1. **Position Details:**

Full position details, including major functions and duties, in addition to required qualifications and skills are listed in the attached Position Description.

2. **Working Conditions:**

This position is based at Council's offices at Westbury, a short 25 minute drive from the regional city of Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- The position is offered as a permanent full time role
- Annual salary will be negotiated subject to applicants suitability within a range of $87,493 - $110,894 under Council’s Enterprise Agreement
- Council will pay superannuation at a rate of 13%, which includes an additional 3.5% above the amount required by the Superannuation Guarantee legislation in accordance with Council’s Enterprise Agreement 2019

Other employment conditions and benefits include:

- A qualifying period of six months will be applicable to this position
- Standard office hours are 8:30am to 5:00pm, with a 36 minute lunch break
- A 19 day month, allowing for a rostered day off is offered to full time employees
- Long service leave is based on 10 years continuous service, with pro rata payment available after seven years on resignation/retirement
- Standard annual and personal leave entitlements, with the payment of leave loading on annual leave
- Paid parental leave of up to eight weeks after 12 months service

Our office is modern, air conditioned and has good staff facilities including free on-site parking. As an organisation we are committed to maintaining our Employer of Choice status. We consider organisational culture very important, and also focus on providing relevant health and wellbeing initiatives, including employee access to a gymnasium.

Based on position requirements, there will be a requirement to work outside standard office hours at times. Appropriate arrangements will be put in place where this is required in accordance with Council’s Enterprise Agreement 2019.
3. **Selection Criteria:**

Job applications need to be clear and concise as this is the first step in demonstrating your relevant skills, knowledge, qualifications and experience. Applications are recommended to include a cover letter and current resume. **All Applications are required to provide a statement addressing the following selection criteria**, demonstrating relevant examples of how you believe you meet or have the potential to meet these requirements:

**Selection Criteria (to be addressed):**

1. A degree in civil engineering and a minimum of five years relevant work experience.
2. Experience in the preparation of civil engineering design documentation relevant to local government infrastructure projects, including checking the work of others.
3. Experience in the delivery of strategic and capital infrastructure projects and managing human resources on those projects.
4. Experience in leading procurement and tender processes, including managing contracts and contractors.
5. Demonstrated leadership experience and people management skills (including carrying out human resource management processes such as recruitment, performance reviews and similar).
6. Sound knowledge of Work Health and Safety requirements and how it relates to construction and civil works.
7. Effective communication and interpersonal skills including the capacity to influence, negotiate and empathise.
8. Excellent computer skills including Microsoft Office applications, GIS software, records management and email systems.

It is also a requirement that the successful applicant has the following licence:

1. Motor vehicle

4. **Enquiries**

All enquiries should be directed to Dino De Paoli, on 6393 5340 or email dino.depaoli@mvc.tas.gov.au

5. **Applications**

To be considered for this position, applications including a cover letter addressing the selection criteria and a current resume with at least two referees, should be forwarded to the attention of the HR & Payroll Officer, PO Box 102 Westbury, TAS 7303 or mail@mvc.tas.gov.au no later than 5pm Friday 15 May 2020.
POSITION DESCRIPTION

Senior Civil Engineer
Infrastructure Services Department
April 2020

POSITION CONTEXT

The Senior Civil Engineer is part of the Infrastructure Services Department which is responsible for determining Council’s capital works program, asset management strategy and execution, waste management strategy, determining and leading the emergency management plan, together with undertaking various projects which arise from time to time. This Department has a close working relationship with all Departments as much of its work requires input or creates outputs for others.

The Senior Civil Engineer is responsible for project planning and management, development and approval of designs and specifications relating to civil engineering work for both construction and maintenance of Council infrastructure which is directed by Council’s Asset Management Strategy. This position has a close relationship with Council’s Directors in delivering engineering solutions, and also has the responsibility for supervising other staff within the Department.

