



Position Description – Graduate Engineer

Division	City Futures
Portfolio	City Infrastructure
Business Unit	Infrastructure Design
Level	3
Reports To	Coordinator Infrastructure Design
Prescribed Position	No

Position Objective

To work collaboratively and responsively to provide professional engineering advice as part of the development assessment process in relation to stormwater and traffic/transport management.

To provide professional engineering advice to internal stakeholders to facilitate the timely review of applications to occupy and undertake works on public land.

To identify opportunities for continuous improvement and participate in change management processes to deliver high quality, efficient and effective development assessment and engineering advice

Key Responsibilities

- Collaborate with the Development Services Portfolio and other members of the City Infrastructure Portfolio to ensure seamless provision of services relevant to the checking of stormwater management and traffic/transport management requirements for development applications.
- Assess planning applications to ensure that stormwater runoff is effectively managed to minimise the risk of flooding of property in accordance with controls under the Planning Development and Infrastructure Act and the Planning and Design Code.
- Assess planning applications to ensure that traffic and access arrangements and transport requirements comply with relevant Australian Standards and design guidelines.
- Liaise with internal and external customers (including applicants, developers, consultants and government agencies) and undertake onsite inspections as required to enable appropriate assessment of applications.
- Provide technical advice to the Building and Development Compliance team to ensure development is delivered in accordance with Council and legislative requirements.

- Proactively monitor development assessment systems and processes to identify opportunities for continuous improvement and participate in the formulation and review of development assessment policies, procedures and systems as they relate to stormwater and traffic/transport management.
- Contribute to the achievement of agreed outcomes, service levels and targets for the City Infrastructure Portfolio.
- Respond to enquiries from the public, Elected Members and Council staff on all matters within area of responsibility.
- Exercise the powers, duties and functions of Council as delegated to the Engineering Officer.
- Undertake other related duties as required for efficient and effective operation of the City Infrastructure Portfolio.
- Participate in team development initiatives.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Excellent verbal and written communication, negotiation and liaison skills.
- Effective interpersonal skills.
- Demonstrated self-motivation and initiative and an ability to work with limited direction.
- Ability to work cooperatively in an interdisciplinary team.
- Ability to provide authorised officers with decision making inputs.
- Organisational and time management skills including the ability to prioritise.
- Ability to present accurate, clear, concise and timely reports.
- Good numerical, investigative, analytical and problem solving skills.
- Ability to approach problems in a creative manner.
- Ability to establish relationships and maintain contacts with people within Council and external agencies.
- High level of accuracy and attention to detail.
- High level commitment to customer service, and understanding of the importance of efficiency, effectiveness, quality and timeliness.
- Demonstrated personal accountability and team work.

- Sound ability to apply legislation and regulations.
- Intermediate computing skills including knowledge of the Windows Explorer and Internet Explorer environments.
- Working knowledge of the Microsoft Office suite of desktop applications.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with organisational values.

Knowledge

- Current knowledge of civil engineering practices, techniques, and principles including legislative requirements and the ability to apply these to local government.
- Knowledge of stormwater management and pollution prevention techniques and devices.
- Working knowledge of legislative requirements for water quality.
- Knowledge of traffic engineering and transport management standards and guidelines.
- Understanding of the impact of development on Council's engineering infrastructure.
- Knowledge and understanding of the Planning, Development and Infrastructure Act 2016 and its various Regulations, Planning and Design Code and the State Planning Strategy.
- A working knowledge of the land division processes with respect to the requirements and procedures pursuant to the Real Property Act.
- Broad knowledge of the Environment Protection Act.
- Knowledge of the Work Health, Safety Welfare Act.

Experience

- Developing a working experience in development assessment requirements and processes.
- Proven experience in the provision of excellent customer service.
- Developing a working knowledge in the administration of the development approval process within Councils.
- Demonstrated use of appropriate information technology including Land Information Systems and Geographic Information Systems.
- Working experience in local government engineering (desirable).

Qualifications & Requirements

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| • A tertiary qualification in Civil Engineering or related field and/or commensurate demonstrated experience in lieu of formal qualifications | Essential |
| • Car Licence | Essential |