

<b>Position:</b>	<b>Coordinator Engineering Services and Design</b>
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
<b>Award Classification:</b>	Band 8
<b>Division:</b>	Placemaking & Environment
<b>Department:</b>	Assets & Engineering
<b>Team:</b>	Engineering Services & Design
<b>Date Reviewed:</b>	April 2025
<b>Approved By:</b>	Manager Assets & Engineering
<b>Current Incumbent:</b>	<b>VACANT</b>

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### ***We Do What We Say***

We set clear expectations  
We are accountable for our actions  
We get things done

#### ***We See Opportunity***

We look for better ways  
We are open minded  
We learn from our experiences

#### ***We Work Together***

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### ***We Make a Difference***

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

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#### **OUR APPROACH**

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## Introduction of the work of the team

This position leads the Engineering Services and Design team with the following functions:

- Engineering Design
- Quarry Management
- Civil Construction Supervision (Developer, Contractor and Inhouse delivered).

## POSITION OBJECTIVES

- Ensure Council's Quarry is managed in line with legislative requirements
- Ensure that the developers, contractors and service authorities deliver works that provides Council with infrastructure of a high standard
- Coordinate delivery of Infrastructure design services.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Assets & Engineering

Supervises: Engineering Services and Design Unit staff members

Internal Relationships: All employees and Councillors

External Relationships: State Government Departments and Regional Agencies, Service Authorities, other Councils, quarry manager, consultants, contractors and property owners and the general public

## KEY RESPONSIBILITIES

- Management of Surf Coast Shire Quarry assets and contractor relationship to relevant legislative standards and requirements
- Engagement and management of external consultant and/or internal staff to provide advice on Quarry management
- Assess and approve service authority asset installation requests where they relate to works within Council road reserves
- Supervise and direct team members undertaking the following functions:
  - Inspection and approval of subdivisional construction works.
  - Inspection and approval of Works within Road Reserve, Asset Protection and new driveway permits.
- Inspection and approval of Council civil Infrastructure Projects
- Act as Project Sponsor for design projects
- Manage and supervise Council's internal civil design team
- Ensure sufficient internal and external design resources to deliver designs for Council projects
- Ensure that timesheets, customer requests (CRM's) and other paperwork are completed accurately and on time
- Manage and supervise a multi discipline professional engineering team to achieve Council's goals and objectives
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support operational matters and project delivery.

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## **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Be responsible for timely, accurate and efficient production of correspondence and reports
- Develop, monitor and deliver service within budget and other key indicators for area of responsibility
- Develop policy options, strategic plans and provide technical advice that will be relied upon by the organisation that may impact the organization or Manage and supervise a multi discipline professional engineering team to achieve Council's goals and objectives
- Provide professional specialist advice in a timely and accurate manner to other Council Departments and external stakeholders
- Represent the Development Engineering team at meetings on engineering related matters
- Responsible for ensuring staffing and resourcing requirements are met
- Responsible for ensuring that all licences are complied with
- Initiate, program and monitor task progress
- Authority to give contractors/staff directions to clarify tasks to be completed and ensure compliance with Occupational Health and Safety legislation
- Manage the sections budget and financial delegations in accordance with Surf Coast Shire Chart of Authorities
- Develop strategies and policies and make recommendations to the Manager Asset & Engineering.

## **JUDGEMENT AND DECISION MAKING**

- Determine method of operations to achieve agreed objectives (including quality, safety and efficiencies)
- Develop strategies and policies for consideration of the Manager Assets and Engineering. This will include the identification and developing of options for consideration of the manager Investigate and advise customers of actions to be taken in regard to complaints or concerns
- Develop solutions to problems using technical knowledge and innovations, while being aware of any resource constraints. Guidance may not always be available within the organisation.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Possess a high level of technical knowledge and experience in the areas of Civil engineering design and plan interpretation, Civil engineering construction, Flood assessment, Traffic assessment, Stormwater design, urban and rural infrastructure planning and Statutory interpretation
- An understanding and ability to apply relevant legislation, policies, procedures, standards and regulations, including those relating to Occupational Health and Safety
- Ability to interpret engineering and construction plans
- Demonstrated experience in advanced word processing, spreadsheets and databases, particularly using the Microsoft Office suite of applications
- Manage cash flow and expenditures.

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## **MANAGEMENT SKILLS**

- Undertake the recruitment, selection, induction, coaching, training and appraisal of staff in accordance with Council's policies and guidelines for team members
- Manage the goals and objectives of the unit taking into account the internal, external constraints and opportunities
- Ability to effectively plan, organise and manage own time, as well as supervise professional tertiary qualified engineers with extensive experience & and specialist staff employed within the Unit, to achieve targets within a set timetable
- Ability to work under pressure and meet deadlines, despite conflicting priorities
- Understanding of and ability to implement Councils personnel practices including Equal Opportunity and Occupational Health and Safety
- Demonstrated commitment to continuous improvement, change management, process development/review, quality and business planning.

## **INTERPERSONAL SKILLS**

- Excellent interpersonal skills to manage a diverse team and external customers such as developers, contractors and consultants
- Well-developed oral and written communication skills, particularly in the preparation of clear and concise correspondence, Council reports technical reports and other presentation information
- Sound skills in communicating to staff clearly and effectively
- Leadership skills in achieving cooperation and motivation of employees under supervision
- Persuasive and negotiation skills to be applied when dealing with contractors, general public, service authorities, and other employees to gain cooperation and assistance
- Analytical and problem-solving abilities, including the ability to liaise and negotiate with counterparts in other organisations
- Ability to make decisions while working with a minimum of supervision.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Degree in Civil Engineering or similar qualification
- Be eligible and willing to become a Registered Professional Engineer in accordance with the Professional Engineers Registration Act 2019
- Protocol skills and knowledge developed through a minimum of five or more years' experience in a similar role
- Experience managing a group of senior professional engineers and technical officers, including mentoring and coaching
- Demonstrated track record of liaising with a variety of stakeholders including community, contractors and other agencies
- Ability to manage one's own time effectively and efficiently to achieve desired workload outputs
- Experience in a similar position in Local Government environment
- Previous experience in a similar role with 5 years' experience
- Experience in Quarry extraction industry.

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**Other requirements**

- Current Victorian driver's licence
- You have the Right to live and work in Australia
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

**ORGANISATIONAL RESPONSIBILITIES**

<b>Child Safe Standards</b>	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
<b>Equal Opportunity</b>	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
<b>Fraud and Corruption</b>	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
<b>Record Keeping</b>	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
<b>Right to disconnect</b>	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
<b>Risk Management and Workplace Health &amp; Safety</b>	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.