



APPLICANT PACK

Development Engineer

Burdekin Shire Council



RECRUITING FOR:



CONTACT

Angie Simmonds

Chief Executive
Leading Roles

 0476 861 300

 angie.simmonds@leadingroles.com.au

Contents

↗	The Role	3
↗	About Burdekin Shire Council	10
↗	Living in the Region	18
↗	Recruitment Processes and Timeframes	21
↗	Contact	23
↗	Attachment: Position Description	

We respectfully acknowledge the Traditional Owners, the Bindal and Juru peoples 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

Burdekin Shire Council is seeking a Development Engineer to play a key role in shaping high-quality, compliant and sustainable development outcomes across the region. This is a permanent opportunity for an experienced civil or development engineer to contribute professional expertise within a close-knit regional council, where decisions have a visible impact on community growth, infrastructure quality and liveability.

Reporting to the Manager Planning and Development, the Development Engineer provides specialist engineering advice across the development assessment lifecycle, supporting informed decision-making and ensuring that development approvals translate into well-designed, durable and compliant outcomes on the ground. The role sits at the intersection of planning, engineering and community expectations, requiring both technical capability and a practical, people-focused approach.

This position offers the opportunity to work across a diverse portfolio of development activity, from small-scale subdivisions and residential development through to commercial proposals and infrastructure-related approvals, while also contributing to the ongoing strengthening of Council's development processes and standards.

Why This Role

The Development Engineer role offers a rare opportunity to combine professional engineering practice with meaningful community impact. You will have the chance to influence development outcomes, strengthen internal capability and build trusted relationships in a council that values expertise, integrity and people who genuinely care about the region they serve.

For the right candidate, this role offers professional satisfaction, lifestyle benefits and the opportunity to be part of a council that is focused on doing things well, supporting its people and planning responsibly for the future.



Key Responsibilities

The Development Engineer is responsible for providing professional engineering input to development assessment and compliance functions across the organisation. Core accountabilities include:

- Assessing development applications, material change of use proposals and operational works to ensure alignment with statutory requirements, planning schemes and Council engineering standards.
- Preparing clear, practical and enforceable development conditions that protect Council infrastructure and support high-quality outcomes.
- Providing expert engineering advice to internal stakeholders, applicants, consultants and contractors throughout the assessment and approval process.
- Reviewing subdivision designs and civil infrastructure proposals to ensure suitability, constructability and long-term asset performance.
- Supporting compliance activities to ensure approved developments are delivered in accordance with conditions and Council requirements.
- Interpreting Council flood mapping and policies to assess habitable floor levels and issuing 1 percent AEP Flood Certificates where required.
- Contributing to the review and refinement of engineering standards, development manuals and related technical documentation.



The Team and Directorate

The Development Engineer forms part of Council's Planning and Development function, working closely with planners, technical services staff and external consultants to deliver coordinated development outcomes. The team operates within a collaborative, one council environment, with a strong emphasis on professional respect, shared accountability and service delivery to the community.

Due to the size and structure of the organisation, the role offers direct exposure to senior leaders and decision-makers, as well as regular interaction with developers, consultants and community members. This provides a level of influence and visibility not always available in larger metropolitan councils.

The position also works in close partnership with Council's infrastructure and technical services teams, ensuring that development outcomes align with Council's broader asset management, infrastructure planning and service delivery objectives.



Immediate Priorities and the First 12 Months

In the first year, the Development Engineer will focus on embedding themselves within Council's development assessment processes and contributing to consistent, timely and well-supported decisions. Key priorities include:

- Taking carriage of development engineering assessments and providing continuity and capacity within the Planning and Development team.
- Building effective working relationships with internal teams, external consultants and the local development community.
- Supporting Council's transition from reliance on external contractors by strengthening internal capability and knowledge sharing.
- Contributing to the refinement and application of Council's development standards and engineering guidance.
- Providing trusted technical advice to support statutory timeframes and high-quality customer outcomes.



