

Position Information Document

Position Title:	Team Leader Development Engineering
Position Incumbent:	
Reports to:	Manager Development Services
Classification:	SAMSOA Level 7

Community

The Community portfolio overseas: Planning Services, Strategic Development, Regulatory Services, Customer Experience and Economic Development on behalf of the Council in support of the wider Alexandrina community.

Purpose Statement and Values REFIT

We acknowledge and respect our past, empower each other to positively impact the future, collaborate as a team to deliver results for our community, and have fun on the journey...

Respect - We respect diversity and inclusion, which broadens our experiences and perspectives.

Empowered - We are empowered to deliver for our community.

Fun - We find enjoyment and fun in all we do.

Impact - We make a difference for our community.

Teamwork - We work together with trust and purpose, holding each other accountable.

Summary of Responsibilities

The Team Leader Development Engineering is responsible for providing leadership in the delivery of professional, efficient, and timely technical assessments of proposed land developments in accordance with legislative requirements and Council's strategic plans, as well as providing advice on matters relating to land development to internal and external stakeholders.

The Team Leader Development Engineering will ensure that the construction of infrastructure within new land divisions is in line with Council Standards, Australian Standards, and technical specifications by building and maintaining positive relationships with developers and contractors, as well as provide high levels of customer service to Council, developers, and the community.



The Team Leader Development Engineering will work closely with Council's engineering and assets team, wastewater team and town planners in the delivery of small and large scale land divisions, as well as provide technical advice in relation to engineering matter for other developments. The Team Leader Development Engineering will be responsible for ensuring Council's design guidelines are up to date, drive process improvement and ensure quality service and assessment techniques are achieved through continuous improvement activities. They should possess skilled knowledge of civil engineering theory and principles and have a good working knowledge of construction techniques and methodology, including roads, drainage, earthworks, and public realm.

One of the primary responsibilities is to provide proactive leadership to the development engineering team to ensure a professional and positive culture is established towards the delivery of the development engineering function of Council. This involves managing and motivating staff to ensure they perform their duties to the best of their abilities, while fostering a positive and collaborative environment within the team. The Team Leader will promote best practice engineering outcomes within the district by ensuring land development are undertaken in accordance with Council and Australian Standards and ensure that defects and financial risk to Council is mitigated. The Team Leader Development Engineering will be an innovative thinker, an 'outside the square' problem solver and have outstanding communication skills to develop strong relationships with internal and external stakeholders.

Job Specification

Leadership

- Provide proactive leadership to the development engineering team to ensure a professional and positive culture is established towards the delivery of the engineering functions of Council
- Effectively manage the relationships within and between department teams and other departments with whom officers interact with to ensure a positive and collaborative environment is created and maintained and processes are evaluated and improved upon
- Work collaboratively with the Manager Development Services to ensure cohesion across the whole department and within the division
- Undertake initial and periodic Performance Development Plan (PDP) reviews with relevant development engineering staff
- Contribute to organisational continuous improvement by reviewing internal systems, policies and procedures and recommending, developing, and implementing improvements.

Development Assessment

- Coordinate engineering assessments of land division and built form development applications within legislated timeframes.
- Facilitate the investigation, development, establishment, prioritisation and monitoring of engineering and infrastructure policies, strategies, and plans, including supporting infrastructure programs and budget proposals (i.e. business cases and project plans)
- Provide specialist strategic engineering advice for land divisions and developments drainage management and transport/traffic management for Council.
- Provide preliminary advice to developers and/or their consultants in relation to likely engineering requirements, statutory requirements, and Council policies for developments.
- Provide written advice in accordance with statutory timelines and requirements, and Council policies in relation to engineering requirements for development proposals.



Respect



Empowered



Fun



Impact



Teamwork

- Approval of engineering plans submitted by Developer's consultants in accordance with required timelines and standards.
- Be the conduit within the team to coordinate informed engineering referrals by consulting with other departments of Council as necessary.

Land Development Engineering

- Review and provide written confirmation of endorsement for certification of infrastructure works undertaken by developers which are constructed in accordance with approved plans and appropriate Council policies and standards.
- Ensure high quality and fit for purpose assets are handed over for Council to own, maintain and renew.
- Attend site meetings with developers throughout the land development process.
- Complete written reports relating to construction, defects, damage, and new infrastructure.
- Ensure the construction of infrastructure within new land divisions is in accordance with Council Standards, Australian Standards, technical specifications, and approved plans.

