

# POSITION DESCRIPTION

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<b>Position Title:</b>	Principal Engineer - Design and Delivery
<b>Position Number/s:</b>	INF-010
<b>Employment Type:</b>	Executive Contract
<b>Directorate:</b>	Infrastructure Services
<b>Location:</b>	Charters Towers

## POSITION OBJECTIVE

This position is responsible for leading Council's Design and Delivery department providing expertise in engineering design, and delivery of, infrastructure projects across a wide spectrum of assets and portfolios.

This position will work closely with and provide high level support to the Executive Manager Infrastructure Services, Infrastructure Managers, Executive Leadership Team (ELT), Project Management Office (PMO), individual consultants, and contractors, to undertake the requisite design and delivery of infrastructure projects, both capital and operational, for Council.

This department is the central point for coordination, oversight and management of Councils Infrastructure design and delivery activities and projects.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager Infrastructure Services
Directly supervises:	Project Delivery Manager, Surveyor

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Design and deliver specific infrastructure projects in compliance with relevant legislation, regulation, standards, Council policy/procedure, etc. and generally within, but not limited, to the following service areas:
  - Road Network and Infrastructure
  - Water and Wastewater Network and Infrastructure
  - Council Facilities
  - Council Waste Services
  - Council Open Spaces
2. Analyse and evaluate submitted engineering/development documentation to confirm compliance with relevant legislation, regulation, standards, Council requirements, etc.
3. Manage efficient, effective, and customer focused delivery of services for the Design and Delivery department.
4. Deliver high quality customer and community service including effective community and customer consultation, developing a clear understanding of community and customer needs and emerging issues.
5. Lead the Design and Delivery department and contribute to Directorate and Council-wide strategic management including strategic and operational planning, organisational and Directorate performance frameworks, and the development of appropriate policies and systems.

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6. Positively manage change and continuous improvement within the Design and Delivery department in the pursuit of innovation and creativity and excellence in service delivery.
7. Build a positive workforce environment and culture with a focus on performance and the building of workforce capability.
8. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
9. Represent and promote the Design and Delivery department, Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
10. Model the highest standards of personal and professional conduct and Council values and behaviours.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### **Leadership:**

Successful experience in providing strong, decisive leadership and management in Design and Delivery relevant to one or more of the following:

- Roads Infrastructure
- Water and Wastewater Infrastructure

Participate as an active member of Council's Management Leadership Team (MLT).

### **Strategic Management:**

Experience in developing a Department and contributing to Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.

### **Change Management:**

Experience in implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.

### **Community and Customer Service:**

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.

### **Workforce Management:**

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

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**Managing Resources:**

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.

**Representing Council:**

Experience in representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment, and build and maintain positive working relationships.

**Time Management:**

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

**Financial Management:**

Prepare or provide input into the development of Design and Delivery department budgets. Monitor and advise Executive Manager on progress against budgetary expenditure in areas of financial responsibility.

**Records Management:**

Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised recordkeeping system.

**Qualifications, Training and Development:**

- Tertiary qualifications in an Engineering field related to Civil Construction or Water & Wastewater.
- Professional membership to position related industry associations ie; RPEQ (desirable.)
- Possession and maintenance of a Queensland 'C' Class Driver Licence

**PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT**

- This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position will require the incumbent to undertake periodic field visits.
- This position will be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Executive Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**CEO:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_