

APPLICANT PACK

Coordinator Development Engineering

MidCoast Council



**Leading
Roles**

People ▶ Performance ▶ Partners



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CONTACT

Angie Simonds
Principal Talent Consultant
Leading Roles

☎ 0476 861 300

✉ Angie.Simmonds@leadingroles.com.au

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We respectfully acknowledge the Traditional Owners, the Gathang-speaking people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Midcoast Council is now seeking a Coordinator Development Engineering to join the Liveable Communities Team.

The Coordinator Development Engineering is a key leadership position leading the broader team to provide development engineering expertise and advice.

The ideal candidate will be invested in providing the team with leadership and strategies to deliver excellent customer service both internally and externally to key stakeholders and ensure compliance with Council's standards, specifications and infrastructure conditions.

The position is located in a state-of-the-art council office, close to the coastline, offering a great lifestyle opportunity. With a recent restructure emphasising the importance of positive culture, the Coordinator Development Engineering will play a positive role in contributing to the team's success and goals.



Key Responsibilities

Leadership

The Coordinator Development Engineering at MidCoast Council is responsible for providing strong leadership in the management and coordination of development engineering activities. This includes overseeing the team, ensuring compliance with relevant regulations and standards, and driving the delivery of high-quality engineering services.

Management of Development Assessments

The Coordinator Development Engineering at MidCoast Council is primarily responsible for managing engineering development assessments. The ideal candidate will hold a strong understanding of engineering principles and the ability to effectively manage and prioritise multiple assessments to ensure timely and accurate decision-making.

Compliance

A key responsibility of the Coordinator Development Engineering is to ensure compliance with council standards, specifications, codes and policies in relation to infrastructure through the development application (DA) processes. This includes reviewing and assessing DAs, ensuring that proposed infrastructure meets the required standards and providing guidance and recommendations to ensure compliance.

Key Projects

- Brimbin New Town
- North Tuncurry Urban Release Area – Forster / Tuncurry
- Parrys Cove – Tea Gardens

Challenges & Opportunities

- There is an opportunity to build a new team by strategically filling vacancies and expanding upon the strengths of individuals.
- Another key opportunity available is to be instrumental in strategic decision-making at a management level.
- Council also offers excellent professional development opportunities.

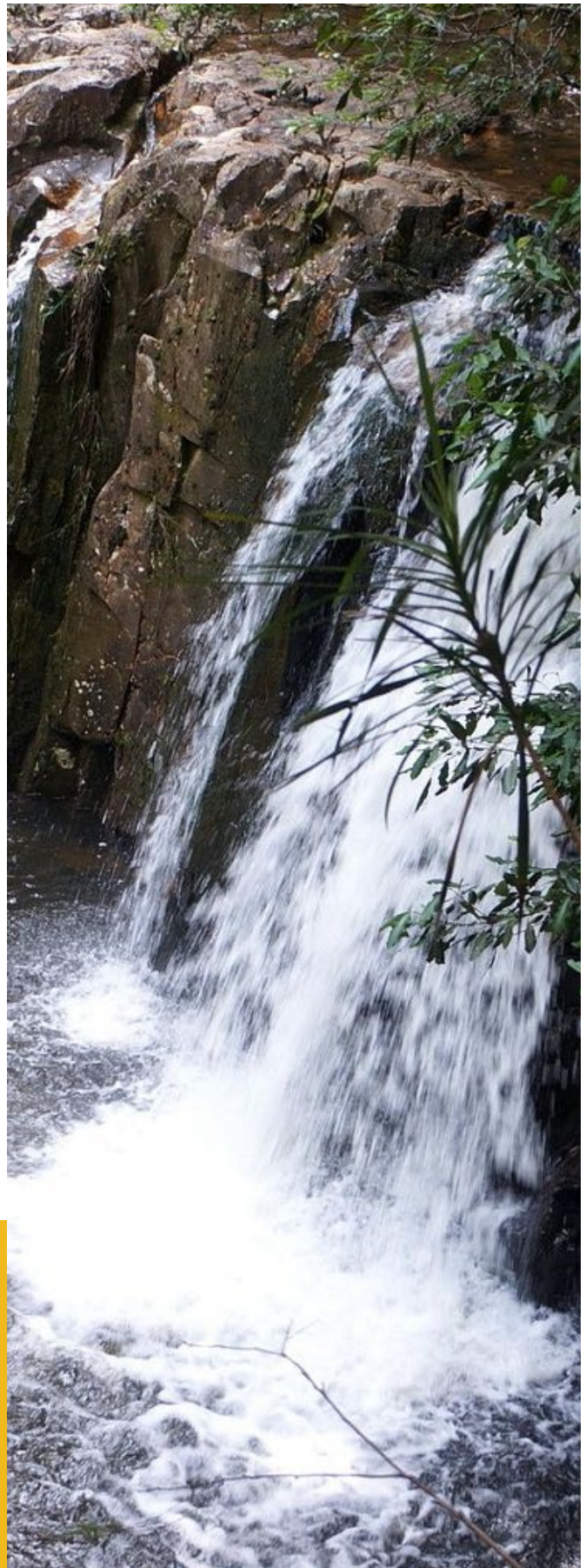
Stakeholder Engagement

Internal

Significant interaction across the Liveable Communities Directorate, including the DA Assessment and Building Certification and the Natural Systems Teams. Significant interaction will also occur with the transport assets team within the Infrastructure and Engineering Division.

