

# Position Description

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<b>Position title:</b>	<b>Senior Engineering Officer – Civil Designer</b>
Position number:	New
Group:	Infrastructure and Natural Assets
Reports to position title:	Team Leader Design
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 24 – 30
Approved:	

## About the Group

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The Infrastructure and Natural Assets Group has primary responsibility for managing and leading council's infrastructure and natural asset programs, including development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management and safeguarding the city's natural assets.

## Duties and Responsibilities

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**Deliver civil design services, ensuring council can meet the current and future needs of the community by:**

- Investigation, survey, design and production of working drawings, estimates and reports for a diverse range of civil engineering and infrastructure projects, including:
  - a) traffic management works, road construction, renewal and maintenance.
  - b) drainage infrastructure.
  - c) car parks.
  - d) multi-use pathways and pedestrian accessibility.

- e) general civil and landscape works.
- f) structural works.
- Delivering project designs that minimise impacts (where possible) to other service providers and the public.
- Undertaking analysis of engineering and other related data to ensure allocated projects address functional issues and meet relevant standards, Acts and guidelines.
- Undertaking design drafting and assist with the preparation of specifications, quotation and tender / contract documents.

**Undertake and support the implementation of projects to achieve design and quality requirements, including:**

- Support the Team Leader Civil Design in developing and reviewing internal drafting standards for presentation and delivering design plans to ensure they meet these standards.
- Undertaking and/or participating in peer reviews of designs produced by the Civil Design Team (prior to design approval by the Manager Engineering).
- Ensuring that allocated projects meet required scope and are designed and estimated to meet agreed budget allocations.
- Survey and set out of design projects.
- Liaising with contractors, council's civil construction supervisors, and other relevant stakeholders to enable the successful completion of allocated projects.

**Supporting the Team leader and team by:**

- Enabling and empowering team members to succeed in their roles, feel valued and engaged in their work.
- Mentoring and coaching team members, ensuring you provide an opportunity for two-way feedback, recognition, and you have regular and ongoing conversations supporting their performance and development.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

## Selection Criteria

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### Essential

1. Diploma or Advanced Diploma in Civil Engineering.
2. Demonstrated experience (5-7 years) in areas of engineering design and documentation of civil infrastructure projects, particularly roads, transport and stormwater related projects using complex problem solving, time management, networking, communication, planning and creative thinking.

3. Demonstrated advanced skills and experience in Civil Site Design and Autodesk Civil 3D software (or similar) and in utilising civil engineering road and drainage design computer packages or the demonstrated ability to acquire these skills.
4. Well-developed interpersonal skills, including presentation skills, negotiation skills and the ability to adjust communication and tactics or priorities in response to organisation or audience requirements.
5. Well-developed experience in building and maintaining effective relationships and to develop practical solutions and recommendations to address the needs of a variety of stakeholders.
6. Both adaptable and resilient, with extensive experience in working through challenges, and able to persist in the face of significant, complex, and novel challenges, using well developed influencing skills to achieve desired outcomes.
7. Data-driven mindset with the ability to leverage data to inform decisions.
8. Well-developed digital literacy skills and the ability to adeptly use technology to facilitate service provision and collaborate with internal and external stakeholders as required.
9. Foundational experience in undertaking reviews and inspections, with relevant project managers and or stakeholders, and providing feedback on design during tender and construction (including some redesign).
10. Ability to think strategically and to translate into actionable plans, to exercise judgement and discretion and initiative in problem solving.
11. A current and valid driver's license.
12. A current construction Industry white card
13. Demonstrated experience in managing a team through effective leadership, particularly through coaching, developing, motivating and achieving an organisations goals and objectives and ensuring employee performance outcomes. **(Desirable)**
14. Previous experience in tender specification preparation and contract administration. **(Desirable)**
15. Skills and experience in engineering survey and set out. **(Desirable)**

## Authority and Delegations

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The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

# Pre-Employment Requirements

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## Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

## National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.