



## POSITION DESCRIPTION –

<b>Position Title</b>	Team Leader Development	<b>Classification</b>	Band 7
<b>Group</b>	Infrastructure and Environment	<b>Business Unit</b>	Infrastructure Services
<b>Direct Reports</b>	Development Project Engineers and Landscape Development Officers	<b>Date</b>	May 2026
<b>Reports to</b>	Coordinator Development		

## 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 supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

## POSITION OBJECTIVES

Oversee the management and day-to-day operations of the Development (Engineering and Landscape) team/pod, including:

- Support the Manager Infrastructure Services and Coordinator Development in strategic planning, 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 investigations with the aim to provide comment or approve engineering design solutions for external customers and developers.
- Oversee landscape assessments and lead strategic planning for the landscape development area.
- Lead the assessment team including direct supervision for unregistered engineers in line with Professional Engineers Registration Act 2019

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Provide specialist advice and guidance on development approvals for development construction plans, drainage, 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.
- Maintain Council's development standards and guidelines.
- Respond to development proposal enquiries.
- 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 overseeing 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.
- Lead 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.
- 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.

## **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 Development (Engineering and Landscape function).
- Accountability for the quality, accuracy and effectiveness of the Development (Engineering and Landscape) function.
- 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.
- Knowledge and understanding of relevant statutory Acts and requirements, in particular relating to new development proposals and drainage issues.
- Knowledge and understanding of Council's policies relating to infrastructure issues as well as planning, environmental, landscape and conservation issues related to infrastructure works.
- Demonstrated proficiency with reading and interpreting engineering drawings including the use of CAD based software.

- Ability to investigate and prepare responses to correspondence and Council reports, and sound knowledge of administrative policies, procedures and systems.
- An understanding of infrastructure improvement works in municipal environments.
- An understanding of local area traffic management requirements, and how they relate to Development.

## **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.

- A current Victorian Drivers Licence

### **KEY SELECTION CRITERIA**

- Financial acumen and the ability to manage business unit budgets effectively.
- A tertiary qualification in Civil Engineering or a relevant field.
- Registered Professional Engineer – under Professional Engineers Registration Act 2019
- 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.
- Extensive knowledge and experience of planning schemes, policies, procedures and relevant acts and regulations.
- Proven experience in a supervisory role.
- 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 ongoing 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.