External

- Developers
- Industry Forums
- Indirectly with Councillors





The Team

The team at MidCoast Council exhibits high capability in technical skills, and the development engineers work together effectively, demonstrating operative teamwork and collaboration. The team is welcoming of the opportunity to add a new leader and benefit from a fresh perspective and development opportunities.

The Culture

MidCoast Council, with a workforce of over 1000 employees, is committed to nurturing an uplifting and positive culture. The organisation recognises the importance of cultivating an atmosphere that supports progress and development. With a concerted effort, the Council endeavours to foster a culture that appreciates and comprehends the unique contribution of each member within the collective team, thereby nurturing strong collaboration opportunities and a sense of inclusion for all employees.



Qualifications, Skills & Attributes

- Tertiary qualification in Civil Engineering or other related discipline, or relevant experience in lieu.
- Expertise in Engineering Development Assessments.
- Excellent written and verbal communication.
- Attention to detail.
- Political nous.
- Relationship building.
- Confident with conflict resolution abilities.



Salary Package Information

Working with MidCoast Council enables you to enjoy a great career and live on the beautiful MidCoast of New South Wales. MidCoast Council support their employees to have a work-life balance and has a variety of ways to provide flexibility, through varied start and finish times, part-time work arrangements and hybrid arrangements where suitable.

Further benefits of this role include:

- Annual Salary of up to \$134 000 + super + a leaseback vehicle option or allowance in lieu + relocation assistance
- 3.5% Civil Liability Allowance
- Above Award Parental Leave provisions
- Generous leave entitlements
- Work in a modern office that provides a variety of work settings supported by the right technology
- Flexible work options, including a hybrid model of working from home and the office
- Ongoing personal and professional development programs
- Study assistance and study leave
- Journey to work cover

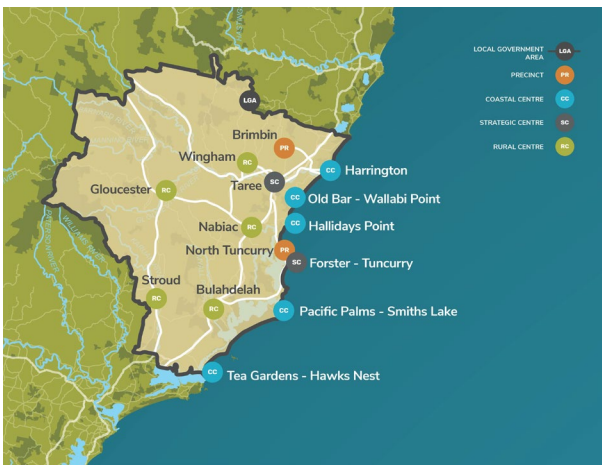
Life in the Midcoast region of New South Wales blends coastal living with country living. With beaches, small towns and hinterlands, local residents are able to enjoy a relaxed and outdoor lifestyle, offering excellent work life balance.



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About Council

The MidCoast Council is home to the World Heritage Listed “Gondwana Rainforests” in Barrington Tops National Park.



Links to Council Information



MidCoast Council, established on 12 May 2016 through the merger of Gloucester Shire, Great Lakes and City of Greater Taree Councils, is a relatively young and evolving local government area in the Hunter Region, New South Wales. Spanning 10,000 square kilometers, the council encompasses 97,000 residents across 195 towns, villages and localities.

Located 320 kilometers north of the Sydney CBD, MidCoast is bordered by Walcha Council and Port-Macquarie Hastings Council to the north, the Tasman Sea to the east, Port Stephens and Port Stephens Council to the south, and Dungog Shire and Upper Hunter Shire to the west.

The region boasts 192 km of coastline, 3,607 km of roads, 657 bridges, eight protected Aboriginal places, 58 national parks and reserves and a World Heritage Listed area.

MidCoast Council is actively fulfilling its commitment to the community, guided by the 2022-2032 Community Strategic Plan. This plan prioritises unique and culturally rich communities, connectivity, environmental stewardship, a thriving economy and strong leadership.

In local government elections held every four years, 11 Councillors are elected and they, in turn, select the Mayor. This democratic process ensures community representation and effective leadership for the evolving MidCoast region.

Organisational Structure





Living in the Region



Housing

Housing in the MidCoast Council region caters to diverse lifestyles, ranging from coastal communities to serene hinterlands. Whether you prefer the relaxed coastal ambience of Forster-Tuncurry or the amenities of Taree's industrial hub, the region offers a mix of contemporary and rural residences. With options for first-time buyers and those seeking a variety of living experiences, the housing landscape aligns with the distinct character of the MidCoast.