The Ideal Candidate

The ideal candidate is a capable and grounded development engineer who enjoys working in a regional local government environment where technical expertise, communication and judgement are equally important. You bring a practical mindset, strong interpersonal skills and the ability to explain complex engineering requirements in clear, accessible terms.

You are comfortable working with a wide range of stakeholders, including developers, consultants, planners and community members, and you value professionalism, transparency and consistency in decision-making. You understand the importance of timeframes and statutory processes, and you take pride in providing reliable, well-considered advice.



Qualifications and Experience

To be successful in this role, you will bring:

- Tertiary qualifications in civil engineering or a related discipline.
- At least 3-5 years experience in development assessment, development engineering or related local government functions.
- A sound understanding of planning schemes, engineering standards and relevant legislation.
- Practical experience in drafting development conditions and assessing civil infrastructure proposals.
- Strong written and verbal communication skills, with the ability to engage effectively with technical and non-technical audiences.
- Registration as a Registered Professional Engineer of Queensland, or the ability to obtain registration, is desirable.

Experience in Queensland local government is valued, although candidates from other jurisdictions with transferable experience will be considered.

Key Selection Criteria

- Tertiary qualifications in civil engineering or a related discipline, with demonstrated experience in development engineering or development assessment within a local government or comparable regulatory environment.
- Proven ability to assess development applications, operational works and subdivision proposals in accordance with planning schemes, engineering standards and legislative requirements.
- Strong written and verbal communication skills, with the ability to provide clear, practical technical advice to internal stakeholders, developers and consultants.
- Sound professional judgement and time management skills to manage competing priorities while meeting statutory timeframes and organisational expectations.
- A collaborative and community-focused approach, with the ability to build effective working relationships and contribute positively within a regional council environment.

Note: 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.



Remuneration & Benefits

Burdekin Shire Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

This is a permanent, full-time position offering a competitive employment package, including:

- Salary range of \$129,000 to \$145,000 per annum.
- Employer superannuation contributions of 12 percent.
- Locality allowance in recognition of regional service.
- Annual leave loading paid in addition to base salary.

Council also provides a variety of flexible work options which might include:

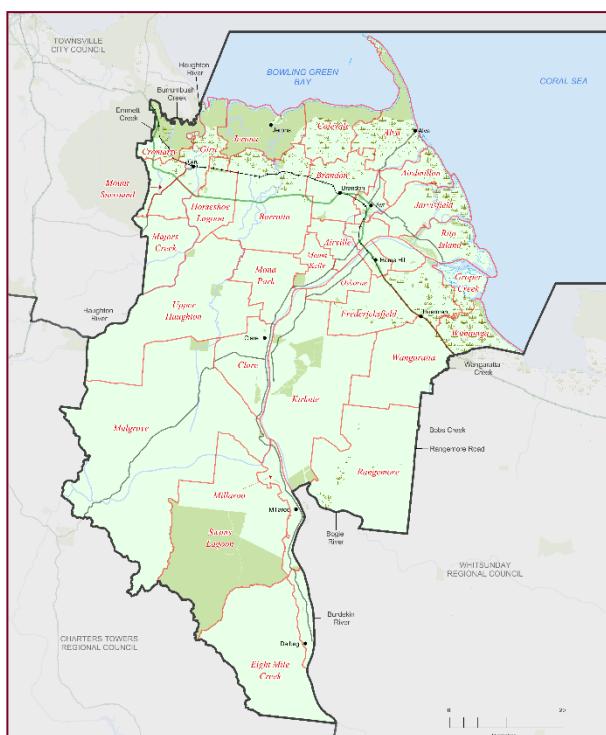
- Study and assistance programs for career development
- Learning and Development opportunities
- Employee Assistance Scheme
- Active Social Club
- Flexible working schedules (determined by operational requirements)

[Why Work for Burdekin Shire Council](#)



About Council

The Burdekin Region is known as the “Sugar Capital of Australia” and is home to the iconic Burdekin Bridge, locally called the “Silver Link”, Queensland’s longest multi-span bridge, uniquely engineered without traditional foundations due to the river’s deep sandy bed.



