



APPLICANT PACK

Senior Engineer Development

Tweed Shire Council



**Leading
Roles**

People ▶ Performance ▶ Partners



TWEED
SHIRE COUNCIL

CONTACT

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We respectfully acknowledge the Traditional Owners, the Bundjalung Nation 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 to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The Senior Engineer Development will ensure Water and Wastewater infrastructure provided as part of Development meets Council's Water and Wastewater strategic infrastructure planning objectives, design and construction specifications, levels of service and asset management requirements.

The Senior Engineer Development has five direct reports and will play a key role in representing Council as the asset and service owner of water and wastewater assets being developed within the region.

You will have significant interactions with the development sector, Council's Planning and Regulation division, service providers in relation to requirements for system connections, extensions, upgrades, modifications and the associated applications and charges via conditions of approval for developments and additional specific requirements. The Tweed Shire is a rapidly growing region and the demand for infrastructure is high.

This position provides excellent lifestyle benefits, living and working in the Tweed Shire, in good proximity to Northern Rivers, Gold Coast and an easy drive to Southeast Queensland, the lifestyle opportunities are plentiful.



Key Responsibilities

- Represent the Water and Wastewater services of Council for all development related enquiries and provide considered engineering advice and policy direction.
- Determine the required development consent conditions.
- Receive and assess applications made under the relevant acts.
- Prepare specific water and wastewater requirements under s306 of the Water Management Act and conditions of approval under s68 of the Local Government Act.
- Manage a team of five professional staff.
- Provide advice and direction to the executive leadership team, Council and other internal and external stakeholders.

Challenges & Opportunities

- Capacity and capability building of a small, technical team providing a high level of service for the local community.
- Function effectively in a challenging and dynamic work environment.
- Live and work in a region that offers excellent lifestyle opportunities.
- Play a key role in leading and influencing the community's sustainability through the strategic delivery of development projects.
- High demand for development services, creating a need for a strategic and compliant approach.
- Continued career development in a supportive and progressive organisation.



Leadership

The Senior Engineer Development will lead and mentor a team of five staff that include:

- 3 x Engineer Development.
- 1 x Graduate Engineer Development.
- 1 x Senior Technical Officer Development.

Key leadership attributes will include:

- Translating organisational vision and strategy into operational goals to help staff understand their own contribution.
- Regularly communicating progress against business unit and organisational goals.
- Creating opportunities for recognising and celebrating high performance at the individual and team level.
- Promoting an organisational culture that actively seeks opportunities for positive customer outcomes.
- Driving a culture of high performance and safety.

Key Stakeholders

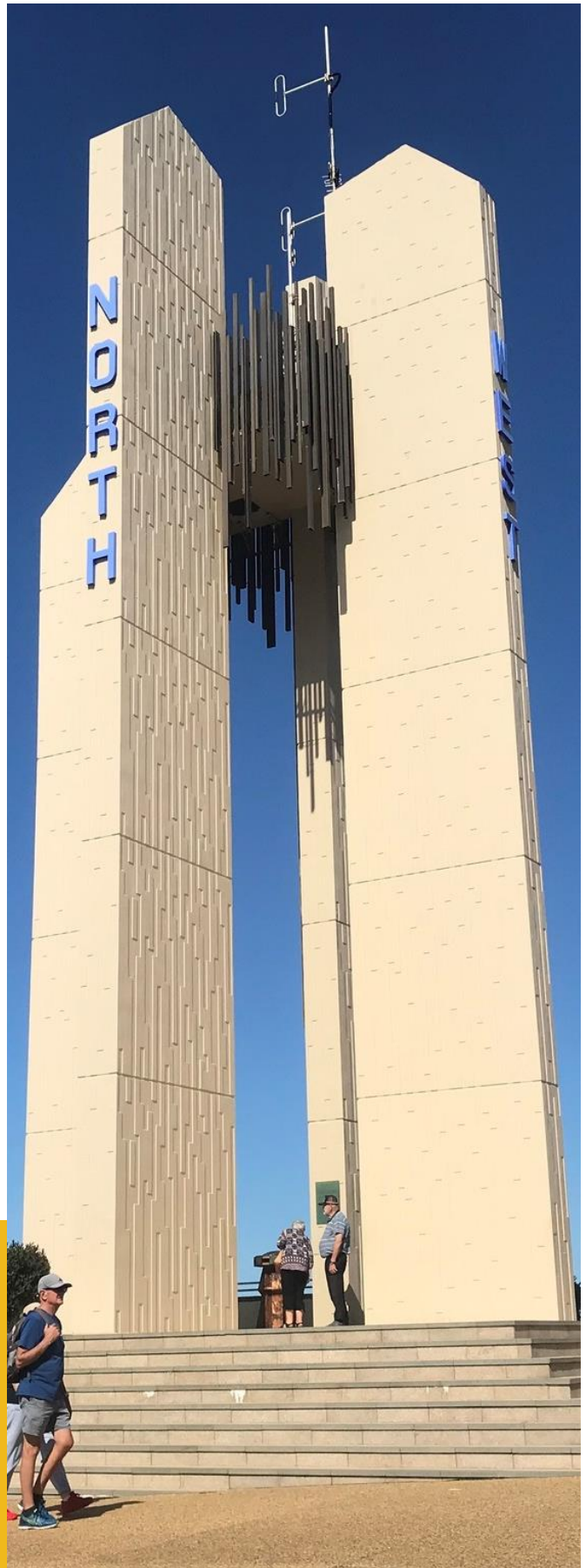
The Senior Engineer Development will have significant relationships, in representing Council, with a broad range of stakeholders including:

