

# DEVELOPMENT ENGINEER

## POSITION DESCRIPTION

Position Title:	Development Engineer
Responsible To:	Manager, City Development
Council Portfolio	City Community
Council Program:	Regulatory Services
Classification Level:	Salaried, Level 8

### Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

### Overview of Program

The Regulatory Services Program facilitates safer places for all to enjoy, provides easy access for those who visit and move around our City, and makes the experience of doing business with the City of Adelaide a pleasure.

### Key Relationships / Interactions

Internal	Employees across the Regulatory Services Program City of Adelaide (CoA) staff members across all Portfolios, Programs and Corporate Teams
External	Business owners, property owners and members of the public Developers, Builders and Contractors Architects, Engineers, Traffic Management firms and associated consultants S.A. Metropolitan Fire Service, South Australian Police, Safe Work SA, Department of Infrastructure and Transport and other government agencies

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## Primary Purpose

As part of the Regulatory Services Program the Development Engineer will liaise with the development industry, developers and consultants to understand the market movements and facilitate external works agreements and bond agreements to achieve development outcomes within the city of Adelaide that meet the requirements of the city and technical standards.

The Development Engineer will focus on the engineering / planning for a range of engineering services including renewal, upgrade and new capital works projects resulting from Development activities, planning applications and strategic infrastructure projects arising from third party developments.

## Responsibilities

The Development Engineer is responsible for;

- Assessing developer funded plans and proposals to be transferred to Council for compliance with Council's guidelines and requirements as well as with the relevant national standards and codes of practice.
- Monitoring the handover of construction works and ensuring infrastructure to be vested to Council is correctly constructed and compliant with current State regulatory and legislative requirements.
- Assisting in the management of approval clearance processes during the development implementation period.
- Assessing and reviewing development applications by providing expert engineering advice, support and assistance to external and internal customers as well as external professionals.
- Consulting on innovative design solutions to resolve complex civil engineering problems.
- Coordinating project estimates and engineering conditions for the registration of bonds and securities for development works within the City.
- Co-ordinating the certification and handover of all new infrastructure within the City of Adelaide including government built or funded works.
- Providing professional and expert advice to other staff to assist in integrating development requirements with best practice engineering outcomes.
- Assisting in formulating appropriate conditioning of development planning approvals.
- Maintaining up-to-date knowledge of codes, legislative requirements and industry standards.
- Developing, improving and maintaining engineering assessment and communication processes and systems between relevant internal and external customers.
- Providing reports on development engineering issues and performance to the Program leadership team
- Providing assistance in infrastructure construction assessment and site inspections.
- Providing solutions to complex engineering problems including the selection of appropriate design proposal, construction methods, materials and methodologies.
- Providing professional, relevant advice and assistance to the Manager, City Development to respond to elected members, external and internal customers on areas of accountability.
- Undertaking program and project work relevant to the position or as negotiated with the Manager, City Development within specified timeframes and quality requirements.

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## Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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## Position Criteria

<b>Qualifications</b>	A degree in Civil Engineering or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
<b>People Management</b>	<p>Significant experience in negotiating outcomes and providing effective leadership which continually enhances and builds relationships, capability and performance.</p> <p>Demonstrated ability to mentor and support employees in their professional development.</p> <p>Thorough working knowledge of people management practices, policies and procedures.</p>	<p><b>Essential</b></p> <p><b>Desirable</b></p>
<b>Financial Skills &amp; Acumen</b>	Experience with budget management principles and practices.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Comprehensive knowledge and experience in civil engineering development approval and implementation practices, design standards, guidelines and best practice solutions.</p> <p>Proven ability to exercise responsibility for the co-ordination of engineering input of all relevant stakeholders into development applications and the management and approval of development works.</p> <p>Extensive experience in the preparation of land development proposals, plans and specifications.</p> <p>Extensive experience in the design of a broad range of civil engineering works.</p> <p>Experience in the oversight of development works, agreements to completed works and associated administrative issues (negotiation of bonds, release of bonds etc.).</p> <p>Proven ability to identify potential conflicts and negotiate successful solutions.</p> <p>High capacity to work under limited direction and for self-management on assigned projects.</p>	<b>Essential</b>
<b>Project Management</b>	<p>Well-developed project management skills which underpin the timely delivery of projects and foster collaboration.</p> <p>Comprehensive knowledge and experience in project management, construction and site management principles and practices.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Experience in applying/managing best practice business principles and practices to the development and delivery of strategies, development plans, initiatives, programs, policy and procedures for the management of major development initiatives, and monitoring and reporting on outcomes.</p> <p>Ability to undertake independent strategic thinking ability to analyse complex situations, develop creative solutions and achieve outcomes that advance the Program's objectives.</p>	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Ability to effectively utilise allocated resources which includes planning, delegating and prioritising.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Desirable</b>

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<b>Customer Commitment &amp; Integrity</b>	<p>A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.</p> <p>Proven ability to work with members of the public and external stakeholders to resolve contentious issues and generate mutually satisfactory solutions.</p> <p>Demonstrated commitment to teamwork and the maintenance of a supportive work environment.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Skills and ability to build positive relationships to consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>Ability to build and maintain cross program relationships will be critical to strategy and policy development.</p> <p>Demonstrated high level interpersonal and communication skills with particular emphasis in the areas of advocacy, negotiation and consultation.</p> <p>Strong written skills for the purpose of preparing clear and concise reports, discussion papers, guidelines and other relevant material.</p> <p>Strong verbal communication skills for presentations to Council, other agencies and staff, plus conducting consultation with stakeholders in a variety of settings including public meetings.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>Working knowledge of the Microsoft Office suite and use of corporate technology.</p> <p>Excellent planning, scheduling, time management, systems development, safety and risk assessment skills.</p>	<b>Essential</b>
<b>Government Experience</b>	<p>Experience working in a government environment.</p> <p>Previous experience providing specialist civil engineering advice across multi-disciplinary team and various departments within a local government environment.</p>	<b>Desirable</b>



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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

### Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

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## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.

DRAFT