

Kingborough Council

Information Package for Applicants



Position:	Development Engineering Officer, Position Number 000317
Employment Status:	Ongoing, Full Time
Department:	Development Services Department
Applications Close:	Friday, 24 January 2020



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

POSITION ADVERTISEMENT

Development Engineering Officer

The Development Engineering Officer is responsible for the assessment of engineering matters related to development applications for subdivision, building and development permits. Duties include appraising engineering drawings, assessing engineering consent for sealed plans approval, ensuring compliance with Council's conditions of planning approval and the approved construction drawings and specifications.

You may be a new graduate starting your engineering career or someone looking for a change where you can grow your civil engineering experience. You will have the ability to communicate with a wide range of stakeholders as well as strong analytical and problem solving skills, and the capacity to exercise independent judgement and initiative.

The role is full-time and the base salary is in the range of \$62,963 - \$74,790 per annum, depending on skills and experience.

How to apply: For further information on this position, please contact Tasha Tyler-Moore, Manager Development Services on 03 6211 8200. The information package for this role is available on Council's website www.kingborough.tas.gov.au. To ensure your application is considered you must provide a current resume and statement addressing the selection criteria.

Applications can be submitted online through the Employment Portal on Council's website and close at 4pm on Friday, 24 January 2020.

SELECTION CRITERIA

Development Engineering Officer

Please address these selection criteria in your application

Essential


1. Tertiary qualifications in civil engineering or a related field or substantial progress towards this qualification.
2. Sound knowledge of engineering standards and practices associated with subdivision, building and development applications.
3. Proven ability to work in a team environment and to work independently as required.
4. Sound conceptual and analytical skills.
5. High level of written and verbal communication and interpersonal skills.
6. Proficient keyboard skills with proven skills in the use of Microsoft Office products and the use of Geographic Information Systems.

Licences

1. Current driver's licence.
2. Working Safely in the Construction Industry (White Card) accreditation.

Desirable

1. Previous experience in Local Government in an engineering or technical capacity.
2. Sound knowledge of relevant legislation.

 Kingborough	<h2 style="text-align: center;">Development Engineering Officer</h2>	PD No. 000317		
Classification		VERSION 04	LAST REVIEW December 2019	NEXT REVIEW December 2021
Position Objectives	<p>To assess and advise on engineering matters related to development applications for subdivision, building and development permits.</p> <p>This includes appraising engineering drawings, assessing engineering consent for sealed plans approval, ensuring compliance with Council's conditions of planning approval and the approved construction drawings and specifications.</p>			
Key Responsibilities	<ul style="list-style-type: none"> Assess and prepare reports for development applications and ensure compliance with Council's planning scheme, applicable Australian Standards, and Acts related to roads, drainage and utilities. Undertake site inspections and other investigations as necessary. Provide referral responses to the Planning Unit via Pathway workflows. Referral responses may include request for further information, general advice and conditions. Further assessment responding to submission of RFI may be required. Work closely and cooperatively with other staff members within the Development Services Department, seeking assistance as appropriate. Assist the Customer Service Unit and other Council staff with advice on matters related to Development Engineering. Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff. Undertake counter duty responsibilities. Respond to requests for information from government agencies and prepare correspondence and other reports in relation to general development 			

	<p>engineering issues.</p> <ul style="list-style-type: none"> • Assist the Coordinator as a countersign for taking and release of bonds and bank guarantees for subdivisions (as per delegation). • Liaise with developers, their representative, and other authorities in relation to subdivision and development matters. • Assist in the maintenance of standard conditions of approval, standard engineering drawings, engineering guidelines, and procedure information for development and subdivision work. • Co-ordinate development engineering responses for Section 337 certificates and where necessary provide support to this function. • Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.
Organisational Relationships	<p><u>Reports to:</u> Coordinator Development Engineering</p> <p><u>Internal Liaisons:</u> Councillors, Management Team and all staff</p> <p><u>External Liaisons:</u> Community, customers, contractors, developers, consultants, local government professionals, Government agencies.</p>
Code of Conduct	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct for employees' details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p>
Workplace Health and Safety	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> • Adhering to all safe working procedures.

	<ul style="list-style-type: none"> • Adhering to Council's OH&S and risk management policies. • Taking reasonable care of themselves and others who may be affected by their actions. • Ensuring due care is taken for any Council property for which the officer is responsible. • Taking due care to prevent property losses or damage.
Security of Council Information	Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.
Customer Service	Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.
Qualifications and Experience	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Tertiary qualifications in civil engineering or a related field or substantial progress towards completion of a recognised engineering qualification. 2. Sound knowledge of engineering standards and practices associated with subdivision, building and development applications. 3. Proven ability to work in a team environment and to work independently as required. 4. Sound conceptual and analytical skills. 5. High level of written and verbal communication and interpersonal skills. 6. Proficient keyboard skills with proven skills in the use of Microsoft Office products and the use of a Geographic Information System (MapInfo). <p><u>Licences</u></p> <ol style="list-style-type: none"> 1. Current driver's licence. 2. Working Safely in the Construction Industry (White Card) accreditation.

	<p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Previous experience in Local Government in an engineering or technical capacity. 2. Sound knowledge of relevant legislation. 3. Knowledge and practice in Water Sensitive Urban Design principles.
Personal Attributes	<ul style="list-style-type: none"> • Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire. • Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation. • Ability to build and maintain co-operative relationships. • Highly motivated with the ability to work in a team environment.
Behavioural Skills	<p>The ability to function as a competent, motivated and professional member of the Development Services Department and demonstrate a commitment to the Council's values and expected behaviours.</p>

POSITION DESCRIPTION

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a National Police check will be required for this position.

Your application should be addressed “**Confidential Job Application – Development Engineering Officer, Position Number 000317**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Good luck with your application.