Compliance

- Provide advice and support to the Development Compliance team as it relates to compliance matters under the POI Act for land developments.
- Undertake compliance tasks associated with land developments where breaches of engineering approvals have occurred.
- Work closely with Council's Assets team to monitor newly acquired assets through land developments ensuring they are fit for purposes and have no defects

Customer Experience

- Provide engineering advice and support to the Community, Elected Members, executive group, and other Council departments.
- Provide quality customer service and professionalism to both internal and external customers.
- Respond to and coordinate customer requests relating to engineering and development matters.
- Demonstrated commitment to customer service and continuous improvement
- Act in a professional manner at all times and provide effective and timely communication where needed.
- Other duties within the classification level as directed.

Delegations

- As outlined for POS0147 in RelianSys

Systems Interactions

- Examples:
- Synergy – Rates and Revenue Access level
- Microsoft O365
- CiA



Technical Skills

- Ability to be self-directed and self-motivated to work independently and with initiative as well as participate in a team environment.
- High level written and verbal communication and interpersonal skills for a variety of audiences.
- To perform duties in the context of strategic and policy planning frameworks.
- Capacity to develop and maintain partnership and stakeholder relationships with residents, community groups and government agencies.
- Excellent interpersonal, negotiation, collaborative and influencing skills.
- High calibre written and oral communication skills.
- Ability to respond to strategic issues, changes to legislation and best practice initiatives to deliver relevant improvements in work practices.
- Ability to work independently under limited direction and as part of a team.
- Ability to make decisions, set and meet work area goals and objectives within broad guidelines and to plan and coordinate activities to provide efficient services.
- Ability to successfully manage goods and services providers.
- Experience in using a computer and relevant software and commitment to updating these skills as necessary.
- Sound organisation and time management skills.

Knowledge

- Extensive experience within a civil and/or development engineering field, preferably within Local Government and/or private sectors.
- Understanding of land division processes and experience in land development.
- South Australian Local Government Act 1999, Planning, Development, and Infrastructure Act 2016, relevant Australian Standards and Authority guideline documents.
- Workplace Health and Safety principles and procedures
- Work Zone Traffic Management and road reserve management practices
- Development engineering practice
- An understanding of how to use the online PlanSA Portal
- A sound knowledge of the role and operations of Local Government and the relationship between Local and State Government
- Sound working knowledge of Microsoft programs and software
- Sound knowledge of Work Health & Safety related to the role, authorised person positions and safe work practices
- Ability to analyse plans, drawings, technical details, and specifications.

Training

- Participate in staff development and training programs as required.
- Attendance at relevant courses and seminars that would assist in maintaining professional development standards.

Experience and Qualifications

Essential Criteria

- Tertiary qualifications in civil engineering or a related discipline and/or substantial experience in a similar role.
- A minimum of five (5) years practical experience in development engineering in Local Government or similar role.
- Sound understanding of civil, transport and drainage engineering and design principles, technical literature, standards, manuals and codes of practice.
- Experience in the use of Geographical Information Management (GIS) systems
- Experience in the assessment of land division applications and managing land development.
- Sound understanding of traffic design principles using Austroads Guidelines.
- Ability to exercise a high level of interpersonal skills including communication, instruction, and negotiation.
- Skilled in the use of Microsoft Office software.
- Well-developed verbal and written communication skills.
- Current Drivers Licence

Desirable Criteria

- Experience in Local Government
- Training and experience in the use of Computer Aided Drafting (CAD)
- Construction superintendent experience
- Understanding of the PlanSA Portal and responding to referrals through the Portal for land division and built form applications
- White Card
- Demonstrated leadership level experience in the same or similar role.

Accountability

Responsible to Manager Development Services

Requirements of the Employee

Work Health Safety Responsibility

Under the WHS Act 2012, Section 28 Duties of Workers, a worker is anyone who works for a PCBU as an employee, self-employed person, outworker, contractor, subcontractor, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. Whilst at work a worker must:

- a. Take reasonable care for his or her own health and safety;
- b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- c. Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a person conducting the business or undertaking to allow the

- person to comply with the Act; and
- d. Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers.

Customer Service

- Promote Council's policy of excellence in customer service
- Maintain the highest ethical standards and confidentiality in dealing with the data, our customers and each other.

Information Management

- Contribute to the corporate Records Management system by complying with Council's record management policy and procedures.

Performance Development Planning

- Performance Development Planning shall occur in accordance with the principles of Council's Performance Development Planning Program and the terms of the employment contract. The system involves regular performance feedback based upon progress against agreed performance development criteria and key performance indicators. The criteria will be negotiated between the employee and their supervisor within three months of appointment and will include the duties contained in this job description.

Special Conditions

- The incumbent of this position may be required to work outside standard hours in special circumstances.

Review

- This job description is subject to regular review* and amendment as required.

*The above review will be undertaken in conjunction with the Manager when the Objectives and Key Results (OKRs) are set when Performance and Career Development Planning is undertaken.



Empowered



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