

PART 1 – POSITION DETAILS

Position Title	Manager, Development Engineering & Certification
Position Number	NB0119
Division	Environment & Sustainability
Business Unit	Environment & Climate Change
Pay Rate	TRP
Reports to	Executive Manager, Environment & Climate Change
Hours	70 hours per fortnight
Status	Permanent
Date of last review and update	August 2019

NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community”, critical to this are values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Environment and Sustainability

The Environment & Sustainability Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Environment & Climate and Waste Management.

PART 2 – BUSINESS UNIT OVERVIEW

Environment & Climate Change

The Environment & Climate Change (ECC) Business Unit manages complex environmental and engineering programs and projects to achieve quality outcomes for the residents and environment of the Northern Beaches. The Environment & Climate Change Business Group delivers the strategic and operational management of:

- Bushland protection and restoration including threatened species and pest species management and the control of bushfire risk;
- Catchment, waterway and coastal management including ecological, risk and restoration programs;
- Strategic environmental systems & programs, development assessment, climate change adaptation/resilience and corporate sustainability;
- Environmental education, volunteering and engagement;

- Development engineering including subdivision works, development approvals, co-ordination of s94 works delivery and certification of development works;
- Stormwater asset maintenance and renewal; and
- Floodplain risk management.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to the Executive Manager, Environment & Climate Change the Manager, Development Engineering and Certification provides direction and leadership in managing staff and other resources to ensure high performance service delivery of 1) public and private infrastructure associated with development ensuring it is constructed and can sustainably operate to meet community needs and have minimal impact on the built and natural environment, 2) high quality assessment and certification of development works in accordance with Council's statutory functions and business requirements, and 3) co-ordination, analysis and reporting of Council's s94 works delivery program as it relates to subdivisions, major developments and land releases.

Key Responsibilities

- Lead the Development Engineering & Certification team on a strategic and day-to-day basis to ensure efficient allocation of resources, high performance and a strong team culture;
- Lead, develop implement and review the team budget including the setting, advertising and management of fees, charges and bonds/guarantees;
- Co-ordinate and lead a high quality and efficient development engineering and certification service including management of referral workloads, reporting, and customer liaison (internal and external);
- Developing and implementing systems and processes to ensure high quality assets are delivered during development works that do not negatively affect Council's infrastructure and maintain/improve our natural/built environment;
- Develop, implement and review the s94 works delivery program as it relates to subdivisions, major developments and land releases and ensure integration with the Long-Term Financial Plan and s94 contributions plans;
- Develop, implement and review performance indicators for the team and ensure timely reporting of these indicators to the management team and internal clients;
- Develop and implement a comprehensive suite of standard conditions, staying up to date with relevant engineering standards and regulations, and ensures Council's responsibilities are met with minimal successful challenges in Land and Environment Court; and
- Ensure the team provides a cohesive, risk appropriate and efficient development assessment referral service to its internal and external clients.

People Leadership

- Role model the Northern Beaches Councils values and behaviours and ensure strong behaviours and values among the team;
- Lead and motivate team members and provide clear goals and vision for the team to align with the Executive Manager's objectives;
- Take ownership for the recruitment and on boarding of new team members;
- Engage in regular feedback to all team members;
- Empower the team to take action and make decisions;

- Provide a strong link between staff and the Executive Manager and above on operational, cultural and strategic issues;
- Encourage and support the professional development of the team;
- Provide expert knowledge and advice on the resolution of major issues;
- Communicate regularly with the team both formally and informally; and
- Be aware of the well-being of the team and taking pro-active steps to improve and maintain a high performing and cohesive team culture.

Operational

- Accountable for the development, review and accurate management of the team's budget and report regularly to the Executive Manager on progress (including taking personal responsibility for the accuracy of budgets and forecasts at monthly and quarterly reviews);
- Accountable for the development, review and accurate reporting of the development assessment and certification referral service to the Executive Manager;
- Ensure compliance with Council processes and procedures;
- Direct the team in and contribute to, the planning, implementation and review of major programs and services;
- Provide advice to the Executive Manager on policy or key issues;
- Provide a framework for decision making and problem solving within the team and be responsible for its implementation. Problem solving would have minimal escalation to the Executive Manager;
- Liaise with the public and external groups/organisations;
- Negotiate on important matters with a high degree of independence including leading the team in Land and Environment Court matters (and/or being an expert witness as required);
- Build and maintain productive relationships with senior level internal and external stakeholders;
- Evaluate and monitor performance of the team to ensure accurate and efficient service is provided to both internal and external customers;
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC;
- Learn, promote and ensure compliance and staff engagement with Work Health and Safety policies and procedures;
- Prioritise WHS in meetings, reviews and within team activities and ensure a strong safety culture in the team;
- Develop and report on WHS metrics relevant to the team with a view to continual improvement;
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team; and
- Document and communicate WHS issues to the Executive Manager.

Business Performance

- Identify and implement cost savings;
- Identify and implement any possible alternative income and revenue generation;
- Identify and implement new processes, procedures or systems to improve efficiency;
- Actively participate and contribute toward the integration of core services across Council;
- Drive increased business performance through values based work;
- Form short, mid and long term goals and plans and delegate within the team to achieve Business Unit outcomes; and
- Lead the integration of a consolidated development engineering and certification service.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Tertiary qualifications in Civil Engineering (or equivalent discipline) that would be eligible for admission as a Member of Engineers Australia;
- Significant proven experience in a management role that oversees or is responsible for development engineering, certification, flood/stormwater engineering and road design;
- Very strong experience in the design and delivery of high performing engineering services;
- Strong history of analysis, risk management and budget control at a management level;
- History of delivering politically-sensitive or high profile projects or services within constraints; and
- Background in capital works delivery particularly in terms of s94 works co-ordination

Capabilities & Knowledge

- Excellent understanding of development engineering standards and current industry trends;
- Very strong knowledge of development controls and development certification;
- Excellent technical skills in business analysis, performance standards, monitoring and reporting;
- Strong ability to identify and implement business improvements;
- Ability to co-ordinate and lead Land and Environment Court cases both individually and on behalf of the team;
- Ability to identify, assess and integrate similar services to achieve service improvements and/or efficiencies;
- Strong leadership skills, with a proven ability to role model values and behaviours;
- Strong organisational skills;
- Strong understanding of interaction between development and environmental impacts (including appropriate legislative requirements);
- Demonstrated ability to lead, coach and mentor a high-performance team focused on strong customer service;
- Demonstrated experience in effective communications with a range of stakeholders;
- Demonstrated ability to act with integrity at all times, with all stakeholders;
- Demonstrated problem solving and decision making skills;
- Demonstrated creative and initiative skills;
- Demonstrated ability to initiate and respond effectively to change;
- Demonstrated project management skills; and
- Demonstrated commitment to EEO, WHS and ethical practice principles.

PART 5 – DESIRABLE CRITERIA

- Knowledge and understanding of local government.
- Experience in building positive organisational workplace culture.