

Position Title

Project Development Officer (Works and Infrastructure)

Award Classification

Dorset Council Enterprise Agreement 2022, or any applicable Agreement that replaces it.

Date Reviewed

11 August 2025

Our Vision

An inclusive, thriving, and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost-effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Lead the planning, design, and coordination of infrastructure projects across road, footpath, bridge, and stormwater networks;
- Provide expert engineering advice to support safe, sustainable, and future-focused infrastructure development;
- Engage collaboratively with internal teams, contractors, regulatory bodies, and the community to ensure infrastructure solutions meet operational and community expectations;
- Ensure the delivery of capital works programs through project management, tendering, and technical oversight;
- Manage permit systems, liaise with regulatory bodies and utilities, and contribute to strategic asset and renewal planning.

Key Responsibilities and Performance Requirements

- Lead the development and project management of the Roads Forward Renewal Program (urban and rural) and Annual Road Reseal Program;
- Deliver the Annual Footpath Program and contribute to strategic road and footpath planning;
- Project manage infrastructure works across roads, footpaths, kerb, stormwater, and bridges;
- Lead stormwater asset renewal and upgrade programs, model future network capacity, and coordinate consultant inputs;
- Respond to development referrals with engineering and stormwater direction;
- Develop infrastructure-related policies, including stormwater detention, network contributions, and erosion control;
- Manage National Heavy Vehicle Regulator (NHVR) permits, road reserve works applications, and load limit exemptions;
- Coordinate traffic management and liaise with utility providers and private stakeholders;
- Maintain accurate road inventory data in collaboration with construction teams and ensure BizeAsset system updates;
- Oversee grant funding applications and coordinate external contractors and tendering processes;
- Represent Council on the Northern Road Managers, Asset, and Stormwater Groups;
- Contribute to long-term asset management plans for road, footpath, stormwater, and bridge networks.

Other

- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Demonstrate a proactive approach to professional development by seeking and engaging in opportunities to build role relevant skills and knowledge;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;

Key Responsibilities and Performance Requirements

- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;
- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same;
- Other duties as reasonably directed by the Director of Infrastructure that are within the scope of the role and appropriate to the employee's level of training, experience, and skills.

Organisational Relationships

Reports To

- Director of Infrastructure

Direct Reports

- N/A

Internal Liaisons

- Management Team
- Council Employees, including:
 - Construction and Town Maintenance team members
 - Community and Development team members
 - Finance Manager
 - Management Accountant
- Councilors

External Liaisons

- Contractors, consultants, supplier companies, developers, and industry groups
- Department of State Growth
- Other State and Government Departments
- Sustainable Timbers Tasmania
- TasWater, TasNetworks, NBN
- Various technical experts (e.g., engineers)
- NHVR and other utility companies
- Members of the public

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Project Development Officer.
- Accountable to the Director of Infrastructure for the performance of duties.

Skills and Knowledge

Essential

- Knowledge of asset management planning and infrastructure renewal;
- Demonstrated project management and delivery experience in infrastructure or civil engineering;
- Understanding of regulatory and permit frameworks for roads, bridges, and stormwater;
- Ability to prepare technical assessments, concept designs, and tender documentation;
- Highly developed written and verbal communication skills, with the ability to prepare clear, concise, and professional reports, including Council agenda items;
- Strong practical judgement, negotiation and decision making skills;
- Willingness to embrace continuous learning and change;
- Ability to work as part of a team with both Council employees and external stakeholders;
- Ability to work autonomously with minimal supervision;
- Working knowledge of WHS Legislation and requirements;
- Broad working knowledge of Local Government;
- Ability to provide high-level customer service.
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Desirable

- Familiarity with local government operations and funding processes;
- Experience with asset management systems (e.g. BizeAsset);
- Knowledge of hydrodynamic and stormwater modelling principles.

Qualifications and Licences

Essential (or the ability to quickly acquire)

- Degree in Civil Engineering, Infrastructure Management, or related discipline or demonstrated extensive and relevant experience may be considered in lieu of formal qualifications.
- Relevant experience, training, and qualifications across the areas outlined in this position description.
- Financial management as it relates to the work of the role.
- Current unrestricted Driver's Licence.

Desirable

- White Card (Construction Induction).
- Project Management certification (e.g. PRINCE2, PMP).
- Traffic Management qualifications or experience.

Personal Attributes

- Strong communicator with the ability to collaborate across technical and non-technical stakeholders;
Analytical thinker with sound judgment and a confident, informed approach to decision-making.

Personal Attributes

- Demonstrates accountability and integrity, applying a thorough and considered process to decisions even when they are complex or challenging.
- Able to engage effectively with community members, including on matters where individuals may hold strong views, demonstrating empathy, clarity, and professionalism.
- Willing to take ownership and exercise sound judgment in making timely and sometimes difficult decisions in the best interest of the project and community.
- Adaptable, resilient, and committed to delivering positive results for the organisation and community.
- Solutions focused with high attention to detail and proactive initiative.
- A willing and positive customer service attitude.
- Self-motivation and enthusiasm.

I, _____ (*name*) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____