Internally

- Professional Staff and Officers
- Managers and Executives
- Operational staff and Inspectors
- Development and Regulation

Externally

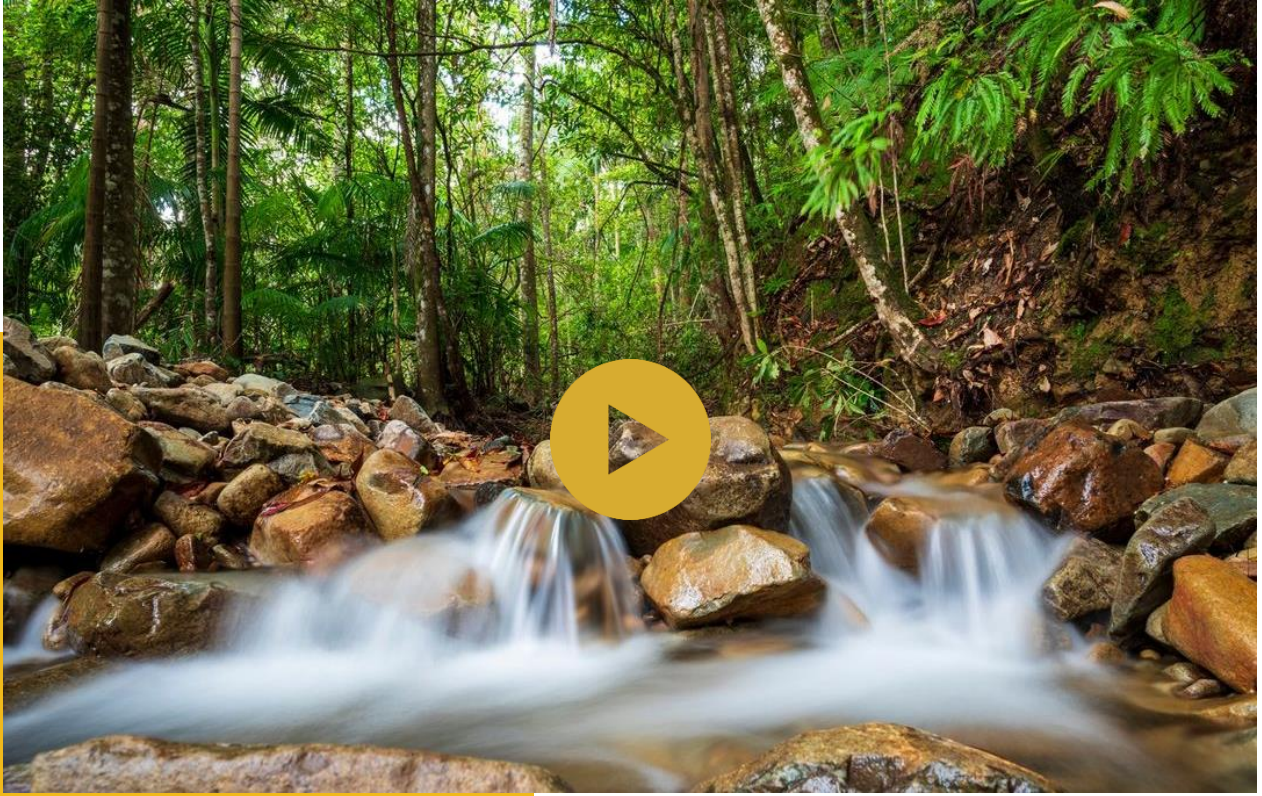
- Developers
- Contractors
- Professional Engineering
- Surveying
- Town Planning Consultants
- Interest Groups
- Councillors
- General Public
- Government Departments