Burdekin Shire Council governs a prosperous agricultural region on Queensland's northern coast, approximately one hour south of Townsville and 2 hours north of Whitsundays. Home to around 17,000 residents, the Burdekin encompasses the townships of Ayr, Home Hill, Giru, Brandon and surrounding rural communities. The region is one of Australia's premier irrigation districts, with the Burdekin River and its extensive water infrastructure supporting highly productive sugar, horticulture, aquaculture and grazing industries. This agricultural strength underpins a diverse local economy that also includes manufacturing, engineering, transport and logistics, retail, tourism and emerging bio futures sectors.

Council comprises a Mayor and six Councillors, supported by an experienced Executive Leadership Team responsible for delivering services, infrastructure and community programs across the 5,059 km² local government area. Burdekin Shire Council employs approximately 280 staff across operational, technical, professional and administrative roles, reflecting a stable and skilled workforce committed to serving the community.

Council delivers a broad portfolio of services including water and wastewater management, roads and drainage, waste and resource recovery, community development, libraries, recreational facilities, disaster management and land use planning. With a strong focus on customer service, transparent governance and proactive engagement, Council fosters partnerships with industry, community organisations and state and federal agencies to support the region's long-term resilience and prosperity. Ongoing investment in digital transformation, asset management and workforce capability ensures the organisation is positioned to meet evolving community expectations and future growth.

Links to Council Information





Notable Features of Burdekin

The Burdekin region is known for several notable features and attributes:

- Agriculture: The Burdekin is renowned as one of Australia's richest agricultural regions. Its fertile soils, ample water supply from the Burdekin River, underground aquifer, and the Burdekin Falls Dam contribute to the successful cultivation of sugarcane, vegetables, and other crops.
- Water Resources: The Burdekin River, along with the vast underground aquifer and the Burdekin Falls Dam, make the region relatively drought-resistant.
- Solar Irradiation: The Burdekin is recognised for its high levels of solar irradiation, making it an ideal location for solar energy projects.
- Pristine Beaches: The Burdekin boasts over 30 kilometers of unspoiled beaches that offer opportunities for various activities such as swimming, walking, picnicking, kiteboarding, and fishing.

Some of the notable landmarks in the Burdekin include:

- Burdekin Bridge: The Burdekin Bridge, also known as the Silver Link, is an iconic landmark in the region. It is one of the longest multi-span, prestressed concrete bridges in Australia, spanning the Burdekin River and connecting the towns of Ayr and Home Hill.
- Burdekin Theatre: The Burdekin Theatre is a cultural and entertainment center located in Ayr. It hosts a range of performances, including live theater, music concerts, dance shows, and other events.
- Burdekin Water Tower: The Burdekin Water Tower is a distinctive landmark in Ayr, featuring vibrant murals painted on its exterior.
- Plantation Park: Plantation Park is a popular recreational area in Ayr, offering beautifully landscaped gardens, picnic spots, and playgrounds.
- Burdekin Sugar Cane Railway: The Burdekin Sugar Cane Railway is a unique attraction that operates vintage steam and diesel locomotives, offering visitors a scenic tour through sugar cane fields and a glimpse into the region's sugar cane industry.



