



Mansfield Shire

Position Description

Development
Engineer

High Country, Lakes and Rivers



Development Engineer

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
TBC	Band 6	July 2023
Unit	Enquiries	Status (FTE)
Investment and Planning	Engineering Services	1.0

Position Objectives

Assist with specialist advice, timely, innovative, and solution focused professional engineering services in the review and inspection of infrastructure design and development works. To support the Senior Coordinator Engineering Services in the delivery of a range of engineering services in the areas of traffic planning, road and stormwater management, permit applications, planning permit referrals, and development/subdivision plan assessments.

Technical Accountabilities

- ▶ Provide preliminary advice to developers and/or their consultants in relation to likely engineering requirements, statutory requirements, and Council policies and plans for developments, including Infrastructure Design Manual (IDM) standards.
- ▶ To provide specialist engineering advice for subdivisions and Planning Permit Applications.
- ▶ Work with stakeholders in arriving at flexible and innovative engineering solutions pertaining to development proposals.
- ▶ Checking engineering plans submitted by developer's consultants in accordance with Infrastructure Design Manual and relevant engineering standards.
- ▶ Assess and certify that infrastructure works undertaken by developers are constructed in accordance with approved plans and appropriate Council policies and standards.
- ▶ Provide engineering advice on strategic structure and development plans.
- ▶ Maintain open lines of communication with the Supervisor Parks and Gardens and Coordinator Roads and Asset Maintenance in relation to decisions impacting ongoing maintenance of new developments.
- ▶ Assist in developing and implementing "Infrastructure Design Manual" requirements for Mansfield Shire including consideration of other documents and guidelines developed by the Local Government Infrastructure Design Association.



- ▶ Assist in the preparation of policies, procedures, reports and implementation of strategies relating to engineering functions.
- ▶ Provide responsive customer focused services that address the needs and expectations of the community, industry and Council.

Organisational Relationship

Reports to

Manager Engineering Services

Internal Liaisons

All other staff

External Liaisons

- ▶ General public
- ▶ Developers
- ▶ Consultants
- ▶ General Public
- ▶ Local Government Victoria

Specialist Knowledge and Skills

Knowledge of:

- ▶ Council Plan
- ▶ Mansfield Planning Scheme

Skills and Competencies

- ▶ Experience in reviewing engineering drawings.
- ▶ Knowledge and skills in the areas of design of roads, pathways, drainage, buildings, traffic management and recreation infrastructure.
- ▶ Ability to conceive flexible and innovative solutions to complex engineering and environmental problems/ issues.
- ▶ Sound knowledge of OH&S and risk management.
- ▶ An understanding of the Planning & Subdivision Act, and procedures.

- ▶ An ability to produce technically correct, concise and accurate verbal and written engineering related communications.

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

- ▶ Management Skill
- ▶ Interpersonal Skill

Qualifications and Experience


Experience

- ▶ Experience in Local Government or Design/Development related services

Qualifications

- ▶ Appropriate Tertiary Qualification(s) and some relevant experience or substantial experience in the field of Civil Engineering.
- ▶ Registered Professional Engineer (RPEng) desirable.
- ▶ Hold a current Victorian Driver's Licence.

Key Selection Criteria

- ▶ A tertiary degree in Civil Engineering with some relevant experience in civil development, road and drainage design, project management and construction related discipline or alternatively a lesser formal qualification in conjunction with substantial relevant experience.
 - ▶ Knowledge of civil engineering principles, in particular road and drainage design standards, traffic management, geometric design and road safety.
 - ▶ Demonstrated application of analytical and problem-solving skills to formulation of programs, assessment of compliance performance, as well as the interpretation of technical data and related information.
 - ▶ Experience in providing high quality advice on engineering related development issues.
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Position Descriptors – Band 6

Organisational Accountabilities

- ▶ Ensure that the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ An understanding of the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Commitment to and implement the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all Units.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Providing assistance with Municipal Emergency Services as required.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

Management Skills

- ▶ Proven ability in project management, managing time, setting priorities, planning and organising one's work.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety.
- ▶ Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Appropriate skills to achieve the annual business plan and strategic performance objectives set for the position.

Judgement and Decision Making

- ▶ The majority of work is well defined and the duties carried out independently however the nature of the role draws on specialised methods, procedures and processes developed from theory or precedent
- ▶ Problem solving may involve the application of these techniques to new situations and guidance and advice is usually available.

Accountability and Extent of Authority

- ▶ Freedom to act is set by clear objectives, policies and budgets and is subject to specific delegations and frequent consultation with the Senior Accountant and Manager Business and Performance.
- ▶ Provides assistance with the development of policy and procedure drawing on investigative and analytical abilities within area of specific expertise.
- ▶ Authorised to approve expenditure on relevant accounts as determined by the Manager Business and Performance.

Interpersonal Skills

- ▶ Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations.
- ▶ High level interpersonal and written communication skills together with public relations experience.
- ▶ Capacity to deal with sensitive issues, maintain confidentiality and protect privacy.
- ▶ Ability to persuade, convince and negotiate with clients, authorities, stakeholders and other staff members and plan and manage meetings.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:


Imad Khan, Manager Engineering Services, on (03) 5775 8518

More detailed information on how to apply is available at
mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

15/04/2025

Employee's
Name

Date: / /



Mansfield Shire