

APPLICANT PACK

Unit Coordinator Development Engineering

Tweed Shire Council



RECRUITING FOR:



CONTACT

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Leading Roles

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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

Tweed Shire Council is one of regional NSW's most diverse and progressive local governments, located on the far north coast bordering Queensland. The region is experiencing strong growth, with a pipeline of significant greenfield and urban development, major infrastructure investment and a thriving coastal lifestyle.

Council employs around 750 staff who share a strong values-based culture and commitment to public service. The Executive Leadership Team is highly collaborative, supportive and connected - fostering a positive environment for professional contribution and community impact.

Tweed Shire Council is seeking an experienced civil engineer to lead development engineering across one of regional NSW's most diverse and progressive local governments. As Unit Coordinator Development Engineering, you will play a pivotal role in managing subdivision engineering approvals, private works certification and ensuring the delivery of high-quality infrastructure assets to Council. This position is critical to supporting a region experiencing strong growth, with a pipeline of greenfield and urban development and major infrastructure investment.

Reporting directly to the Director Planning & Regulation, you will lead and mentor a team of seven engineers and technical officers, driving excellence in certification and inspection of subdivision works. Your oversight will ensure roads, water, sewer, drainage and public realm assets meet Council standards and deliver long-term performance. You will also champion continuous improvement in processes, templates, workflows and technical capability, fostering innovation and efficiency within the team.

This role requires a strategic mindset and strong collaboration with internal engineering and planning teams to align development sequencing with water and sewer network capacity. You will be the key point of accountability for protecting Council's future asset integrity, applying sound judgement and a customer-focused approach while maintaining constructive relationships with developers and stakeholders. This is an outstanding opportunity to make a lasting impact in a thriving coastal region, supported by a highly collaborative and values-driven organisation.



Key Responsibilities

- Supervise and mentor a small, close-knit development engineering team with strong existing culture.
- Lead technical assessment of subdivision and development applications, including conditions and compliance.
- Oversee construction phase inspections and enforce required standards, including directing re-work where outcomes will not meet lifecycle requirements.
- Drive continuous improvement in systems, workflows, engineering standards and documentation.
- Contribute to positive internal relationships across planning, water/wastewater and infrastructure functions.

Challenges & Opportunities

This is a technically stimulating role with a high level of accountability. Key challenges highlighted by the Director include:

- Ensuring durability and lifecycle quality of civil assets - often requiring assertive direction to developers and contractors.
- Supervising development across varied and constrained environments including bushfire risk, flooding, steep topography and acid sulfate soils.
- Managing growth in a region with significant zoned land ready to activate, while working within the staged delivery capacity of water and sewer networks.
- Maintaining consistency of decisions and continuing uplift in technical capability across the team.



Special Projects

This role is closely connected to major greenfield and infill development areas across the Shire, including:

- Kings Forest, Bilambil Heights, Cobaki, West Kingscliff, Area E - Terranora and Dunloe Park - together supporting 20,000-25,000 new residents over time
- Implementation of uplifted technical standards to ensure long-term durability of roads, stormwater, water and sewer assets
- Continued process and system improvements in engineering assessment and construction oversight
- Strengthening asset quality assurance through digitised inspections, improved workflows and clearer lifecycle performance requirements
- Supporting network capacity planning with water and wastewater teams to align development staging with infrastructure capability



Workforce Leadership

You will lead a respected and stable team who value guidance, consistency and opportunities for growth.

The Director is seeking a leader who:

- Is supportive and authentic in their approach
- Builds strong technical confidence in others
- Maintains high ethical standards
- Can politely but firmly challenge outdated practices and poor workmanship
- Strengthens resilience and customer-focused service

Stakeholder Engagement

- Close partnership with internal regulatory and infrastructure teams
- Direct, confident engagement with developers and contractors
- Occasional interaction with elected members, increasing over time as capability grows
- Ability to build trusted professional credibility within a united senior leadership group



The Successful Candidate

To be successful, you will be an experienced civil engineer who enjoys seeing outcomes delivered on the ground and isn't afraid to make firm compliance decisions.