Corporate Plan Summary

The Burdekin Shire Council Corporate Plan 2025–2030 provides a clear roadmap for how the organisation will support a thriving, resilient and innovative rural community. The plan reflects the region's strong agricultural identity, growing economic diversity, and the need to invest strategically in infrastructure, environment and organisational capability. It sets five strategic pillars—Our Community, Our Economy, Our Infrastructure, Our Environment and Our Organisation—which guide annual budgets, operational planning and performance reporting

Strategic Pillars

- **Our Community** focuses on wellbeing, inclusion, disaster resilience, cultural identity and activation of community spaces.
- **Our Economy** aims to grow and diversify the agricultural base, strengthen business capability, attract investment and build workforce skills.
- **Our Infrastructure** prioritises safe, reliable transport, water and wastewater networks, digital connectivity, and long-term asset planning.
- **Our Environment** commits to circular economy principles, climate adaptation, biodiversity protection and sustainable waste management.
- **Our Organisation** emphasises transparent governance, customer-centric service delivery, digital transformation and building a capable, values-driven workforce.

Key Projects and Initiatives

Major initiatives identified across the plan include:

- Upgrading water and wastewater systems to improve reliability and meet regulatory standards.
- Ongoing renewal of road and drainage networks to support freight movement and flood resilience.
- Implementing the Sport and Recreation Strategy and ANZAC Park Precinct Master Plan to enhance community assets.
- Supporting economic diversification through agribusiness innovation, industrial land development and the Burdekin Local Housing Action Plan.
- Advancing environmental initiatives aligned with the Reef Guardian Council program, waste reduction targets and climate adaptation strategies.

How the Plan Will Be Delivered

Delivery of the Corporate Plan relies on:

- Partnerships with State/Federal agencies, local industry, community organisations and research bodies.
- Strategic grant funding to deliver major infrastructure (particularly water, transport and recreation).
- Robust governance frameworks, including quarterly reporting against the Operational Plan and long-term financial forecasting.
- Community engagement, including advisory groups and capacity-building programs.

References:

- [Burdekin Shire Council Corporate Plan 2025–2030](#)
- [Burdekin Shire Council Annual Report 2024/25](#)



Financial Performance & Long-Term Financial Plan

Burdekin Shire Council's financial position in 2024/25 reflects strong liquidity, low debt, and sustained investment in core infrastructure. The financial strategy is centred on maintaining long-term sustainability while renewing ageing assets and supporting community expectations for reliable services.

Financial Performance

Council delivered a net result of \$25.9M, with recurrent revenue of \$71.98M and capital income of \$21.54M. Operating expenses totalled \$64.62M, demonstrating continued discipline in service delivery amidst flood recovery and capital works interruptions.

Total assets reached \$799.5M, with the majority invested in long-lived community infrastructure. Capital expenditure totalled \$34.78M, primarily directed to water upgrades, transport networks and wastewater treatment improvements.

Financial sustainability ratios remain strong:

- Operating Surplus Ratio: 10.22% (target met)
- Operating Cash Ratio: 33.76% (target met)
- Unrestricted Cash Cover: 20.7 months (well above target)
- Asset Sustainability Ratio: 87.92% (slightly below 90% target but aligned with planned renewal cycles).

Long-Term Financial Plan

The LTFP outlines how Council will balance affordability, service levels and asset renewal requirements over the next decade. Key elements include:

1. **Sustainable Service Delivery** - Maintaining core services while enhancing customer service, digital capabilities and disaster resilience.
2. **Asset Renewal and Growth** - A planned, prioritised capital program focused on:
 - Road and drainage renewals
 - Water security and treatment system upgrades
 - Sewerage rehabilitation
 - Strategic community assets (parks, aquatic facilities, recreation networks)
3. **Conservative Debt Management** - Council currently has no outstanding borrowings, giving significant headroom for future strategic investments if required.
4. **Revenue Strategy** - A balanced approach incorporating:
 - Responsible rates and utility pricing
 - Maximising grants
 - Supporting economic development to expand the revenue base.

Overall Financial Outlook

The Burdekin is positioned for ongoing financial stability, underpinned by strong cash reserves, modest operating surpluses and disciplined capital planning. Key challenges include maintaining ageing water and transport infrastructure and supporting long-term population and industry growth; these are managed proactively through scenario planning, asset strategies and grant leverage.

