

Position Description

Coordinator Civil Design

Position Title:	Coordinator Civil Design	Directorate:	Infrastructure & Development
Position Number:	100672	Department:	Assets, Engineering & Design
Employment Status:	Full-Time	Position Type:	Indoor
Employment Type:	Permanent	Location:	374 Main Road, Glenorchy
Classification Structure:	Grade 7		
Reports to:	Manager Assets, Engineering & Design		

PRIMARY PURPOSE:

The Civil Design Coordinator is responsible for leading Council's Civil Design and Survey functions, ensuring the delivery of high-quality design, survey and technical services that support Council's capital works, asset management and strategic infrastructure objectives.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Coordinator Civil Design** reports to the **Manager Assets, Engineering & Design** for all operational and management matters.
- The role is a key contributor to the Assets, Engineering and Design Department and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.
- This position supervises the Civil Design team and Engineering Surveyor/s.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

Accountabilities and Responsibilities

Operational / job specific	• To be responsible for the management of the Civil Design and Survey team. • Co-ordinate day-to-day activities within the Civil Design & survey teams ensuring appropriate allocation of resources and ensure outcomes are met in a timely and customer focused manner. • To represent the Civil Design office on specific, corporate wide and external project teams and committees. • Oversee the investigation, scoping, design and production of working drawings, estimates and reports for a range of local government responsibilities including: ○ Road construction ○ Carparks ○ Traffic Management ○ Pedestrian accessibility ○ Lighting ○ Stormwater ○ Structural projects ○ Landscaping ○ Reserves and recreational projects • To ensure the development and implementation of an agreed community engagement plan for each project.
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	• To ensure liaison with construction staff and other relevant stakeholders to enable the successful completion of projects within budget. • To peer review designs to ensure compliance with appropriate standards. • To produce and/or administer consultancies/ contracts relating to Civil Engineering Projects.
Leadership	• Provide day-to-day leadership, direction and support to team members, including regular 1:1 meetings and team meetings. • Undertake performance development processes, including goal setting, regular check-ins and formal reviews. • Ensure the activities of staff deliver appropriate outcomes and are met in a timely and customer-focused manner. • Manage performance and conduct matters in line with Council policies and procedural fairness. • Provide accurate and timely feedback to staff in the section. • Approve and monitor leave, ensuring appropriate workforce coverage. • Identify and support training, development and onboarding of staff. • Allocate and oversee workloads to ensure effective service delivery. • Understand and educate team members on Council Directives.
Financial Requirements	• Ensure allocated projects are scoped, designed and estimated to meet the existing or modified budget. • Investigate concept and preliminary design proposals, including costing for future and ongoing capital works. • Completion of the program's monthly variance and capital reports, within the timeframes advised by the Finance Department. • Coding transactions and providing appropriate documentation, within the timeframes advised by the Finance Department. • Complying with the Purchasing Policy. In particular, obtaining quotes, preparing tender documents and raising purchase orders.
Teamwork and Collaboration	• Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. • Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. • Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. • Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. • Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. • Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. • Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication. • Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.

Customer Service	• Represent the Council in a professional and positive manner • Ensure that a high standard of customer service is maintained to both internal and external customers. • Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	• Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. • Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. • Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. • Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. • This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	• Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. • Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. • Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. • Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. • Proactively identify areas of non-compliance and support the implementation of corrective actions. • Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. • Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. • Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.

Key Selection Criteria

Essential Qualifications	Advanced Diploma of Civil Engineering Design or equivalent/higher qualification in a relevant field, or extensive relevant industry experience.
Licences	Drivers Licence
Skills and Experience	- Demonstrated experience leading civil design projects and coordinating technical staff in a local government, consulting or civil infrastructure environment. - Demonstrated skills in the use of Engineering Design software (preferably Civil3D and Civil Site Design) and the ability to interpret and apply relevant civil engineering standards, guidelines and specifications. - Advanced written and verbal communication skills to be able to engage and influence stakeholders and clients. - Highly organised to meet deadlines under conflicting pressures whilst meeting client expectations. - Effective interpersonal skills for staff management and experience in performance counselling, career development and discipline.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge



WE DELIVER

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	