You will bring:

- Strong civil engineering judgement in subdivision design and delivery
- Local government experience (NSW preferred due to planning system differences)
- Proven ability to supervise and mentor technical staff
- The resilience and presence to manage conflict constructively on site
- Excellent customer and community focus - practical, calm, "real"

Selection Criteria

Candidates will be assessed on:

- Proven experience in civil engineering for subdivision and land development, including engineering assessment, inspections and certification.
- Demonstrated leadership capability - supporting team performance, coaching and consistent standards.
- Strong compliance and construction oversight skills, with confidence to enforce quality requirements.
- High standard of integrity and ethical judgement, with an understanding of governance and corruption risks.
- Effective stakeholder relationships, including collaboration with engineering, planning and regulatory teams.
- Relevant tertiary qualifications in civil engineering (accreditation maintained for certification duties).
- NSW local government development engineering experience strongly preferred.

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.



Employment Conditions

Permanent full-time

Grade 9 salary: \$129,924 – \$144,368 + 12% super

- **Leaseback vehicle** (private use with fuel & maintenance included)
- **Nine-day fortnight**
- **Professional development supported** (e.g., up to 60% subsidy for relevant study)
- **Relocation assistance** may be considered case-by-case

Working at Tweed Shire Council (watch the video)

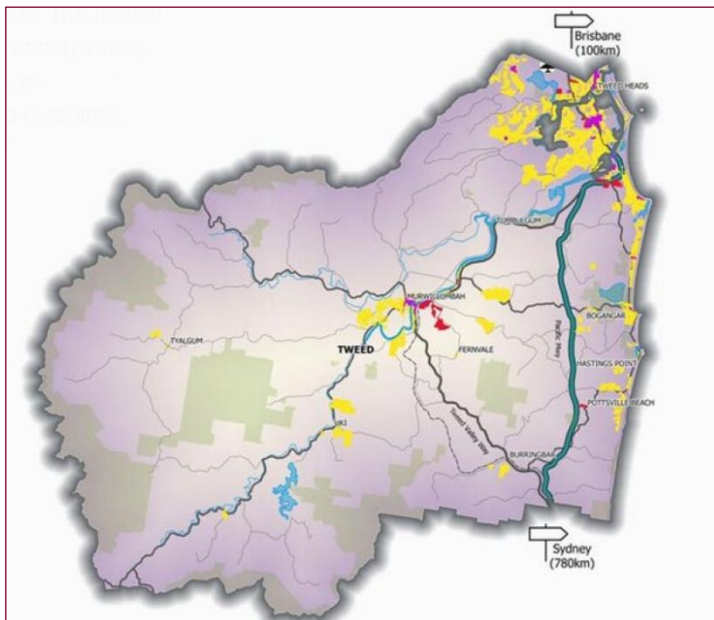




About Council

Tweed Shire Council has earned acclaim for its achievements, including the NSW Award for Planning Excellence and a Gold Award for the Northern Rivers Rail Trail – Tweed section. Its innovative 'Museum on Wheels' program also highlights the Council's dedication to community enrichment.

Tweed Shire Council governs one of Australia's most picturesque and ecologically significant regions, covering over 1,300 square kilometers of diverse landscapes. The area features 37 kilometers of pristine coastline, three World Heritage-listed national parks and the iconic Wollumbin/Mt Warning shield volcano, renowned for its biodiversity, including Australia's highest concentration of threatened plant species. The Shire is home to the entire catchment of the Tweed River and its tributaries, emphasising the region's environmental importance.



With a population of approximately 98,000, the Shire encompasses vibrant towns and suburbs such as Tweed Heads, Murwillumbah, Kingscliff, Pottsville and Uki. Its \$3.94 billion economy is driven by key industries, including tourism, agriculture, healthcare, education and construction, offering a broad range of employment opportunities.