References:

- [Annual Report 2024/25 – Community Financial Report & Sustainability Ratios](#)



Summary of Economic Development Strategy

The Burdekin Economic Development Strategy 2020–2025 (Outlook 2025) sets a framework for leveraging the region's competitive strengths—abundant water, fertile soils, strong agricultural production and emerging industries—to build a more diverse and resilient economy.

Strategic Vision

The Burdekin is positioned as “a vibrant and connected community and a location of choice in which to live, work, play, visit and invest.” This vision is supported by Council’s Economic Development Charter, which emphasises sound planning, investment attraction and business support .

Strategic Themes

- 1. Smart and Innovative Agriculture** - Building value-added agribusiness, export-focused production, food innovation clusters, and partnerships with R&D bodies such as CSIRO and CRC for Northern Australia.
- 2. Diversified and Competitive Industries** - Supporting growth in manufacturing, transport and logistics, engineering, health, education, retail and tourism. Stakeholder research highlights significant opportunities in horticulture, biofutures, fishing and

professional services .

3. Investment, Business Support and Workforce Capability - Initiatives include:

- Burdekin Business Breakfast Series
- Facilitated access to State/Federal business programs
- Industrial land supply planning
- Retail activation and capability workshops
- Workforce development through industry partnerships and training providers .

Priority Projects

Ten priority initiatives guide the first two years of implementation, including tourism strategy actions, food processing hub feasibility, and new agribusiness innovation clusters.

Delivery and Partnerships

Implementation is delivered through strong partnerships with Queensland Government, Australian Government, Townsville Enterprise, RDA Townsville & NWQ, chambers of commerce, and education/training institutions—essential for scaling opportunities and securing investment

References:

- [Burdekin Shire Council Economic Development Strategy 2020–2025 \(Outlook 2025\)](#)
- [Burdekin Shire Council Corporate Plan 2025–2030 – Economic Priorities](#)



Organisational Culture & Community Satisfaction Survey

Burdekin Shire Council emphasises a culture built around customer focus, credibility, culture and agility, as outlined in the Corporate Plan 2025–2030. The organisation promotes collaboration, ethical behaviour, responsiveness and community-centred service delivery. Key culture priorities include:

- Developing a capable, adaptable workforce
- Investing in leadership capability and succession planning
- Strengthening health, safety and wellbeing programs
- Embedding values in behaviour, performance and decision-making
- Advancing digital transformation to support customer service and operational efficiency

Workforce Engagement

The Annual Report notes continued organisational improvement through adoption of the Strategic Workforce Plan, staff engagement surveys and strengthened governance processes. Recent executive recruitment and ICT strategy development further support a modern, connected organisational culture.

Community Satisfaction

While no standalone community satisfaction survey was found, the Annual Report 2024/25 provides robust insights into community-aligned performance. Council reports on:

- Event participation and facility usage
- Disaster management effectiveness
- Customer engagement and service responsiveness
- Infrastructure delivery and asset condition
- Environmental program participation

These measures track how well Council is meeting community expectations and delivering on Corporate Plan objectives.

Council also utilises community engagement, advisory groups and feedback channels to shape planning activities such as the Planning Scheme Review, Local Government Infrastructure Plan and residential growth planning.

References:

- [Burdekin Shire Council Corporate Plan 2025–2030 – Organisational Priorities](#)
- [Burdekin Shire Council Annual Report 2024/25 – Governance, Workforce & Community Metrics](#)



Our Vision

A thriving community that values its rural identity, embraces innovation, and protects its natural environment for future generations.

Our Mission

To work with our community to create a sustainable, inclusive, and forward looking Burdekin through leadership, partnerships and service excellence.

Our Values



Our Customers

Our customers are the centre of everything we do. We get things done with speed, conviction and agility.