Qualifications, Skills & Attributes

- Tertiary Civil Engineering qualifications with eligibility for NPER and significant experience in a similar role.
- Ability to lead and develop a small, professional technical team.
- Demonstrated knowledge of water and wastewater (sewerage) design, related legislation and associated regulations.
- Competence in the engineering assessment and approval of the subdivision of land and other types of developments.
- Professional communication skills and the ability to interact with the operational workforce, senior management, elected members, statutory bodies and the community.



Salary Package Information

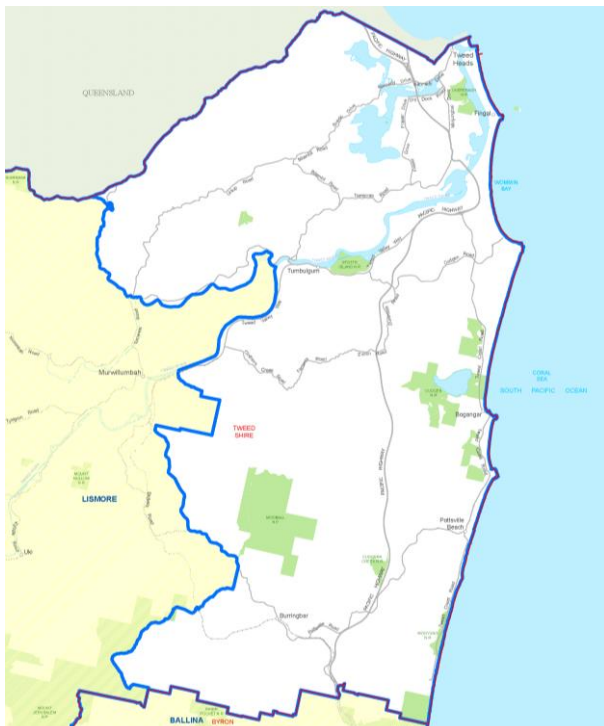
Tweed Shire Council is an "employer of choice", they offer flexible work options and great staff benefits. Some of the benefits include:

- Tweed Shire Council is offering a generous base salary of \$125,530.56 to \$139,486.23 per annum, with 11% super, and a lease-back vehicle option. Progression from midway to the top of the salary range based on performance.
- Relocation assistance.
- Supported professional development.
- Flexible working arrangements can include working from home, time in lieu, leave without pay and phased retirement.
- Range of employee benefits including staff and family discounts at gyms and pools, health and wellness checks, and free confidential counselling support for employees and immediate family members.
- Free off-street and on-street parking at Council administration offices and depots.



Tweed Shire Council region covers an area of 1,321 square kilometres with an estimated resident population of 97,151. The council operates from the town of Murwillumbah.

The shire is located in the Northern Rivers region of New South Wales, and it is adjacent to the border with Queensland. Tweed Shire is located about 860 km north of the Sydney CBD and 100 km south of the Brisbane CBD. The shire consists of Tweed Heads, Tweed Coast, Murwillumbah and several villages.



Tweed Shire encompasses rural areas, national parks and growing residential and rural-residential areas, with some commercial and industrial land use. Rural land is largely for agriculture, particularly sugar cane, beef and dairy farming, crop growing, some forestry and tourism.

The predominant employment sectors in the Shire include health care and social assistance, accommodation and food, retail and construction.