Educational Facilities

With approximately 19 public and private schools catering to primary and secondary education, families have a range of options for their children's academic journey. Taree, a central hub, is home to the University of New England, University of Newcastle as well as Taree Universities Campus offering higher education opportunities within the region. Additionally, TAFE campuses in Taree, Tuncurry and Wauchope provide vocational training options, ensuring that individuals seeking specialised skills have convenient access to educational facilities.



Healthcare

The MidCoast Council region is equipped with a local public hospital in Taree, the Manning Base Hospital as well as private hospitals in Taree and Forster which provide comprehensive healthcare services to residents. Additionally, the region features various medical centres, private health facilities, dental practices and aged care facilities. This collective network ensures that residents have access to a range of healthcare options, promoting a healthy and thriving community in the MidCoast Council region.



Living in the Region



Shopping & Dining

The MidCoast Council region offers diverse and vibrant shopping and dining facilities. Taree, being a central hub, features shopping centres that cater to a variety of needs. Residents can explore everything from major shopping outlets to quaint boutiques and art galleries. Dining options are equally diverse, ranging from local cafes and fast-food establishments to exquisite restaurants. The region's culinary scene celebrates fresh local produce, ensuring a delightful array of flavours for residents and visitors alike.



Sports & Recreation

Sport and recreation thrive in the MidCoast Council region, offering a wide variety of activities for residents. The region is home to numerous sporting clubs, encompassing a range of interests from rugby league and basketball to little athletics, swimming, tennis and golf. For those who prefer the outdoors, the region boasts an abundance of parks, including national parks like Barrington Tops, Woko and Tapin Tops, inviting exploration and leisure. Residents can also enjoy the pristine coastal environment, engaging in water activities such as fishing or simply unwinding on the picturesque beaches.



Getting Around

The closest capital city to the MidCoast Council region is Sydney, which is approximately 320 kilometres south of Taree, one of the central hubs in the MidCoast area. Taree Regional Airport serves as the central airport to the region, providing essential air connectivity. For those who prefer road travel, the region is easily accessible via major highways, including the Pacific Highway. With a well-maintained road network and convenient air travel options, navigating the MidCoast Council region is both efficient and enjoyable.



Working for MidCoast Council

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Demonstrated ability to provide strong leadership, guiding and inspiring a team of development engineers towards achieving organisational goals.
- Proven experience in managing the process of development assessments, including reviewing and evaluating proposals, ensuring compliance with relevant regulations, standards and policies.
- Strong understanding of council standards, specifications, codes and policies in relation to infrastructure, and the ability to ensure compliance throughout the development application process.
- Bachelor of Engineering (Civil) or equivalent in another related discipline, or relevant experience in lieu.

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie’s experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people’s lives in a different way. In 2015, Angie found herself in a Recruitment role and that’s when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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ATTACHMENT

Position Description

Position description

Coordinator Development Engineering

Division:	Liveable Communities
Department:	Development Engineering
Reports to:	Executive Manager Sustainable Development
Number of direct reports:	4
Location:	Yalawanyi Ganya, Taree
Grade:	12
Employment status:	Permanent, Full-Time
Hours of work:	35
Date approved:	November 2023

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

The position holder is a key member of the Sustainable Development Leadership Team and is responsible for the provision of development engineering expertise and advice. The team led by the Development Engineering Coordinator is responsible for the management of engineering and public infrastructure matters relating to development applications and consents. With an emphasis on excelling in customer service the team is accountable for establishing and ensuring compliance with Council’s standards, specifications and infrastructure related conditions of development consent. The team minimises negative development related impacts on infrastructure users and asset life cycles and provides development referrals to achieve Council’s development assessment response timelines. The team also develops partnerships across Council and collaborates in solving problems and developing solutions.

Key Accountabilities & Duties

- Lead, manage and supervise the development engineering team in order to provide effective and efficient development engineering expertise and advice within agreed budgets, time frames and service level frameworks.
- Coordinate the provision of development engineering services including but not limited to the engineering assessment of Development Application's and Construction Certificates (civil works), pre-DA lodgment advice, development engineering surveillance, asset returns and Land and Environment Court advice.
- Ensure that Council's engineering standards, practices and processes relating to development are continuously reviewed, improved, documented and updated.
- Contribute to the delivery of organisational outcomes and the Sustainable Development Business Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Tertiary qualifications in Civil Engineering or a similar field.
2. Extensive experience and a record of achievement in the coordination and delivery of development engineering expertise and advice.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role, including current Engineering Standards, Local Government Act, Roads Act, Environmental Planning and Assessment Act, Environmental Legislation and related Regulations and Codes.
4. Excellent communication and interpersonal skills that include the ability to support and coordinate multi discipline groups, influence stakeholders, resolve conflict and negotiate outcomes with demonstrated experience in supervision, coaching and mentoring of staff.
5. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
6. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.






7. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Adept

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes No

Is a criminal record check required for this position?

Yes No