Our Culture

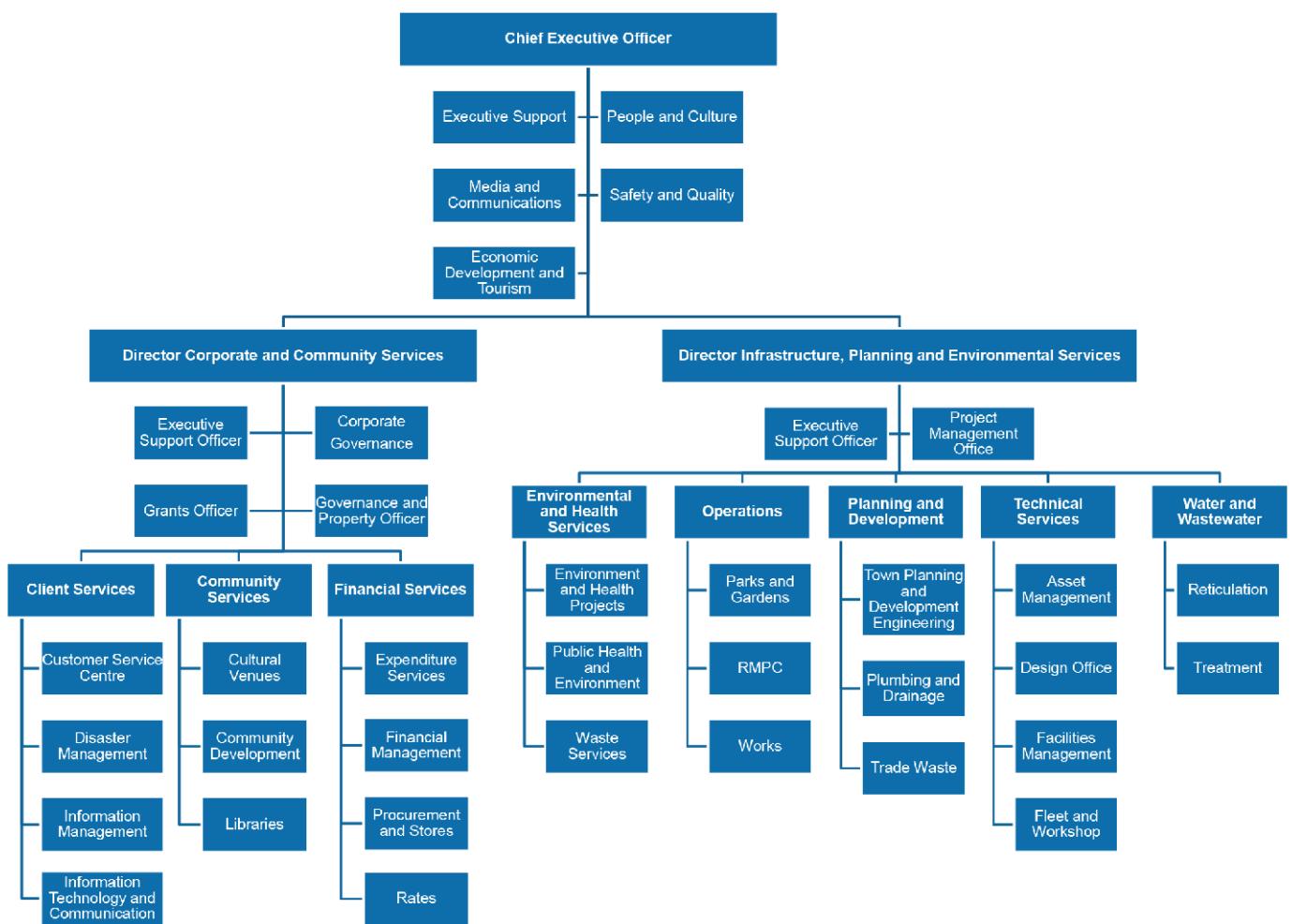
Our way of life and how we conduct ourselves which is demonstrated daily by our behaviour, our habits, our attitudes toward each other, and our moral beliefs.



Our Credibility

Our credibility is our most valuable asset. We act honestly and consistently in our behaviours, actions and decisions.