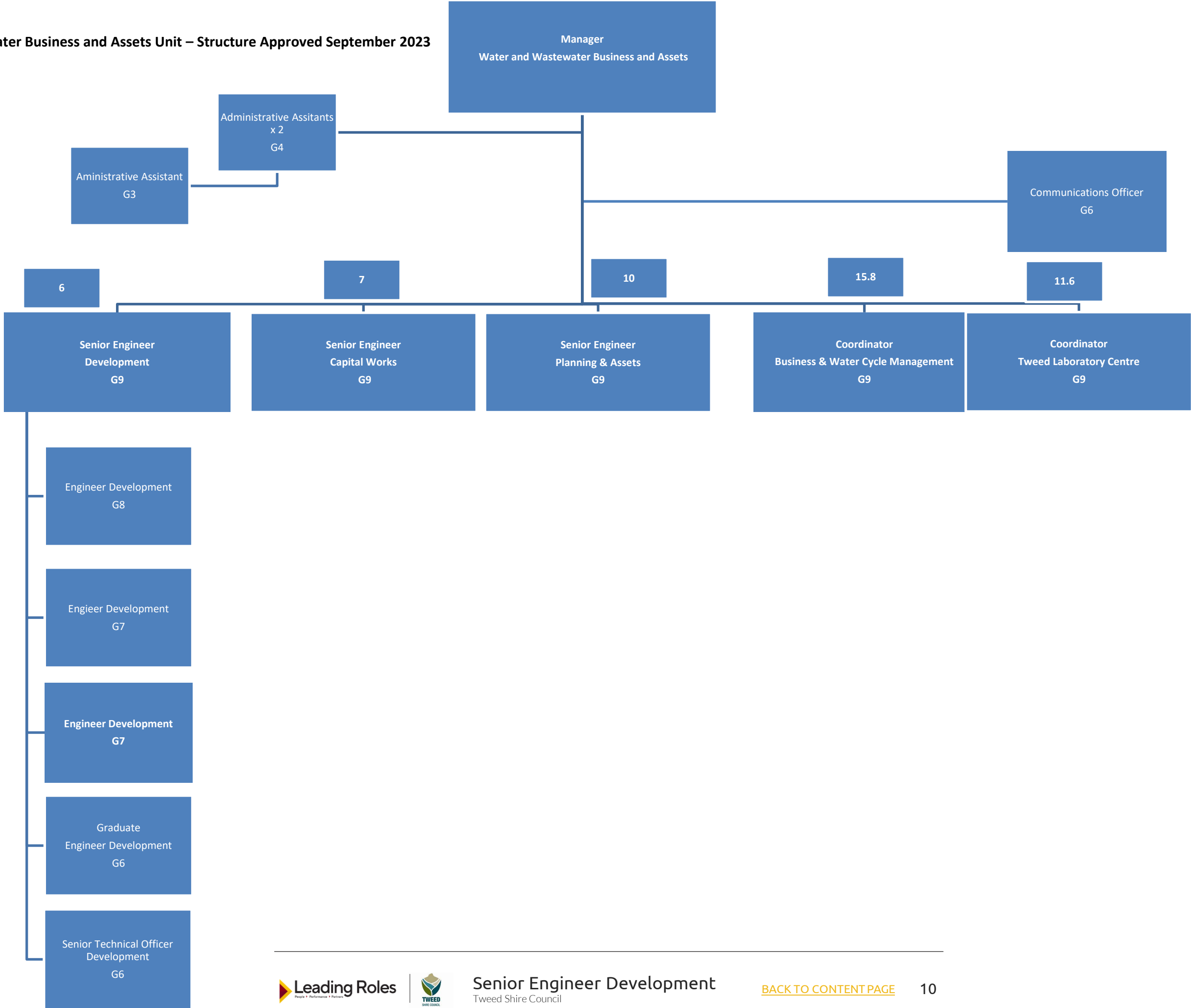
The council has seven elected councillors who represent the region's residents.

Links to Council Information



Organisational Structure

Water and Wastewater Business and Assets Unit – Structure Approved September 2023





Living in the Region



Housing

The current median housing price for a 3-bedroom located in Tweed Heads is \$855,000 with median rental prices starting at \$650 per week.



Educational Facilities

There are several schooling options in the Tweed Shire including 17 schools which include state primary and high schools and private independent schools. There is also the Murwillumbah Community College for continuing with tertiary education.



Healthcare

There are excellent medical facilities in the region including both public and private hospitals, medical centres, private health centres, dental practices and aged care facilities.



Living in the Region



Shopping & Dining

The Tweed Shire is a great place for top restaurants, cosy cafes and exceptional produce. The region is also famous for its exotic fruits. There are plenty of options for shopping in the shire, from small local shops and boutiques to larger shopping centres, with local markets held throughout the region.



