POSITION DESCRIPTION

Position Title:	Development & Design Engineer			
Position Code:	P116-1		Reviewed:	28/8/2023
Award Classification:	Band:	3	Level:	2
Salary System Grade:	Grade:	5	Minimum Level:	Entry
Approved:	Peter Chambers		Date:	28/8/2023

Primary Purpose of the Position

The Development & Design Engineer provides sound engineering assessment advice associated with development proposals and designs for Council projects, and provides an in-house design service for minor projects.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Provide an in-house design service for minor projects;
2. Assist Chief Engineer in developing and reviewing Council's engineering policies, plans, specifications, and standard drawings;
3. Assist Chief Engineer in carrying out inspections of development construction works to ensure engineering aspects are carried out in compliance with the approved drawings, specifications and development conditions;
4. Provide professional, sound and consistent engineering advice to the public, developers, consultants and internal staff for any engineering requirements including recommending appropriate conditions to ensure compliance with Muswellbrook Shire Council's Development Control Plan, relevant standards and policies for development;
5. Provide accurate and relevant engineering information related to flooding impacts on properties and infrastructure; and
6. Any other such duties that are commensurate with the employee's skill level, competency and training.

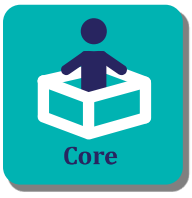
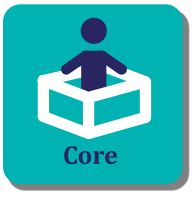
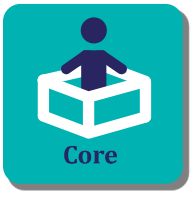
Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



Fundamental	Developed	Advanced	Highly Advanced	Expert
☐	☐	✓	☐	☐

The following 4 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this positon and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework	
Group and Capability	**Capability & Behaviour Descriptors**
 **Ethical Behaviour -** Professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values.	▪ Demonstrate honest, professional and ethical behaviour consistent with Council's SPIRIT Values, to set an example for others. ▪ Act with integrity and professionalism within legislative and policy frameworks, and encourage others to do the same. ▪ Encourage prevention and report on misconduct, illegal and inappropriate behaviour.
 **Resilience -** Be resilient, open to alternative views, and embrace change	▪ Embrace changing priorities and encourage new ideas and approaches. ▪ Draw on a range of information, ideas and perspectives to constructively resolve challenges. ▪ Actively promote change processes and participate in the communication of change initiatives across the organisation.
 **Collaboration -** Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	▪ Identify opportunities to work collaboratively to achieve the best outcomes. ▪ Encourage collaborative relationships with team members. ▪ Identify and remove barriers to collaboration, to encourage effective solutions.

Key Tickets, Qualifications and Other Skills

1. A Degree in Civil Engineering with extensive relevant experience.
2. Demonstrated experience in the following areas:
    a. Drainage and flood mitigation
    b. Roads and Civil Design
    c. Development Assessment
    d. Document preparation including reports, advice and correspondence
    e. Review of survey information
3. Experience in the application of Australian Standards, Relevant Design Guidelines and AusSpec set of documents and their application to project design, quality assurance and development reviews
4. Proven capabilities with CAD and GIS Software; e.g. DRAINS, MUSIC, Civil3D or 12D, MapInfo/QGIS, WateRide etc
5. Experience in the quality review of civil works on site including roads and drainage
6. Experience in the technical review of external consultant's documentation and preparing professional and accurate advice for internal stakeholders and for development applications.
7. Class C Driver's License.
8. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
9. Demonstrated **Advanced** key capabilities as defined in the Key Capabilities Table (above).