The Council comprises seven elected members and a staff contingent of 750 who guide the region's development and operations. In the 2023-2024 financial year, the Council managed \$3.98 billion in net assets and invested \$130.9 million in capital works to support the community's needs. Generating \$373.9 million in revenue, with 36.6% coming from rates and annual charges, the Council demonstrates a strong financial position. Its strategic investments in infrastructure, services and sustainability initiatives ensure the continued growth and prosperity of the Tweed community.

Links to Council Information





Council Mission, Vision & Values

Vision

The Tweed will be recognised for its desirable lifestyle, strong community, unique character and environment and the opportunities its residents enjoy.

Mission Statement

Working with community and partners, provide leadership in facilitating and delivering services that manage growth sustainably, create opportunity and enhance the value of our civic and natural assets for this and future generations.

Value Statement

What we value.

Living and loving the Tweed.

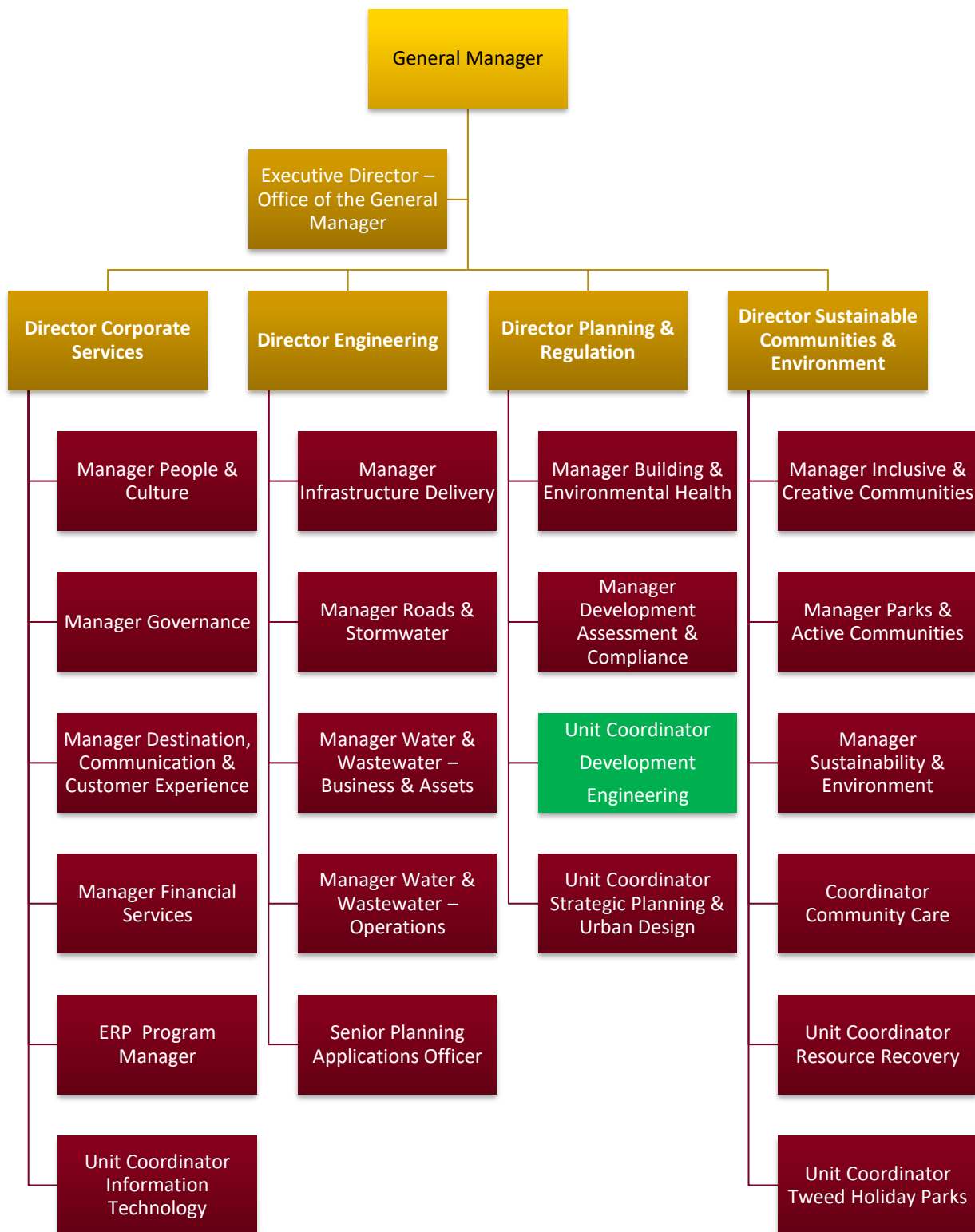
We look after people and places, explore all opportunities and are proud of our passionate approach.