Sports & Recreation

The Tweed Shire has more than 400 parks, with 1,556 hectares of open space. The Shire is great for walking, cycling, water recreation and canoeing, with several national parks including Mount Warning, Clarrie Hall Dam and Pottsville Environment Park.



Getting Around

The Tweed Shire is well serviced by public transport and is about 1 hour 45 minutes to Brisbane with Coolangatta only 36 minutes by car. Airports are located at Southport, Brisbane or the Ballina Byron Gateway Airport.

Welcome to The Tweed



Recruitment Process



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

- Bachelor of Engineering (Civil) eligible for NPER.
- Demonstrated significant experience in a similar role.
- Well-developed knowledge of design and construction standards / legislation relating to water supply and wastewater (sewerage).
- People management skills, cultural awareness and the ability to plan, prioritise and deliver key objectives effectively.
- Professional communication skills and the ability to interact with the senior management, elected members, statutory bodies and the community.



Applications Open

- Week Commencing
Monday 15 April 2024



Applications Close

- 5pm Friday 17 May 2024



Initial Assessment

- Week Commencing 20 May 2024



Council Interviews

- TBD

*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 candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of 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 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. But 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.

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ATTACHMENT

Position Description

Position Description

Senior Engineer Development

Position Title	Senior Engineer Development	Role ID	NEW
Division	Engineering		
Unit	Water and Wastewater - Business and Assets		
Job Grade	9	Award	35 hours
Reports To	Reports to Manager Water and Wastewater - Business and Assets		
Revised/Created	October 2023 – Created		

Primary Objectives

- Ensure Water and Wastewater infrastructure provided as part of Development meets Council's Water and Wastewater strategic infrastructure planning objectives, design and construction specifications, levels of service and asset management requirements.
- Represent the Water and Wastewater asset and service owner to Council, the Planning and Regulation Division, the development industry, and other service providers in relation to requirements for system connections, extensions, upgrades, modifications and the associated applications and charges via conditions of approval for developments and additional specific requirements under the Water Management Act and the Local Government Act and any associated Court proceedings.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute, and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Water and Wastewater Business and Assets Unit

The Water and Wastewater Business and Assets Unit is one of four within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for business and asset planning, asset management, and the capital delivery, of Water Supply and Wastewater systems and also includes the Tweed Laboratory Centre.

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Senior Engineer Development

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

Laboratory:

The Tweed Laboratory Centre is a multi-million dollar facility offering a comprehensive range of chemical and biological testing service for soil and water to a wide range of clients both internal and external. The Laboratory acts as a relatively independent business unit of Council in accordance with its adopted Business Plan.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

This position is both the senior engineering professional officer and leader of the Unit's Development section and manages this section to:

- Represent the Water and Wastewater services of Council for all development related enquiries and provide considered engineering advice and policy direction to the Manager, executive, Council and other internal and external parties.
- Determine required development consent conditions including the need for subsequent s305 applications under Water Management Act and s68 of the Local Government Act.
- Receive and assess applications made under s305 Water Management Act and s68 of the Local Government Act.
- Prepare specific water and wastewater requirements under, s306 of the Water Management Act and conditions of approval under s68 of the Local Government Act.
- Issue and manage s306 Water Management Act requirements and s68 Local Government Act approvals.
- Issue s68 Local Government Act Completion Certificates and s307 Water Management Act Certificates of Compliance.

The incumbent must possess a strong understanding of residential and commercial development to provide detailed engineering assessment of development applications in respect of water supply and wastewater infrastructure and services.

The incumbent is required to have broad knowledge of the engineering aspects of development including planning, design, and contemporary construction techniques.

The position is required to both, coordinate the assessment and assess the water supply and wastewater components of large and complex subdivision development projects spanning multiple engineering specialties including Civil (Hydraulic, Geotechnical, Structural, Environmental), Mechanical, Electrical, and other discipline areas of Surveying, Conveyancing and related Legal matters, Town Planning and the various levels of construction activities.

The position works within a highly regulated environment comprised of numerous legislative acts and subordinate regulations, policies and plans, other government and Council policies,

Position Description

Senior Engineer Development

procedures, standards and guidelines along with professional Engineering obligations, industry standards and guidelines.

The position represents Council as the Water and Wastewater Asset Owner and Service Provider in actions and appeals before the Land and Environment Court or Local Court and prepares and authorises instructions to Council's solicitors in respect of the conduct of those matters.