ORGANISATIONAL RELATIONSHIPS

Reports to the Director Infrastructure Services. This role will also work closely with the Director of Works.

There are direct reports to this position.

KEY CHALLENGES

- Ensuring all project designs and specifications are accurate and compliant with legislation and standards.
- Managing multiple capital works, strategic and operational projects at once, in a manner that considers economic, social and environmental values.
- Managing resources to ensure projects are completed on time and to budget.

PRIMARY RESPONSIBILITIES

Operational
- Prepare project planning documentation for maintenance or construction work.
- Manage infrastructure projects as per project plans and in accordance with relevant Council policy, including taking responsibility for and coordination of contractors and/or staff directly appointed during the life of the project.
o Providing strategic and technical input and support to other Council Departments on projects and operational matters as requested by the Director.
o Prepare reports, and provide assistance in the preparation of reports by others, as part of Council Meeting and Workshop agenda items or with respect to requests from the Director.
o Assist with the review and implementation of Council strategic direction, policy, plans and procedures that relate to Council infrastructure.
o Prepare, check and approve designs and specifications for civil engineering works as a result of new, failing or proactive improvement of infrastructure.
o Approve designs and specifications prepared by technical staff and consultants or contractors as a certified engineer.
o Assist others and/or lead procurement process including preparation of tender specifications, evaluations and reporting to ensure compliance with Council policy and procedure.
o Investigate reported problems (from internal and external stakeholders) with existing infrastructure assets and determine any matters for rectification and make recommendations for integration into capital works planning, minor works or emergency work.
o Assist with the development of Council’s capital works plan programme from the asset management strategy, including preparation of concept plans, estimates and consideration of whole of life costs.
o Assist Council with development and improvement of asset management processes, and prepare reports on asset condition with respect of requests from the Director or Council which will arise from time to time.
o Undertake engineering assessment of planning applications, including subdivisions, and management of engineering enquiries related to matters including driveways, stormwater and traffic.
o Undertake consultation with Council committees and community stakeholders for implementation of infrastructure projects.

Leadership

o Provide mentoring, advice and support to technical staff.
o Develop individual and/or team work plans which link to the operational and strategic plan to assess and manage individual or team performance.
o Promote staff development and seek to support creative and innovative learning for staff and by applying relevant policy.
o Ensure education of staff in Council policy and procedure which impact on the performance of their role.
o Ensure all staff matters are handled in accordance with Human Resources Policy, particularly as they relate to performance improvement, unsatisfactory conduct, misconduct, grievances, equal employment opportunity, bullying, harassment and discrimination and make recommendations to the Director or General Manager accordingly.
o Support Council in administering terms and conditions of employment as per the industrial instrument in place.
ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council’s Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council’s values.
- Adhere at all times to the *Tasmanian Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. A degree in civil engineering and a minimum of five years relevant work experience.
2. Experience certifying the work of others and providing technical direction and mentoring to less qualified and/or experienced staff.
3. Experience in providing lead support in the development of asset management strategies and capital works plans.
4. Multiple examples of project planning and management of significant scale and/or complexity that have been delivered on time, within budget and a quality output.
5. Experience in leading procurement and tender processes, including administering contracts and overseeing contractors.
6. Sound knowledge of work health and safety and how it relates to construction and civil works, particularly when authorising contractors to carry out work.
7. Effective communication, negotiation and conflict resolution skills.
8. Excellent computer skills including Microsoft Office applications, the internet and email systems.
9. Current vehicle driver’s licence and commitment to maintaining this.

ATTACHMENTS

- Organisational Chart
- Council’s Values and Behaviours
MEANDER VALLEY COUNCIL VALUES

To guide our choices and behaviour in all that we do, we will:

- Respect, listen and care for one another
- Be trustworthy, honest and tolerant
- Be positive and receptive to new ideas
- Be innovative, creative and learn
- Take a fair, balanced and long term approach
- Use sound business practices
- Work together