Organisational Structure





Living in the Region



Educational Facilities

The region is well serviced by more than 15 primary and secondary schools, including a mix of public and independent providers across Ayr, Home Hill, Giru and smaller communities. Ayr State High School and Home Hill State High School are the major public secondary schools, complemented by independent options such as Burdekin Catholic High School and several Catholic and Christian primary schools. Vocational and tertiary pathways are supported locally through TAFE Queensland (Burdekin Campus) and James Cook University (Townsville) approximately one hour away.



Healthcare

Healthcare in the Burdekin is anchored by Ayr Hospital, a modern facility providing emergency services, general medicine, maternity, allied health and outpatient care, alongside Home Hill Hospital, which offers aged care and sub-acute services. A wide range of GP clinics, dental practices, pharmacies, visiting specialists and community health programs support day-to-day wellbeing, with additional specialist and tertiary services available in Townsville (approx. 1 hour north), home to the Townsville University Hospital and major private hospitals. The region's strong connectivity ensures residents can access both local care and high-complexity services when required.



Living in the Region



Shopping & Dining

Ayr and Home Hill provide a convenient retail base with supermarkets, national retailers, specialty shops and essential services, alongside local butchers, fresh produce stores and weekend markets. The Ayr Central shopping precinct and the Home Hill CBD offer everyday retail amenities, while larger centres in Townsville are within easy reach. Dining ranges from family restaurants, cafés and pubs to long-established Italian, Asian and modern Australian venues, reflecting the district's multicultural heritage and strong agricultural identity.



Sports & Recreation

Residents enjoy extensive sporting and recreation opportunities, supported by well-maintained facilities including multi-sport ovals, aquatic centres, netball and tennis courts, bowls clubs and the Ayr and Home Hill golf courses. Cricket, rugby league, AFL, football, touch football, hockey, swimming, athletics and surf lifesaving all have active local clubs. Outdoor recreation is a major drawcard, with fishing and boating on the Burdekin River and coastal estuaries, kilometres of unspoiled beaches, wetlands, birdwatching areas and the growing Be-Active Trail network linking parks and community spaces.



Getting Around

The Burdekin is easy to navigate, with short travel times between townships and strong road connections to Townsville to the north and Bowen, Mackay and the Whitsundays to the south via the Bruce Highway. While local public transport is limited, residents rely on private vehicles, community transport services and school bus routes. The **Ayr Aerodrome** services light aircraft, with major domestic and international connections available from **Townsville Airport (approx. 1 hour away)**. The region's location provides convenient access to major industries, regional ports and rail networks, making travel for work and leisure straightforward.

Burdekin Insights



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 Key Selection Criteria ([page 8](#))

Evaluation Process

Leading Roles and Burdekin Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Burdekin Shire Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.

Indicative Timeframes

 Applications Open	• Friday 23 January 2026
 Applications Close	• 5:00 pm Friday 13 February 2026
 Initial Assessment	• Week Commencing 16 February 2026
 Council Interviews	• Week Commencing 23 February 2026 (TBC)

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

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.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none">Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none">Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role.Video Conference Interviews: Initial interviews with longlisted applicants.Feedback: Shortlisted applicants agree with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none">Preparation: Shortlisted candidates receive a briefing prior to client interview.Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person.Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none">Checks: Simple online verification, including:<ul style="list-style-type: none">Reference ChecksCriminal History and Right to Work ChecksPsychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none">Negotiation: Consultant to support salary negotiations.Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none">Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none">Check-in: Regular check-ins throughout the first year.



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

📞 0476 861 300
✉️ angie.simmonds@leadingroles.com.au
🌐 leadingroles.com.au

Client Rating



Candidate Rating



A wide-angle photograph of a river scene. In the foreground, there is a rocky shoreline with large, greyish-blue boulders. A piece of weathered wood rests on one of the rocks. The river flows through the center of the image, with a long, dark bridge stretching across it. The background features a bright blue sky with scattered white clouds. Some green trees and bushes are visible along the far bank.

