

POSITION TITLE:	Coordinator Planning and Design
POSITION NUMBER:	10110
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	7 - 8
REPORTS TO:	Manager Project Development and Contract Delivery
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The role of the Coordinator Planning and Design is to coordinate the delivery of planning and design services to meet council's standards in the most cost effective manner throughout the life cycle of assets.

KEY RESPONSIBILITIES IN THIS ROLE

1. **Design Works.** Provide appropriate designs for council's civil infrastructure assets.
2. **Engineering Investigations.** Conduct investigations into engineering issues affecting civil infrastructure assets.
3. **Contracts.** Provide specifications and designs for use in tenders and contracts for works under the capital works program.
4. **Stakeholder Management.** Collaborate with stakeholders to develop specifications for infrastructure and processes that meet council's service levels.
5. **Asset Management.** Coordinate and assist with asset management processes and forward planning of infrastructure assets.
6. **Roads.** Coordinate management and use of council's road corridors.

7. **People Management.** Lead, motivate, develop and support the team to deliver service excellence.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Substantial experience in the design, construction and maintenance of infrastructure.
- Thorough knowledge of road, stormwater, water, sewerage design and construction contract specifications.
- Substantial experience in the use of Computer Aided Design (CAD) software.
- Familiarity with relevant Australian Standards and knowledge of asset management, maintenance and life cycle costs for infrastructure.
- Proficient use of the full suite of Microsoft programs; particularly Project and Excel.
- Minimum of two (2) years' recent and relevant experience in the same or similar role.

Desirable:

- Experience in a Local Government environment. Knowledge of council operations, functions and procedures
- Demonstrated experience in investigative procedures.
- Knowledge of Capricorn Municipal Development Guidelines.
- Exposure to GIS mapping software.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Tertiary Qualification (Bachelor Engineering – Civil).
- Minimum of Queensland C class provisional driver's licence.

Desirable:

- Registered Professional Engineer of Queensland or working towards.

KEY SELECTION CRITERIA

1. Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve.
2. Demonstrated experience with civil design, construction techniques and standards as applied to fit for purpose infrastructure assets.
3. Extensive knowledge of road, stormwater, water, sewerage design and construction contract specifications.
4. Knowledge of asset management principles, maintenance and life cycle costs for infrastructure in accordance with relevant Australian Standards.
5. Demonstrated ability to deal with customers at all levels in a professional and courteous manner to achieve successful outcomes.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.

3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical and functional assessment including drug & alcohol testing.
- Qualification check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3

Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	3

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional 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 the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
