

Position Description

Position Title	Development & Engineering Officer (Pipeline)
Position Code	ENV027
Department	Planning and Growth
Division	Development and Planning
Reports To	Manager Development and Planning
Direct Reports:	Nil
Position Classification	Administration / Technical / Trades Band 2, Level 2-3
Position Status	Permanent, Full-time
Allowances	Civil Liability Allowance (Depending upon skills and qualifications)

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE

Manager Development and Planning						
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Senior Building Surveyor	Health and Building Surveyor	Cadet Building Surveyor (2)	Town Planner	Development and Engineering Officer	Ranger	Ranger

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to develop Council Policy and provide input in relation to the Civil Engineering component of the Development Applications process (incorporating the pre and post development phases). The position shall provide comments in relation to development applications and engineering plans, undertake relevant engineering development inspections ensuring that appropriate development processes are carried out in accordance with Council policies. Liaise with Councils Engineering Department

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Assessment of Development Applications</i>	<i>60%</i>
<i>Policy development</i>	<i>20%</i>
<i>Inspection of works undertaken</i>	<i>20%</i>

POSITION RESPONSIBILITIES

- Assess Engineering Development Application referrals and apply development conditions accordingly;
- Participate in development pre-lodgement meetings, providing advice and recording outcomes;
- Assess and critique documentation submitted to Council to ensure compliance with conditions of consent for development applications;
- Liaise with the Manager Technical, Manager Water and/or Manager Works as required on specific civil engineering matters to facilitate appropriate responses to developer enquiries or development applications i.e. Rural Accesses.
- Provide consistent and accurate advice to the general public, prospective applicants, Councillors and other customers in respect of statutory requirements, development standards and Council policies;
- Where required, assist in the management of public notification and community consultation processes including attendance at community meetings and informal planning conferences, negotiate with applicants, facilitate outcomes between applicants and objectors, and participate in mediation processes where necessary and within the scope of training, experience and qualifications;
- In conjunction with Councils Town Planner/s undertake the assessment of subdivision works certificates and subdivision certificates with a recommendation provided to the Manager of Development & Planning for determination;
- Liaise with Council's Traffic Advisory Committee representative on event approval matters such as traffic impacts;
- Undertake the assessment of development applications for engineering compliance, and assessment and approval of development related engineering plans within the scope the training, experience and qualifications;
- Provide written reports and appropriate recommendations to Council on development project related local environmental plans and development control plans and liaise with various stakeholders in the development process within the scope the training, experience and qualifications;
- Make recommendations regarding unsatisfactory or unauthorised development works and prepare notices and orders as appropriate and within the scope the training, experience and qualifications;
- Manage the processing, calculation, recording and reporting of Section 7.12 and Section 64 contribution payments;
- Assist in the development and review of Council's Engineering policies, codes, specifications, standard drawings and the engineering chapter of the Forbes Development Control Plan,

utilising quality assurance processes for development, and ensure the most relevant information is located on Council's website;

- Assist with the management of development within designated flood prone precincts by providing engineering advice within the scope the training, experience and qualifications;
- Undertake development inspections to assure construction complies with approved drawings and specifications for development and Council work at various stages of process and communicate performance requirements to the developer;
- Respond to development and land use related enquiries;
- Undertake Enterprise Risk Management (ERM) Assessments and WHS Assessments on engineering designs and ensure actions on those assessments, as required.
- Undertake research, investigation and enforcement of development compliance and other customer enquiries and complaints in regards to regulatory compliance.





Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Promote the image of Forbes Shire Council as a competent, efficient and courteous service provider, consistently delivering high quality development outcomes with a strong customer service focus;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Development & Planning	Direct report
Development and Planning Team	Works closely with the Town Planners and Health and Building Surveyors in providing input to assessment of Development Applications; undertakes inspection of Civil Engineering portions of development prior to the issue of an Occupation Certificate.
Planning and Growth Team	Provide specialist advice to Waste and Environmental specialist when required. Provide specialist advice to other members of the Department in the development of Council projects when required.
Manager Property and Investment	Advise on Civil Engineering matters for Council owned properties and potential civil works to enable new or expansion of existing development
Technical Division Team	Liaise with Council's Technical Division to ensure Council's policies for Civil works associated with Development Applications is maintained
Council Staff	Interact with Council staff as required
External	
Community Members	Provide advice to developers and community members on Council's policy on civil works relating to Development Applications
Contractors and Consultants	Liaise with contractors and consultants to ensure that plans submitted and civil works undertaken are in accordance with Council's policy
Builders	Provide advice to builders on Council's policy relating to civil works

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Works Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

PERSON SPECIFICATION

Essential

- Recognised qualifications in Engineering; Civil Works; Plumbing; the construction industry or equivalent experience;
- Demonstrated understanding of compliance requirements in construction in regards to policies, legislation and Council requirements;
- General Construction Induction Card (White Card);
- Class C (Standard) Drivers Licence.

Experience

- Demonstrated experience in at least one of the following areas:
 - Experience and demonstrated competence in the assessment and determination of Development and/or Construction Certificate applications with an Engineering Focus, engineering referrals and Roads Act applications including the conduct of routine progress inspections on development projects;
 - A role in the construction industry insuring compliance with development controls, regulations or policies;
 - Demonstrated experience in a similar role across the construction industry including earthworks, road works, drainage, sewerage and water main construction;
- Demonstrated written and high-level verbal communication skills including demonstrated negotiation and conflict resolution skills, computer literacy and proven ability to prepare reports;
- Demonstrated ability to manage work priorities efficiently and to work independently with a minimum of supervision with a strong customer service focus;
- Demonstrated ability to be an effective team member of a multi-disciplinary team;
- Sound analytical and problem-solving skills with ability to competently address technical issues;
- Demonstrated ability to monitor development matters (approved or otherwise) and to take appropriate action to ensure compliance with relevant statutory requirements.

Desirable

- Proven experience in dealing with and resolving complex development issues, complaints or enquiries
- Demonstrated ability to manage multi development projects with strict deadlines including the coordination of multi-disciplinary input into development projects
- Ability to participate in organisational change strategies, service delivery and policy reform

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Mobile Phone;
- Mobile Tablet;
- Take home vehicle – Dependent on skills and experience

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No