The incumbent is required to;

- articulate in a clear and concise manner development standards, legislative requirements, policies and procedures required by the Tweed Shire Council and Government
- effectively communicate via relevant means (presentations, written, oral) Council's position and requirements to internal and external parties.
- prepare comprehensive written reports and submissions for Council in a clear, concise and balanced manner.
- answer and provide advice in response to enquiries and correspondence on water supply and wastewater development related matters.
- liaises and coordinates water supply and wastewater development matters with the Planning and Regulation Division and other internal stakeholders from the various Units of Council.
- have excellent oral communication skills to frequently manage difficult and confronting situations with developers, their consultants and contractors and members of the public.
- stay informed of water and wastewater strategies, plans and programs to ensure development interfaces are well coordinated and future requirements are catered for.

This position is required to develop, review and update the Unit's development related policies and procedures, standards, specifications, drawings and guidelines.

The position will contribute to improving relevant business processes and developing associated systems.

The incumbent may be required to act for the Unit's Manager in periods of absence.

The position is required to perform any other duties as directed by the Manager (within broad scope of job grade, skills, and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Staff management and coordination	<ul style="list-style-type: none"> • Manage a team of approximately 5 professional level employees. • Supervise, motivate, train, develop and appraise staff. • Delegate tasks and identify priorities to ensure work output is optimised. • Ensure compliance with all requirements of the HR policy within area of control. • Manage staff's performance in accordance with the relevant HR policies.

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	<ul style="list-style-type: none"> • Identify and implement staff development needs. • Prepare and maintain position descriptions and progression tables for the section to meet current job requirements and ensure competency assessments are undertaken in accordance with HR policy. • Resolve conflict between staff members. • Promote and ensure compliance with Council's Work Health and Safety and Environmental policies and procedures within area of control. • Ensure that hazards are identified and controlled within work area within the position's authority and financial delegation and when necessary, escalate to Manager. • Ensure procedures and practices relating to activities undertaken in the work area are periodically reviewed and staff are consulted in relation to work practices, incidents and improvements.
<p>2. Communication and negotiation</p>	<ul style="list-style-type: none"> • In respect to the engineering assessment of development, represent the water and wastewater asset owner and service provider to provide advice and direction to the executive, Council and other internal and external parties. • Articulate in a clear and concise manner, development standards, legislative requirements, policies and procedures required by the Tweed Shire Council and Government. • Effectively communicate via relevant means (presentations, written, oral) Council's position and requirements to internal and external parties. • Negotiate development requirements in line with policies and system strategies. • Manage frequent communication with Council officers, developers, their consultants and contractors, Councilors, community groups and members of the public. • Attend and address public meetings on sensitive development issues requiring the use of tact and diplomacy to justify and substantiate Council's position.
<p>3. Customer service</p>	<ul style="list-style-type: none"> • Provide prompt, efficient, effective customer service to all clients in accordance with the specified decision-making times as nominated in Council's adopted Application Determination Policy. • Manage the process of dealing with customer requests within the area of control in accordance with Council's Communication Policy.
<p>4. Assessment and approvals</p>	<ul style="list-style-type: none"> • Responsible for the approval of public water supply and wastewater infrastructure valued at approximately \$5 million per annum. • Responsible for engineering assessment and approval of the subdivision of land and other types of developments,

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Senior Engineer Development

	<p>related to the provision of public water supply and wastewater infrastructure consistent with relevant NSW water, planning and land legislation, and their subordinate regulations, policies, plans, codes, guidelines and Tweed Shire Council's policies, specifications and standards.</p> <ul style="list-style-type: none"> • Assess large and complex development applications and prepare conditions of consent specifically suited to the proposed development. • Approve and issue s307 certificates of compliance and S68 completion certificates associated with all types of development. • Coordinate and or carry out, where necessary, any additional inspections of public water supply and wastewater infrastructure for all types of subdivision and development works. • Represent Council as the Water and Wastewater Asset Owner and Service Provider in actions and appeals before the Land and Environment Court or Local Court and prepare and authorise instructions to Council's solicitors in respect of the conduct of those matters.
<p>5. Administration, systems and reporting</p>	<ul style="list-style-type: none"> • Identify system and process improvements and contribute to the development and implementation of agreed improvements generally related to the areas of: <ul style="list-style-type: none"> ○ Business management ○ Document management ○ Data management ○ Reporting • Ensure adequate data collection and reporting for all response activities and KPI requirements within area of control.
<p>6. Financial management</p>	<ul style="list-style-type: none"> • Liaise with Unit's Accountant for sections input into preparation of annual budgets and fees and charges. • Monitor fees and charges income and develop improvements for Manager's and Accountants consideration to increase cost recovery in area of control. • Ensure that correct fees charges are levied and paid for as part of s305 WM Act and s68 LG Act applications. • Liaise with officers in Development and Regulation to ensure compliance bank guarantees, cash securities and all fees and charges associated with subdivisions and developments, including authorisation of any refunds. • Approve relevant purchase orders, invoices, cheque requisitions, refunds within positions financial delegation.
<p>7. Legislation, policies and standards</p>	<ul style="list-style-type: none"> • Responsible for development and modification of policies and standards relating to provision of public water supply and wastewater network infrastructure consistent with relevant legislation, government policy and guidelines.