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

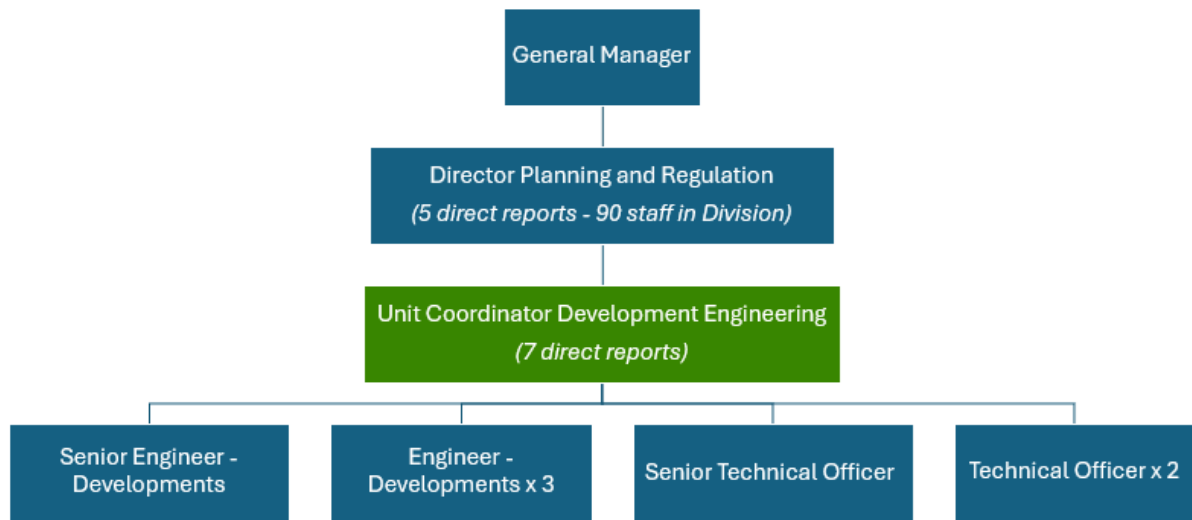
We have conversations where everyone can contribute, and we are willing to have a go.

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

Organisational Structure



Departmental Organisation Structure





Living in the Region



Housing

Tweed Shire offers a diverse range of housing options, from coastal apartments and modern townhouses to rural properties and family homes in established suburbs. With increasing demand driven by the region's natural beauty and lifestyle appeal, housing availability varies, particularly in popular areas like Tweed Heads, Kingscliff and Murwillumbah. While the region continues to attract new residents, the Council works to balance growth with sustainability, supporting affordable housing initiatives and strategic planning to meet the needs of its vibrant and growing community.



Educational Facilities

The region is home to numerous public and private primary and high schools, providing modern facilities and diverse learning programs. For tertiary education, the Kingscliff TAFE campus is a key hub, offering vocational training in areas such as business, health and trades. Southern Cross University, provides access to higher education opportunities in fields including environmental science, education and business.



