Information Pack

Development Engineer

Your application should be lodged online – City of Rockingham Jobs

Applications are open until 4pm on 4 December 2026; or until a suitable pool of applicants has been received.

The City reserves the right to close applications early, should it consider a suitable pool of candidates have been received. This means the position may close without notice. If you are interested in the position, we highly recommend that you apply as soon as possible.

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	$120,603 to $128,590 per annum (Depending on Experience)
Tenure	Permanent, Full-Time
Hours of Work	An average of 38 hours per week
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title: Development Engineer

Tenure: Permanent, Full time

Division: Planning and Development Services

Level: 8 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- Provide specialised input as required into the statutory and strategic planning approval processes to positively contribute to land development in the City
- Develop and implement techniques, work practices and procedures to achieve corporate goals
- Provide advice and technical support on traffic and civil design engineering matters related to land use planning and development
- Ensure the City's engineering design standards, specifications and guidelines pertaining to land use development are innovative and align with best practice planning outcomes

Organisational Relationships

Reporting to: Principal Land Development Officer

Responsible for: Land Development Officer and Land Development Inspection Officer – Subdivisions

Membership of: Land and Development Infrastructure team

Liaison with: Managers, City of Rockingham teams and stakeholders, customers and clients

Organisational Chart

- Director Planning and Development Services
  - Manager Land and Development Infrastructure
    - Principal Land Development Officer
      - **Development Engineer**
        - Land Development Officer
        - Land Development Inspection Officer - Subdivisions

Key Responsibilities

Land Development

- Coordinate the civil engineering design aspect to all land development issues including Urban Water Management, Structure Plans, Development Applications and Subdivision Applications
- Liaise with developers (including Traffic Consultants and Contractors), internal departments (including, Building Services, Health Services, Strategic Planning and Environment, Statutory Planning, Financial Services and Community Development) and government agencies (including Department of Transport, Department of Environment and Conservation, and Department of Planning) regarding land use development
- Prepare, review and implement policies, guidelines and standards for the assessment of civil design infrastructure and traffic safety measures pertaining to land development
- Provide specialist advice, carry out complex analysis and provide guidance on all civil engineering development issues
- Coordinate the assessment and approval of engineering drawings for civil infrastructure within developments
- Coordinate all inspections of civil infrastructure to be taken over by the City as a result of subdivision works
- Provide input into complex technical and Council reports as required
- Calculate and apply engineering subdivision fees and bonds that pertain to land development
- Undertake human resource management e.g. staff recruitment, position description review and development, facilitate employee Performance and Personal Development Reviews, support the ongoing professional development of staff, etc.
- Promote best practice and quality improvement programmes and activities within the Team

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

---

Requirements of the Job

Skills and Knowledge

Essential

- High level of knowledge of *"Liveable Neighbourhoods (a Western Australian Government sustainable cities initiative)"* and *"Austroads"* publications
- Detailed knowledge of statutory requirements
- Highly developed verbal communication skills, including report writing and interpretation of technical data
- Highly developed knowledge of computer applications including MS Word, MS Excel and MS Project
- Highly developed team building and leadership skills with a commitment to customer service
- Highly developed analytical and problem-solving skills for complex engineering systems
- Extensive knowledge of project planning, design assessment, construction techniques, materials and equipment in land subdivision/development related works
- Developed skills in contemporary human resource management practices, including day-to-day leadership, employee motivation, training and development

Experience

Essential

- Extensive experience in land development processes within Western Australia
- Extensive experience in civil engineering infrastructure investigation, planning and design
- Sound experience in the management of contractors, consultants and service providers
- Comprehensive experience in the preparation and presentation of Council and/or technical reports

Qualifications, Certifications and Licences

Essential

- Tertiary qualifications in Civil Engineering or acquisition of skills and extensive relevant experience in the field of engineering development; together with the combination of expertise and competence sufficient to perform the duties required of the role
- Current 'C' class driver's licence
- Police Clearance

Desirable

- Previous Australian local government experience

Scope of Position

The Development Engineer:

- Works under the direction of the Principal Land Development Officer
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises significant initiative and/or judgment in the coordination of the Land and Development Infrastructure Team

Delegated Authority

This position provides Delegated Authority from the Local Government and/or the Chief Executive Officer (CEO) of the City of Rockingham. This allows the person in this role to make decisions on behalf of the Local Government or CEO according to the delegation.

As this role comes with delegated authority, the person in this role will be a designated officer under the *Local Government Act 1995* (WA). As a designated officer, a Primary Return form will be required within three months of commencing in this position. This displays transparency and integrity in the decision-making process.

Financial Authority

This position has delegation to authorise the purchase of goods and services on behalf of the City.

Certification

Approved by	Manager Land and Development Infrastructure	Date reviewed	June 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application. **If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.**
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au or by calling 08 9528 0333.