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- Actively participate in other policy and procedure formulation relating to development standards that impact the provision of water supply and wastewater infrastructure and services.
- Ensure policies and standards are reviewed regularly with consideration of current industry best practice including WSAA and tailored to Tweed Shire Council's needs.
- Ensure compliance with Tweed Shire Council's water and wastewater policy and standards.
- Ensure Development provided infrastructure meets the Water and Wastewater Units strategic objectives, levels of service and asset management requirements.
- Provide relevant input into the development and implementation of the W&WW network planning.

The position requires attention to detail, flexibility, and the ability to contribute to the provision of client services across the work of the Unit. Also, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site-specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol: [WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information, and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure (SOP): [WHS Infection Control SOP](#)

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Position Description

Senior Engineer Development

Organisational and External Relationships

Organisational Relationships

- Professional Staff and Officers
- Managers
- Directors
- Operational staff and Inspectors
- Development and Regulation Division

External Relationships

- Developers and their representatives and contractors
- Professional Engineering, Surveying and Town Planning Consultants
- Interest Groups
- Councillors
- General Public
- Government Departments, Authorities and Agencies

Delegations and Authorities

Designated Person

This position satisfies Council's Designated Person's definition and as such the incumbent is required to comply with all requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

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Senior Engineer Development

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Bachelor of Engineering (Civil) eligible for NPER.
2. Eligible for Corporate Membership of I.E. Australia.
3. Current Vehicle Licence - Car.
4. Demonstrated extensive knowledge of water supply and wastewater (sewerage) design.
5. Demonstrated extensive knowledge and experience working with NSW water supply and wastewater (sewerage) related legislation and associated regulations.
6. Demonstrated working knowledge of relevant sections of NSW Planning and Land legislation and how it relates to approval of public water supply and wastewater activities including EP&A Act, the Conveyancing Act.
7. Demonstrated knowledge of Design and Construction standards for civil works generally and particularly for water supply and wastewater.
8. Demonstrated extensive competence in the engineering assessment and approval of the subdivision of land and other types of developments, related to the provision of public water supply and wastewater infrastructure.
9. Demonstrated extensive practical experience in interaction with the development industry on engineering issues.
10. Demonstrated high level presentation, negotiation and oral communication skills necessary for conflict resolution with highly motivated developers, members of the public and consultants.
11. Demonstrated high level skills in written communications including the ability to prepare reports, submissions, letters and other correspondence to a high standard.
12. Demonstrated experience in the management and development of staff.

Desirable:

1. Post graduate qualifications in Local Government Engineering.
2. Other post graduate qualifications relevant to the position.
3. Relevant knowledge of other legislation including the Public Health Act, NSW Road Act, WHS Act, Environmental Protection Act, Civil Liability Act and their Regulations as they relate to the provision of public water supply and wastewater infrastructure.
4. Demonstrated experience in water and wastewater infrastructure planning.
5. Demonstrated experience in Local Government Engineering including design, construction, operation, and maintenance activities.
6. General Construction Induction Card (White Card)

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Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview. Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the **minimum** behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Highly Adept
Display Resilience and Adaptability	Highly Adept
Act with Integrity	Highly Adept
Demonstrate Accountability	Highly Adept
Relationships	
Work Collaboratively	Highly Adept
Communicate with a Customer and Community Focus	Highly Adept
Influence and Negotiate	Highly Adept
Results	
Plan and Prioritise	Highly Adept
Think and Solve Problems	Highly Adept
Deliver Results	Highly Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	Highly Adept