

# Position Description



**Position Title:** Team Leader Development Engineer

**Position Number:** TLSS01

**Purpose of Position** To provide guidance to a self-directed team of development control engineers in the development control process as it relates to the impacts of traffic, civil infrastructure and stormwater management issues. To manage and direct a team of development control engineers involved in the provision of expert technical advice on Development Applications including Land and Environment Court Appeals relating to traffic, civil infrastructure and stormwater management

**Grade of Position:** **Band 7**  
Accountable for the effective management of major sections or projects within the area of expertise. As a specialist, advice is provided to executive level on major areas of policy or on key issues of significance to the organisation.

**Hours of Work:** 35 hours per week

**Department:** Development and Regulation

**Section:** Development Assessment Services

**Position Reports to:** Manager Development Assessment Services

**Number Supervised:** 3

**Approved by:** Director Development & Regulation, July 2015

## CONTACTS

### Key Contacts Within Department

- Director Development & Assessment
- Development & Assessment Managers
- Development & Assessment Team Leaders

### Key Contacts in Other Departments`

- Across all sections of Council

### Key Contacts Outside Council

- Residents, members of the public, developers, engineers

**Budget Allocation:** N/A

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name: .....

Signature: .....

Date: .....

## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all Hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash



## ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### 1. Required Qualifications/Certificates

- Tertiary qualifications with a high level of practical experience and substantial knowledge of development control issues, particularly as they relate to engineering assessment and subdivision
- Current Class C drivers licence

### 2. Required Experience

- Minimum 5 years' experience with development assessment related matters.
- Demonstrated experience in the supervision of works associated with building and subdivision.
- Thorough knowledge and experience in traffic, drainage and engineering assessment as related to the impact of development.

### 3. Required Skills

- The team leader is required to supervise staff, resolve operational problems and participate in a management team to resolve key issues.
- The team leader is required to have outstanding interpersonal, negotiation, conflict resolution and communication skills.
- The ability or demonstrated potential ability to lead a team

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Manage and direct a team of development engineers in an efficient and effective manner.
  - Ensure that the Engineering team provide high quality, accurate technical advice within agreed time frames with the Manager of Development Assessment Services.
  - Investigate related complaints.
  - Assess and report on a wide range of engineering assessment matters relating to development applications.
  - Respond to correspondence.
  - Attend to public enquires and provide specialist advice on a wide range of engineering related matters.
  - Undertake special projects and other duties as directed by the Manager or Director, such as representing Council in court, attending Council meetings and on site meetings.
  - Ensure your activities/actions comply with environmental legislation and Council's Environmental Management System Policy and Corporate Standards and Procedures on environmental management practices
  - Review and update Council's planning controls as they relate to engineering assessment matters
  - Apply appropriate conditions of consent to ensure stormwater management is consistent with the LEP and DCP.
  - Referral reports are of a high quality, accurate and complete. Reports should consider all relevant legislative requirements, be easily understood with clear conclusions and recommendations that follow from assessment of the key issues. All conditions for approval or reasons for refusal are in accordance with the work plan guides for staff. There should be no successful challenges in the Land & Environment Court as a consequence of an inadequate assessment or failure to comply with statutory or policy requirements or adopted procedure within an officers' area of responsibility.
  - Median processing time for referrals is less than 20 days.
  - Provide high quality technical advice to the Councillors, public and applicants in respect of planning enquiries. Provide expert professional assistance to Council's customer service centre, call centre and other departmental referrals.
  - Referral advice is reasonable and defensible in order to minimise legal expenditure.
  - Draft referral completed before meeting and final referral presented within 5 calendar days of pre-DA meeting.
- The practice directions of the Land & Environment Court as they relate to pre-hearing and expert witness directions are adhered to during the appeal process. This criterion applies to Court work undertaken by the Team Leader or staff who directly report to the team leader. No justifiable complaints are received from Council's solicitors.
  - Provide high quality and accurate cross departmental advice and liquor licence referrals. These are undertaken with 14 calendar days of the request where referrals will allow. Notice of these delayed referrals must be given to the relevant department in writing.
  - Manager and Councillor advice provided in writing is of a high quality and does not contain any factual errors and finalised within 24 hours of receipt of the request.
  - Carry out such other tasks and responsibilities as may be required and assigned which would be based on the changing needs of the organisation consistent with the employee's skills and abilities