Healthcare

The region is served by the state-of-the-art Tweed Valley Hospital, which offers a wide range of services, including emergency care, specialist treatment and maternity services. Additionally, there are several medical centres, general practices and allied health providers located throughout the area, including in Tweed Heads, Kingscliff and Murwillumbah. Residents also benefit from proximity to specialist clinics and diagnostic services, as well as aged care facilities and community health programs.



Living in the Region



Shopping & Dining

The region boasts modern shopping centres such as Tweed City Shopping Centre and specialty precincts in Kingscliff and Murwillumbah, offering everything from fashion and homewares to fresh local produce. For dining, residents and visitors can enjoy a thriving food scene, featuring beachside cafes, fine dining restaurants and a range of international cuisines. The area is also renowned for its farm-to-table experiences, craft breweries and fresh seafood, reflecting the region's rich agricultural and coastal heritage.



Sports & Recreation

Tweed Shire is a haven for sports and recreation enthusiasts, offering a wide variety of clubs, facilities and outdoor pursuits. The region is home to numerous sporting clubs, including cricket, rugby, netball and soccer, catering to players of all ages and skill levels. Modern facilities such as the Arkinstall Park Regional Sports Centre and Murwillumbah Aquatic Centre provide spaces for swimming, tennis and athletics. Outdoor adventurers can explore world-class surf breaks, hiking trails in the region's national parks and the Northern Rivers Rail Trail for cycling and walking. Golf courses, fishing spots and yoga studios further enhance the active lifestyle options available.




Getting Around

The Gold Coast Airport, located just north of Tweed Heads in Queensland, is the primary gateway, offering domestic and international flights. For regional travel, the Tweed Heads bus station connects to major towns in the area, while local bus services provide easy access to key destinations within the Shire. The region also has well-maintained road networks, including the M1 Pacific Motorway, ensuring smooth travel by car. For those seeking a more leisurely way to explore, the Tweed Valley also offers scenic walking and cycling paths. Public transport options, combined with easy road access, make getting around the Tweed Shire accessible and efficient.

Welcome to The Tweed




Recruitment Process and Timeframes

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How To Apply?

Please submit your application via the Leading Roles website. Please upload:






 - Your CV
 - A covering letter addressing the **Selection Criteria (page 7)**
- 

Evaluation Process

Leading Roles and Tweed 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. Tweed Shire Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants will 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 and VEVO “right to work” check.

	Indicative Timeframes	
	Applications Open	<ul style="list-style-type: none">• Week Commencing Monday 15 December 2025
	Applications Close	<ul style="list-style-type: none">• 5:00 pm AEST Monday 12 January 2026
	Initial Assessment	<ul style="list-style-type: none">• Week Commencing Monday 12 January 2026
	Council Interviews	<ul style="list-style-type: none">• Week Commencing 26 January 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 agreed 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 Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric 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.



BELINDA WALKER

Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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🌐 leadingroles.com.au

Client Rating



Candidate Rating





ATTACHMENT

Position Description

Position Description

Unit Coordinator - Development Engineering



Position Title	Unit Coordinator - Development Engineering	Role ID	DEUCO1
Division	Planning and Regulation	Unit	Development Engineering
Job Grade	9	Award	35
Reports To	Director Planning and Regulation		
Revised/Created	October 2025 – Template updated		

Primary Objective

- To be responsible for the approval of over \$60 million of public infrastructure each financial year and to be accountable for the acceptance of these works as meeting Tweed Shire Council's minimum requirements.
- To act as the principal reference point and to direct and influence staff, developers, consultants, applicants, Councillors, members of the public and internal clients on all matters relating to development engineering within the Tweed Shire Council.

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

PLANNING AND REGULATION

The Planning and Regulation Division provides services related to planning and development control, building control, regulatory control, public health and safety issues, environment and health management throughout the Tweed Shire.

