas of Civil engineering design and plan interpretation, Civil engineering construction, Flood assessment, Traffic assessment, Stormwater design, urban and rural infrastructure planning and Statutory interpretation.
- An understanding and ability to apply relevant legislation, policies, procedures, standards and regulations, including those relating to Occupational Health and Safety.
- Ability to interpret engineering and construction plans.
- Demonstrated experience in advanced word processing, spreadsheets and databases, particularly using the Microsoft Office suite of applications.
- Manage cash flow and expenditures.

Position description

MANAGEMENT SKILLS

- Undertake the recruitment, selection, induction, coaching, training and appraisal of staff in accordance with Council's policies and guidelines for team members
- Manage the goals and objectives of the unit taking into account the internal, external constraints and opportunities.
- Ability to effectively plan, organise and manage own time, as well as supervise professional tertiary qualified engineers with extensive experience & and specialist staff employed within the Unit, to achieve targets within a set timetable.
- Ability to work under pressure and meet deadlines, despite conflicting priorities.
- Understanding of and ability to implement Councils personnel practices including Equal Opportunity and Occupational Health and Safety
 - Demonstrated commitment to continuous improvement, change management, process development/review, quality and business planning.

INTERPERSONAL SKILLS

- Excellent interpersonal skills to manage a diverse team and external customers such as developers, contractors and consultants
- Well-developed oral and written communication skills, particularly in the preparation of clear and concise correspondence, Council reports technical reports and other presentation information.
- Sound skills in communicating to staff clearly and effectively.
- Leadership skills in achieving cooperation and motivation of employees under supervision.
- Persuasive and negotiation skills to be applied when dealing with contractors, general public, service authorities, and other employees to gain cooperation and assistance.
- Analytical and problem-solving abilities, including the ability to liaise and negotiate with counterparts in other organisations.
- Ability to make decisions while working with a minimum of supervision.

EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

CHILD SAFE STANDARDS

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

KEY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

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- Degree in Civil Engineering or similar qualification.
- Be eligible and willing to become a Registered Professional Engineer in accordance with the *Professional Engineers Registration Act 2019*
- Protocol skills and knowledge developed through a minimum of five or more years' experience in a similar role.
- Experience managing a group of senior professional engineers and technical officers, including mentoring and coaching.
- Demonstrated track record of liaising with a variety of stakeholders including community, contractors and other agencies.
- Ability to manage one's own time effectively and efficiently to achieve desired workload outputs

OTHER MANDATORY REQUIREMENTS

- Holder of a current Victorian Drivers License.
- You have the permanent right to live and work in Australia
- Current Working With Children Check.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council).
A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in a similar position in Local Government environment.
- Previous experience in a similar role with 5 years' experience.
- Experience in Quarry extraction industry

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