ATTACHMENT

Position Description

Position Number	30225
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 8
Reports To	Manager Planning and Development
Place of Employment	145 Young Street, Ayr

Position Objective

Provide professional engineering advice and assistance to the Director Infrastructure, Planning and Environmental Services, the Manager Planning and Development and the Manager Technical Services to ensure the effective assessment, conditioning, and compliance of development applications in accordance with relevant legislation, planning schemes, and engineering standards. The role supports sound decision-making in the development assessment process and ensures completed developments meet approved conditions and Council's infrastructure requirements.

Key Responsibilities

Council is committed to a *One Team, One Council* approach, fostering collaboration across all departments to deliver value for money to the ratepayers of the Burdekin. In alignment with this commitment, key responsibilities may be adjusted from time to time to ensure outcomes are consistent with Council's operational and corporate plans.

Without limiting the above, the core responsibilities of the role include:

- Assess Development Applications and Material Change of Use proposals to ensure alignment with planning schemes, engineering standards, and statutory requirements.
- Draft clear, practical, and enforceable development conditions that support compliance and infrastructure integrity.
- Provide expert technical advice on development engineering and compliance matters to internal teams and external stakeholders.
- Review and process subdivision proposals, operational works, and associated infrastructure approvals.
- Assist in the design and review of civil infrastructure where required to support development outcomes.
- Engage and liaise effectively with developers, consultants, and internal departments to streamline assessment and approval processes.
- Assess all new Class 1, 2, 3 and 4 building works containing habitable rooms against Council flood mapping data to ensure the floor height of habitable rooms in areas with defined and non-defined flood levels are in accordance with the requirements of Council's Floor Heights for Buildings with Habitable Rooms Policy; and
- Issue the 1% AEP Flood Certificate to the applicant.

Position Requirements

Knowledge

- Comprehensive knowledge of the fundamentals and principles of Civil Engineering gained through education and experience.
- Comprehensive knowledge and understanding of statutory requirements including Standards and Legislation.
- Understanding of and commitment to equal employment opportunity and workplace health and safety principles, practices and legislation.
- Advanced knowledge of Microsoft Office suite of programs including MS Project, Word and Excel.
- Detailed knowledge of Council's policies, programs, procedures, and practices.
- Understanding of Council financial reporting, recording and systems.

Skills

- Advanced engineering skills.
- Advanced project management skills.
- Well-developed written communication skills including report writing and record-keeping.
- High level of consultative, interpersonal and negotiation skills.
- Sound leadership skills.
- High level of teamwork skills.
- High level of customer service skills.
- Well-developed time management skills.
- Well-developed problem solving skills.

Abilities

- Ability to successfully liaise with a range of technical and non-technical stakeholders to achieve project aims.
- Ability to work in team environment or act individually.
- Ability to deliver assigned projects and programs on time and within budget.
- Ability to provide effective interaction, timeliness and quality of advice and technical support to internal staff and external project teams.
- Ability to work independently while collaborating with key stakeholders

Other Requirements

- Commitment to a work environment based on Council's values and guiding principles.
- Practice a work approach that supports and motivates individual, team and corporate achievements.
- Personal characteristics of honesty, integrity, enthusiasm, adaptability, commitment and the ability to deal with pressure.

Experience and Qualifications

- Tertiary qualifications in Civil Engineering or a related field.
- Experience in development assessment, compliance, and engineering approvals.
- Strong ability to interpret planning schemes, engineering standards, and legislation.
- Practical experience in drafting conditions for approvals.
- RPEQ desirable.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under broad direction.
- Manages a department/section or operates as a senior specialist.

Extent of Authority

- Manages a work area of Council at a higher level of ability.
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- Exercises control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- Solutions to problems require an analytical approach and elements of development and creativity within the scope of divisional/corporate policies.
- Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.



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