Position Description

Unit Coordinator - Development Engineering



Development Engineering Unit

The Development Engineering Unit's main functions are:

- The assessment of all subdivision applications and complex development applications to enable the preparation of engineering conditions specifically suited to the proposed development.
- Approval and issue of Part 6 certificates including Subdivision Works Certificates and Compliance Certificates.
- Undertaking inspections and authorising the acceptance of newly constructed public infrastructure for all types of subdivisions and development works.
- Assessment and authorisation for the release of Subdivision Certificates ensuring compliance with conditions of consents, payments of contributions and the satisfactory creation of public infrastructure.

The work environment is busy, has competing demands and requires well developed time management skills.

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

The Position

The position reports directly to the Director, Planning and Regulation.

The Coordinator is a senior role within the Planning and Development Division and is responsible for the approval of public infrastructure presently valued at in excess of \$60 million dollars per annum. The Coordinator has full delegated authority and accountability to accept or refuse this public infrastructure and has considerable ability to influence the standard of residential, commercial and industrial developments undertaken within the Tweed Shire.

The position is required to have extensive experience and knowledge in all engineering aspects of development including planning, design, and contemporary construction techniques. It is expected that this knowledge has been obtained through many years of experience in the development industry.

The incumbent will be required to manage large and complex development projects spanning multiple levels of work practice. These work practices include but are not limited to Hydraulic, Structural, Civil, Environmental and Geotechnical Engineering, Surveying, Conveyancing and Legal matters, Town Planning and various levels of construction activities.

The Coordinator must work within an extensive framework of legislation, policies, procedures and guidelines and within the professional obligations of the Institution of Engineers Australia (I.E. Aust.), Institute of Public Works Engineering Australia (IPWEA) and Local Government Engineers Australia (LGEA). This framework includes but is not limited to the Local Government Act 1993, the Environmental Planning and Assessment Act - 1979 and Regulations, the Work Health and Safety Act, Protection of the Environment Operations Act - 1997, the Conveyancing Act 1919, The Real Property Act 1900, TSC Local Environmental Plan, Development Control Plan No. 1, The

Position Description



Unit Coordinator - Development Engineering

Design and Construction Specifications, Australian Standards and numerous policy documents, DCP's, guidelines, procedures and precedents.

Furthermore, the incumbent will be responsible for the development and recommendation of modification of Council policies relating to a wide range of activities that have a significant impact on the operations of Council and the standard of the assets accepted.

The position supervises 8 staff directly in relation to daily operational matters. The Coordinator is also responsible for recommending suitable staffing levels and is involved in all aspects of recruitment.

The position requires specialist knowledge and skills in the following areas:

- Development Engineering and Design
- Geomechanics
- Building Systems and Construction
- Geometric Road Design
- Drainage Design
- Water Supply and Sewerage Legislation
- Development Control and Assessment
- Environmental Assessment
- Principles of Town Planning and Subdivision/Land Management
- Pollution Control
- Environmental / Planning Legislation
- Property Legislation (Land titles etc)
- Infringement Notices

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

Position Description

Unit Coordinator - Development Engineering

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

Key Responsibility Areas	Associated Key Duties
1. Legislation, Policies and Procedures	<ul style="list-style-type: none">• Articulate in a clear and concise manner developments standards, legislative requirements, procedures and policies required by the Tweed Shire Council, State Government Agencies and where applicable Federal Government legislation.• Frequent communication with Engineering, Surveying, and Town Planning consultants, developers, Councillors, community groups, members of the public, Contractors and other Council officers.• Attend and address public meetings on sensitive development issues requiring the use of tact and diplomacy to justify and substantiate Council's position on the subject.• Provide prompt, efficient and effective customer service to all clients in accordance with the specified decision-making times as nominated in Council's adopted Application Determination Policy.
2. Supervision	<ul style="list-style-type: none">• Motivate, train and appraise subordinate staff.• Delegate priorities to ensure work output meets corporate goals.• Actively participate in the organisational recruitment process as a panel member or chairperson as required.

