

POSITION DESCRIPTION

Position Title:	Lead Development Engineer		
Classification:	Band 7	Status	Full time, Fixed Term
Group:	Infrastructure & Environment	Business Unit:	Infrastructure Services
Reports to:	Coordinator Development		
Direct Reports:	Nil	Date:	1st April 2026

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Support the Manager Infrastructure Services and Coordinator Development in strategic planning, design, delivery and surveillance of infrastructure and landscape requirements in new developments.
- Coordinate approval of development applications, providing specialist advice in the areas of access and drainage for new development approvals.
- Review engineering, traffic and landscape investigations with the aim to provide comment or approve design solutions for external customers and developers.
- Undertake engineering construction plan checking and approval of development applications and provide specialist advice in the areas of traffic and drainage for new development and capital works proposals.
- Carry out engineering investigations and recommend/prepare engineering design solutions for internal and external customer enquiries, including drainage, traffic and landscape related issues.
- Provide direction and support to development engineers, project engineers, surveillance officers and business support officers.
- Coordinate service authority works within the Shire.
- Project co-ordination and management for the planning, design and construction of civil works, including roads, drains, bridges, recreation facilities, open space and infrastructure improvements associated with Councils capital works.
- Comply with the requirements of the Professional Engineers Registration Act 2019

- **Developing Cardinia Program (Program):**
 - Work collaboratively and in a partnership approach to facilitate the creation of a new subdivisions and developments within Cardinia Shire Council while ensuring the Subdivision Act and suitable planning and design outcomes are achieved.
 - Foster a culture of shared problem solving, information sharing and respectful communication in relation to issues that arise in connection with subdivision and developments.
 - Provide timely advice, decisions and responses to matters as they arise in relation to the Program within the legislative, Memorandum of Understanding (MOU) framework.
 - Demonstrate outcome led decision making; and
 - Facilitate innovation and challenge convention in the implementation the various objectives of the respective Precinct Structure Plan areas.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Developing Cardinia Program & MOUs

- Provide a priority service in the provision of efficient and timely reviews, responses and approvals through the implementation of all phases of the Developing Cardinia Program and MOU.
- Act as the primary point of contact for customers of the Developing Cardinia Program and MOUs.
- Provide Business Support for the implementation of the MOU including ongoing quantitative and qualitative reporting to the Project Control Group and the Council.

General

- Provide a development approvals function to deal with development construction plans, traffic matters, drainage, and technical assessments for new development, and service authority approvals;
- Provide specialist advice and guidance on development approvals for development construction plans, drainage, traffic, landscape and technical assessments for new development, and service authority approvals.
- Liaise and negotiate with internal business units, external consultants and developers to provide solutions to technical problems resulting from development proposals.
- Report on requirements for development proposals to ensure that the interests of the Council and the general community are not adversely affected and/or the operation of existing infrastructure is not compromised.
- Provide specialist advice and support to assessment staff on development and construction issues as required.
- Provide advice and support to surveillance officers on engineering issues as required;
- Provide advice in the area of all traffic and transport requirements and how they relate to road and drainage plans review and approvals.
- Provide planning referral responses as required.
- Maintain Council's development standards and guidelines.
- Respond to development proposal enquiries.
- Respond to enquiries in written and verbal form relating to development proposals.
- Support preparation of correspondence and Council reports promptly and accurately including statutory reports, submissions, notices, correspondence and questionnaires to accord with relevant Acts and Regulations.
- Assist the Manager Infrastructure Services and Coordinator Development in the development of organisational, strategic and business plans for the achievement of financial, quality

management and customer service targets.

- Remain abreast of processes, legislation and regulations relevant to the requirements of the position.
- Together with the Coordinator Development, ensure Council's responsibilities in relation to the Professional Engineers Registration Act 2019 are met, through provision of professional engineering advice when operating outside of standards, and decision making, direct supervision, and training of engineers.
- Provide Professional Engineering advice for the Development Team where required and provide direct supervision of junior or unregistered engineers.
- Support the team to achieve individual, departmental and corporate objectives.
- Ensure the provision of all services with a focus on customer service and industry best practice.
- Provide specialist advice to the Coordinator Development as required.
- Project manage major drainage strategies and investigate and provide solutions for engineering issues.
- Prepare timely responses to technical based correspondence and customer inquiries;
- Support the Coordinator Development in the training and development of new and existing staff in the development approvals area.
- Collaborate with other teams to ensure alignment between Development (Engineering and Landscape) team/pods, Planning, Property, Community Infrastructure Delivery, Asset Management and DCP/ICP management functions.
- Adopt a collaborative approach with other leaders within the service areas to ensure processes, data and performance measures and review approaches are aligned.
- Support and drive a high performing and continuous improvement culture within the Development team.

Customer service

- Ensure the Developing Cardina Program and MOU service requirements are met.
- Ensure the provision of all services with a focus on customer service and industry best practice.
- Respond to ratepayers and members of the public in an effective and timely manner.
- Prepare timely responses in written and verbal form to technical based correspondence and customer inquiries.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.

- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervise and manage the day-to-day operations of the Developing Cardinia Program and MOU function as well as standard development reviews and approvals.
- Accountability for the quality, accuracy and effectiveness of the Developing Cardinia Program and MOU function as well as standard development reviews and approvals.
- In positions where the prime responsibility is for resource management the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is for Specialist Advice or Regulate Clients the freedom to act is subject to professional and regulatory review.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Position has an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in managing and delivering employee lifecycle support and initiatives.
- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- Demonstrate specialised analytical and problem-solving skills.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and

set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Expected to develop and implement long term staffing strategies
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in Civil Engineering or a relevant field with several years subsequent relevant experience OR lesser formal qualifications and extensive experience.
- Leadership capability and demonstrated management experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- Registered Professional Engineer – under Professional Engineers Registration Act 2019.
- Relevant experience in civil engineering and landscape assessments including assessment and approvals of development engineering, drainage and landscape designs and knowledge of relevant standards.
- An understanding and knowledge of Local Government Legislation.
- Current Driver's License.

KEY SELECTION CRITERIA

- A tertiary qualification in Civil Engineering or a relevant field.
- Registered Professional Engineer – under Professional Engineers Registration Act 2019.
- Demonstrated experience in the assessment of new development proposals.
- Demonstrated ability to consult with stakeholders in relation to new development and civil works projects.
- Previous experience in leading, developing and mentoring staff.
- Proven knowledge of contemporary civil engineering design principles and practices.
- A sound knowledge of planning and related legislation and the ability to interpret and apply planning schemes, policies, legislation and regulation.
- Demonstrated ability to show initiative and problem solving in an engineering and landscape development environment.
- The ability to work with a high level of autonomy and exercise sound engineering judgement.

- Well-developed written, oral and presentation skills.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a full time /maximum term position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.

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