Position Description

# Development Engineer

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|---|---|
| **Division** | Environment and Open Space |
| **Business Unit** | Environment & Resilience |
| **Grade** | NB I |
| **Job Code** | JC00167 |

## Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

## Council Values

Our Council Vision is ‘Delivering the highest quality service, valued and trusted by our community’.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

## Division

## Business Unit

## Primary Purpose of the Position

Assess Development Applications of varying size and complexity and assess and supervise applications related to drainage, roads and other engineering matters. Role modelling Council values, behaviours and the Code of Conduct at all times, you will be part of a team of engineers committed to ensuring development is carried out in accordance with Council's policies and best practice to meet the needs of the community

## Key Accountabilities

- Assess development applications and provide conditions of consent relating to engineering matters (drainage, access, overland flow, geotechnical etc) to ensure compliance with Council's policies and best practice.
- Assess and determine applications made under relevant legislation for engineering works to Council's infrastructure and private drainage to ensure public assets are adequately constructed and protected.
- Assist in the preparation of expert reports and if necessary, provide evidence at hearings in the Land and Environment Court to defend Council's determination in a clear, concise, and objective manner upholding Council's values at all times.
- Provide technical support and advice to other departments and staff on engineering matters related to development proposals to drive a culture of teamwork and respect.
- Proactively identify opportunities and participate in the development and review of council policies, strategies and processes related to development engineering to deliver service improvements in accordance with community need and industry best practice.
- Train new and junior staff within the team to foster a positive culture and ensure a consistent approach to engineering assessment is applied across all applications.
- Provide clear and concise written responses to customer inquiries and Councillor requests, using plain language and avoiding technical jargon wherever possible to support the communities' needs and enhance Council's reputation.

## Key Challenges

- Time management during period of high volumes of applications with varying complexity.
- Balancing the demands of developers, residents, and council guidelines, requiring nuanced understanding, stakeholder management, and navigation of complex regulations.
- Identify, analyse, and evaluate engineering risks relating to development applications and works.

## Key Internal Relationships

| Who | Why |
|---|---|
| Manager Development Engineering & Certification | • Escalate issues, take direction, and for matters pertaining to ongoing performance<br>• Receive advice |
| Team members | • Guidance, consultation, and team building |
| Planners | • Management of Development Applications |
| Asset Managers (Roads, Stormwater, Creeks etc) | • Consultation and referral for determining applications relating to specific assets |

## Key External Relationships

| Who | Why |
|---|---|
| Customers/Stakeholders | • Provision of technical advice and addressing enquiries relating to applications |
| Developers | • Provision of technical advice and addressing enquiries relating to applications |
| Civil Contractors | • To supervise and provide direction to in regard to construction activities |

## Key Role Dimensions

### Decision Making

- In line with the Northern Beaches Council People Delegations.

### Reports to

- Manager, Development Engineering & Certification

### Direct Reports

- N/A

## Budget

- N/A

## Essential Criteria

- An appropriate tertiary qualification in Civil Engineering that is eligible for accreditation with Engineers Australia or the Association of Professional Engineers Australia (note that current accreditation is not required).
- Current Class C (minimum) Driver's Licence.

# Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework | | | |
|---|---|---|---|
| **Capability Group** | **Capability Name** | **Level** | **Focus Capabilities** |
| **Personal Attributes** | Manage Self | Intermediate | **Demonstrate Accountability** |
| | Display Resilience and Adaptability | Adept | |
| | Act with Integrity | Intermediate | |
| | Demonstrate Accountability | Adept | |
| **Relationships** | Communicate and Engage | Adept | **Community and Customer Focus** |
| | Community and Customer Focus | Adept | |
| | Work Collaboratively | Intermediate | |
| | Influence and Negotiate | Intermediate | |
| **Results** | Plan and Prioritise | Intermediate | **Deliver Results** |
| | Think and Solve Problems | Adept | |
| | Create and Innovate | Intermediate | |
| | Deliver Results | Intermediate | |
| **Resources** | Finance | Intermediate | **Technology and Information & Assets and Tools** |
| | Assets and Tools | Foundational | |
| | Technology and Information | Intermediate | |
| | Procurements and Contracts | Foundational | |

# Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
|---|---|---|
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes** | | |
| **Demonstrate Accountability** | Adept | Is prepared to make decisions within own level of authority<br>Takes and active role in managing issues in the team<br>coaches team members to take responsibility and follow through<br>Is committed to safe work practices and manages work health and safety risks<br>Identifies and manages other risks in the workplace |
| **Relationships** | | |
| **Community and Customer Focus** | Adept | Demonstrates a sound understanding of the interests and needs of customers and the community<br>Takes responsibility for delivering quality customer-focused services<br>Listens to customer and community needs and ensures responsiveness<br>Builds relationships with customers and identifies improvements to services<br>Finds opportunities to work with internal and external stakeholders to implement improvements to customer services |
| **Results** | | |
| **Deliver Results** | Intermediate | Takes the initiative to progress own and team work tasks<br>Contributes to the allocation of responsibilities and resources to achieve team/project goals<br>Consistently delivers high quality work with minimal supervision<br>Consistently delivers key work outputs on time and on budget |
| **Resources** | | |
| **Technology and Information** | Intermediate | Shows confidence in using core office software and other computer applications<br>Makes effective use of records, information and knowledge management systems<br>Supports the introduction of new technologies to improve efficiency and effectiveness |