Position Description

Unit Coordinator - Development Engineering

3. Legal Requirements	<ul style="list-style-type: none"> • Lay information and make complaints in respect of any breach of the Environmental Planning and Assessment Act 1979 and institute any carry-on proceedings in any Local Court or the Land and Environment Court. • Act on Council's behalf in actions and appeals before the Land and Environment Court and the Local court and authorise instructions to Council's solicitors in respect of the conduct of those matters. • Authority under Division 9.2, section 9.17, 9.21, 9.23, 9.27 and 9.29 of the Environmental Planning and Assessment Act 1979 and authority under Section 191, 191A and generally Chapter 8, Part 2 of the Local Government Act 1993 to; • Carry out inspections for the purpose of the Environmental Planning and Assessment Act and the Regulations made thereunder. • Enter any land or any place on any land thereon or therein carry out such inspections and surveys and take such measurements and such photographs as is considered necessary. • Authority to act on behalf of the council as the Principal Certifier appointed in respect of subdivision work under Part 6 and specifically Section 6.5 of the Environmental Planning and Assessment Act 1979
4. Public Infrastructure	<ul style="list-style-type: none"> • Responsible for the approval of public infrastructure valued at approximately \$60 million per annum. • Assessment of large and complex development applications and the preparation of conditions of consent specifically suited to the proposed development. • Authority to issue Part 6 Certificates in accordance with Part 6 of the Environmental Planning and Assessment Act 1979 including Subdivision Works Certificates and Compliance Certificates associated with all types of development. • Authorise the issue of Subdivision Certificates to create public infrastructure. • Carry out inspections of public infrastructure for all types of subdivision and development works.
5. Budget Development and Maintenance	<ul style="list-style-type: none"> • Prepare and monitor Unit budget of ~ \$16M (Income collection ~ \$15M, Income Generation ~ \$0.5M, Salaries ~ \$0.5M). • Accurately cost resources, time, people and materials.

Position Description

Unit Coordinator - Development Engineering

	<ul style="list-style-type: none">• Benchmark to monitor cost effectiveness.
6. Policy and Procedure Development	<ul style="list-style-type: none">• Responsible for development and modification of policies relating to provision of public infrastructure.• Develop and implement systems designed to improve the efficiency and effectiveness of the determination process for subdivisions and developments.• Actively participate in policy and procedure formulation relating to development standards that have a significant impact on the future financial and operational activities of the Tweed Shire Council.• Prepare of development standards and policies that protect and meet the needs and expectations of the community at large.
7. Finance	<ul style="list-style-type: none">• Check compliance with Section 7.11 and s64 contributions, bank guarantees, cash securities and all fees and charges associated with subdivisions and developments including authorisation of any refunds.• Ensure that correct Section 7.11 and s64 contributions are paid with the Subdivision Certificate applications. These contributions may exceed \$15 million per annum.• Establish and accept bank guarantees or cash bonds required to secure incomplete works or defect liabilities.• Authorise the cancellation of bank guarantees or the refund of cash bonds.• Endorse cheque requisition orders for reimbursement of fees for Development Applications, Subdivision Certificates, Compliance Certificates and Construction Certificate applications.

Position Description

Unit Coordinator - Development Engineering

8. Work Health and Safety and Operational Management System	<ul style="list-style-type: none">• Promote and ensure the promotion of safety within area of control.• Ensure compliance with Councils Work Health and Safety and Environmental policies and procedures within area of Control• Ensure that hazards are identified and controlled within work area to the level of positions authority and financial delegation.• Responsible for ensuring that procedures and practices relating to activities undertaken in the work area are periodically reviewed.• Ensure all employees within work area have undergone appropriate safety training.• Ensure employees in work area are adequately consulted in relation to work practices, incidents and improvements.• Ensure that all employees within work area have access to relevant safety equipment to undertake relevant tasks.• Advise Manager of any hazard or risk outside area of control and financial delegation.
9. Policy and Procedure Development	<ul style="list-style-type: none">• Responsible for development and modification of policies relating to provision of public infrastructure.• Develop and implement systems designed to improve the efficiency and effectiveness of the determination process for subdivisions and developments.• Actively participate in policy and procedure formulation relating to development standards that have a significant impact on the future financial and operational activities of the Tweed Shire Council.• Prepare of development standards and policies that protect and meet the needs and expectations of the community at large.

