Blacktown City. Made Together

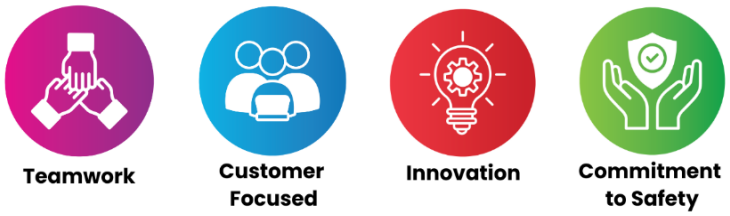
Position description

Principal Design Engineer

Summary information

Section	Asset Design	**Directorate**	City Architect and Transformational Design
BCC number(s)	BCC91	**Position type**	Permanent, full-time
Grade	Grade 21	**Skill descriptor**	Band 3 Level 4
Reports to	Manager Asset Design	**Direct reports**	No
Approval limit	$50,000	**Release limit**	$0
Created/reviewed	October 2026		

Our values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Principal Design Engineer

Blacktown City Council

1. Position purpose

This role is primarily responsible for contributing to creating a liveable, safe and sustainable Blacktown City through the coordination and project management of stormwater and road designs to ensure projects are delivered on time, within budget and to Council's quality standards. This role is also responsible for leading business improvement initiatives across Asset Design by identifying, developing and implementing business improvements so that work processes are improved and streamlined.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Degree in Civil Engineering.
- Engineers Australia Chartered Professional Engineer qualification (CPEng) and National Engineering Registration (NER).
- At least 15 years post qualification experience in the planning, design, review, project estimation, coordination and delivery of complex civil engineering infrastructure project.
- Demonstrated knowledge and experience in project management, contract administration, procurement, engineering governance, risk management and the application of relevant legislation, engineering standards and statutory requirements associated with civil engineering infrastructure projects.
- Demonstrated experience in business improvement, change management process optimisation, and the development and implementation of operational systems, workflows and governance practices within a technical or engineering environment.
- Highly developed analytical, problem-solving, communication, negotiation and stakeholder management skills, with the ability to build effective relationships and influence outcomes across a diverse range of internal and external stakeholders.
- Demonstrated proficiency in the use of engineering and business software, including Microsoft Office applications, project management software, AutoCAD, DRAINS, 12D, and GIS applications.
- Current Class C driver's licence.

Desirable:

- Experience working within local government or a similar public infrastructure delivery environment, with an understanding of the associated governance, regulatory and stakeholder requirements.
- Experience in the use of engineering and business software including HEC-RAS, XP-RAFTS, TUFLOW.
- Experience in CM9, Technology One and CIA.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Provide technical leadership and design assurance for successful planning, design, governance, design verification and delivery of complex civil engineering infrastructure projects to achieve Council's strategic, operational, financial and community outcomes.
- Lead and champion business improvement initiatives that enhance operational efficiency, governance, quality, innovation and service delivery across Asset Design through continuous improvement, processes optimisation and organisational change.
- Provide leadership, engineering governance and design assurance for civil engineering projects, including undertaking the role of design verifier and engineering signatory in accordance with Council's Quality Management System, engineering standards, legislative requirements and delegated authority.
- Provide strategic advice and professional expertise to management on project delivery, engineering governance, business performance, organisational improvement, service delivery, resource planning, risk management and emerging issues affecting Asset Design.
- Foster a high performing, collaborative and customer focused culture through technical leadership, mentoring, coaching, knowledge sharing and continuous improvement while promoting compliance with legislative, corporate, quality and Work Health and Safety requirements.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarise yourself with our volunteers policy and standards
    - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.

- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Manage the investigation, planning, design coordination and delivery of civil engineering projects, including roads, stormwater, traffic facilities and urban infrastructure works, ensuring projects are delivered within approved scope, timeframes and budgets.
- Ensure designs are prepared in accordance with professional engineering standards, meet Council's specified requirements, and are technically complete and fit for purpose.
- Undertake project management activities necessary to satisfactorily complete designs, meet timeframes and budget.
- Prepare and review project scopes, estimates, schedules, business cases, procurement documentation and technical reports, and coordinate consultants, contractors, utility authorities and stakeholders to achieve successful project outcomes.
- Monitor project performance, identify and manage risks, implement appropriate mitigation strategies throughout the project lifecycle.

- Review, verify and authorise civil road designs for construction and assist with the technical verification and sign-off of stormwater engineering designs, ensuring all engineering reports and supporting documentation comply with Council's Quality Management System, relevant legislation and engineering standards.
- Provide specialist technical advice and support to management, staff, consultants and stakeholders on civil engineering and project delivery matters, working collaboratively with other Asset Design engineering teams.
- Ensure requests for all design input including Development Applications are completed by agreed dates, and in accordance with performance targets.
- Identify, develop and implement business improvement initiatives that enhance operational efficiency, governance, service delivery and customer outcomes across Asset Design.
- Review business improvement activities, including workshops, lessons learnt reviews, organisational change initiatives and the preparation of business improvement proposals and implementation plans.
- Supervise, mentor and support staff by providing technical guidance, fostering knowledge sharing and maintaining effective communication and collaborative working relationships across Asset Design.
- Prepare correspondence, briefing notes, reports and presentations, facilitate meetings and stakeholder engagement activities, and provide timely advice to the Manager Asset Design on emerging issues affecting the team.
- Ensure compliance with Council policies, relevant legislation, the Asset Design Quality Management System and Work Health and Safety requirements, maintaining appropriate project and quality records.
- Manage financial budgets and undertake financial reporting inclusive of forecasting.
- Ensure that customer requests are processed promptly and in alignment with operational targets.
- Ensure that all allocated tasks are completed by agreed dates and in accordance with agreed performance targets.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date:

1. Principal Design Engineer