

Job Specification:

Team Leader Engineering

Your new role

Meander Valley Council is recruiting for a Team Leader Engineering to manage and lead the delivery of documentation, solutions and customer service for a range of capital and operational projects, land use development and day to day enquiries.

This represents an outstanding opportunity for a conscientious individual that is interested in taking up a fast-paced and highly rewarding role. The position is offered on a full-time permanent basis and offers:

- Role autonomy;
- An understanding of the importance of work/life balance and offers flexible work arrangements;
- An enthusiastic and collaborative workplace; and
- Training, development and professional growth tailored to your personal career goals.

As Team Leader Engineering, you will manage a team of engineering and technical staff and work closely with the Director and officers in the Project Delivery and Community Facilities & Recreation teams to ensure a responsive and customer focused delivery of services is provided across a broad range of areas.

Candidates who are proactive, have excellent communication skills, and previous relevant experience in engineering design and management of teams are encouraged to apply. Experience in building construction, project delivery processes and application of legislation within a local government framework would be advantageous.

What you need to succeed

The ideal candidate will have outstanding communication, customer service and leadership skills with the ability to engage with a broad range of internal and external stakeholders.

You will be diligent and organised, with effective time management skills and the ability to manage various tasks and reprioritise work as required. If you seeking to be engaged in a dynamic environment, have an interest in workplace and individual improvement, and enjoy working with the likeminded professionals for the benefit of local communities, we want to hear from you.

Your initiative, ability to plan well for yourself and your team, and attention to detail when working under time pressure will be the key to your success. We seek a collaborative, positive and supportive mentor to join the Department and lead our engineering team.

What we offer

This full time 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:

- The position is offered as a permanent full time role.

- Annual salary under Council's Enterprise Agreement 2022 will be negotiated within the range \$104,840 to \$116,678, subject to applicant's qualification, skills and experience;
- In accordance with Council's Enterprise Agreement 2022 salary increases are scheduled in July each year. An increase between 3.8% to 4% will apply in July 2024;
- Superannuation will be paid with an 3.5% above the amount required by the superannuation guarantee, currently 14.5%. This will increase to 15% by July 2024;
- Council pool vehicle for commuter use;
- A 19-day month, allowing for a rostered day off for full-time employees; and
- On occasion, there may be a requirement to work outside standard office hours of 8.30am to 5.00pm, with appropriate compensation provided in line with Council's Enterprise Agreement.

Other benefits include:

- Standard annual and personal leave entitlements, with payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- One hour per month health and wellbeing activity leave;
- Four hours per six month period volunteering activity leave;
- Paid parental leave of up to eight weeks after twelve months' service;
- Ongoing professional learning and development opportunities;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities and initiatives, and access to an Employee Assistance Program for staff and their immediate families;
- Genuine demonstrated commitment to flexible work arrangements; and
- Reward and recognition of service milestones.

A qualifying period of six months will be applicable to this position;

Selection Criteria

Applicants are required to provide a statement addressing the following selection criteria. In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.

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.
6. Experience in leading procurement and tender processes, including administering contracts and overseeing contractors.
7. Sound knowledge of work health and safety and how it relates to construction and civil works, particularly when authorising contractors to carry out work.

8. Effective communication, negotiation and conflict resolution skills.
9. Excellent computer skills including Microsoft Office applications, the internet and email systems.

It is also a requirement that the successful applicant has a motor vehicle licence.

Learn more

If you have any questions please contact David Murray, Director Infrastructure Services on (03) 6393 5340 or email david.murray@mvc.tas.gov.au

How to apply

To apply for the position, you will need to provide the following:

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing the key selection criteria (maximum of three (3) pages).

Applications should be forwarded to the attention of the Human Resources Officer via email to: recruitment@mvc.tas.gov.au

Applications close **Friday 26 May 2023 at 9am**, however Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

POSITION DESCRIPTION

Team Leader Engineering

Infrastructure Services Department

May 2023

POSITION CONTEXT

The Team Leader Engineering 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, together with undertaking various projects which arise from time to time. The Department is also responsible for undertaking activities and initiatives which support the growth and diversification of the Meander Valley's economic base and carrying out specific projects for strategic land use planning, and urban design. This Department has a close working relationship with all Departments as much of its works requires input or creates outputs for others.

The Team Leader Engineering 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 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.

- Providing strategic and technical input and support to other Council Departments on projects and operational matters as requested by the Director.
- 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.
- Assist with the review and implementation of Council strategic direction, policy, plans and procedures that relate to Council infrastructure.
- Prepare, check and approve designs and specifications for civil engineering works as a result of new, failing or proactive improvement of infrastructure.
- Approve designs and specifications prepared by technical staff and consultants or contractors as a certified engineer.
- Assist others and/or lead procurement process including preparation of tender specifications, evaluations and reporting to ensure compliance with Council policy and procedure.
- 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.
- 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.
- 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.
- Undertake engineering assessment of planning applications, including subdivisions, and management of engineering enquiries related to matters including driveways, stormwater, and traffic.
- Undertake consultation with Council committees and community stakeholders for implementation of infrastructure projects.

Leadership

- Provide mentoring, advice and support to technical staff.
- Develop individual and/or teamwork plans which link to the operational and strategic plan to assess and manage individual or team performance.
- Promote staff development and seek to support creative and innovative learning for staff and by applying relevant policy.
- Ensure education of staff in Council policy and procedure which impact on the performance of their role.
- 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.
- 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.
6. Experience in leading procurement and tender processes, including administering contracts and overseeing contractors.
7. Sound knowledge of work health and safety and how it relates to construction and civil works, particularly when authorising contractors to carry out work.
8. Effective communication, negotiation and conflict resolution skills.
9. Excellent computer skills including Microsoft Office applications, the internet and email systems.
10. Current vehicle driver's licence and commitment to maintaining this.

ATTACHMENTS

1. Council's Values
2. Organisational Structure

Our seven values help guide our decisions and underpin all we do.

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

Organisational Structure