Position Description

Unit Coordinator - Development Engineering



10. Finance	<ul style="list-style-type: none">• Check compliance with Section 7.11 and s64 contributions, bank guarantees, cash securities and all fees and charges associated with subdivisions and developments including authorisation of any refunds.• Ensure that correct Section 7.11 and s64 contributions are paid with the Subdivision Certificate applications. These contributions may exceed \$15 million per annum.• Establish and accept bank guarantees or cash bonds required to secure incomplete works or defect liabilities.• Authorise the cancellation of bank guarantees or the refund of cash bonds.• Endorse cheque requisition orders for reimbursement of fees for Development Applications, Subdivision Certificates, Compliance Certificates and Subdivision Works Certificate applications.
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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 undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

Position Description

Unit Coordinator - Development Engineering

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Professional Memberships

Incumbents of this position are required, by legislation or Council determination, to hold nominated Professional Association membership(s). For specifics of the required membership(s) refer to Essential Selection Criteria.

It is a condition of employment for the employee to already hold these memberships on appointment, and as such they will not at that stage be funded by Council. Subsequent renewals will be funded for as long as they are operationally required and remain position relevant.

For more information refer to the Council's protocol: [Professional Membership's – Payment by Council Protocol](#)

Organisational and External Relationships

Organisational Relationships

- Managers
- Officers
- Directors

External Relationships

- Developers
- Professional Engineering and Surveying Consultants
- Particular Interest Groups
- Public Authorities
- Councillors
- General Public
- Government Authorities

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.

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.

Position Description

Unit Coordinator - Development Engineering

Selection Criteria

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

1. Bachelor of Engineering (Civil) eligible for National Engineering Register NER.
2. Eligible for Corporate Membership of I.E. Australia
3. Current Vehicle Licence – Car or Light Rigid or Medium Rigid or Heavy Rigid or Heavy Combination.
4. Demonstrated competence in the engineering assessment of major and complex subdivisions and development applications.
5. Demonstrated knowledge of civil engineering road, hydraulic and stormwater drainage design.
6. Demonstrated knowledge of water supply and sewer design.
7. Demonstrated knowledge of best practice management techniques for controlling sedimentation and erosion and stormwater pollution from land development sites.
8. Demonstrated competence in inspecting and approving the construction of civil public infrastructure including road, stormwater, sewer, water reticulation and pollution control devices.
9. Demonstrated high level of oral and written communication skills necessary for conflict resolution with highly motivated developers, members of the public and consultants.
10. Desirably 10 years' experience post-graduation in a civil construction or local government application.
11. Knowledge of current Acts including but not limited to the EP&A Act- 1997, the Conveyancing Act 1919, Protection of the Environment Operations Act and WHS Act.
12. Demonstrated knowledge of Design and Construction standards for all civil works.
13. Demonstrated understanding of geotechnical engineering as it relates to Local Government engineering practice.
14. Demonstrated staff management experience
15. Demonstrated contract management experience
16. Demonstrated understanding of the currently accepted principles of Ecologically Sustainable Development including pollution control management and water demand management.
17. Demonstrated understanding of Geographical Information Systems.
18. Demonstrated understanding of the management of bank guarantees, cash bonds and securities.

Desirable:

19. Post Graduate qualifications relevant to the position.
20. Relevant knowledge of:
21. NSW Road Act
22. NSW Local Government Act.

Position Description

Unit Coordinator - Development Engineering



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



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