

Position Description

Position Title	INFRASTRUCTURE PLANNING ENGINEER
Directorate	City Futures
Department/Business Unit	Infrastructure Strategy
Team	Infrastructure Planning
Classification	Band 6
Date	November 2025
Reports to:	Team Leader Infrastructure Planning
Supervises:	Nil
Internal Liaison:	Asset Planning and Service Delivery Team, Asset Data and GIS Team, Asset Management Engineers, Coordinator Asset Management, Staff from Directorate Departments and Business Units, staff from other Directorates.
External Liaison:	Relevant Government Departments (State, Local), Statutory and other LG Authorities, Contractors/Consultants, Professional Bodies, Business operators/groups, Employer and Industry organisations, Victoria Police, Emergency Services Authorities, public lighting providers, Public, Residents and property owners, Community groups and agencies.

Position Objectives

The primary objectives of the position are to:

- To develop scopes and work plans for Civil projects in a succinct and timely manner to assist in the delivery (by Project Delivery and Project Management Office Department) of the capital works program for a broad range of Civil Infrastructure types
- To prepare clear, concise and decisive information on Infrastructure Planning matters to influence and assist decisions by internal stakeholders such as Statutory Planners, Design Engineers, Placemakers, Executive and Council
- To assist the Team Leader Infrastructure Planning in developing and maintaining long term plans and standards for civil infrastructure within the municipality, focussing on:
 - Maintaining service function
 - Facilitating development
 - Improved financial and environmental sustainability
 - Alignment with key Council documents such as the Council Plan, Asset Plan, Long Term Financial Strategy, Service Plans and Asset Management Plans
- To participate in Council interface on infrastructure planning matters with key external authorities / stakeholders, including but not limited to:
 - Melbourne Water
 - Department of Transport and Planning
 - Victorian Government Major Projects (Level Crossings, Major Roads Projects)
 - Utility companies
 - Major infrastructure grant providing programs

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- Degree qualification in Civil Engineering or equivalent with relevant experience skills, knowledge and experience
- Experience of working in multi-disciplinary teams.

- Experience at assessing and developing options to address complex and challenging issues relating to Civil Infrastructure in a political environment.
- Fundamental knowledge of Local Government Act and other associated Regulations, Standards, and Codes of Practice,
- Ability to manage allotted budgets, including forecasting and reporting.
- Demonstrated effective interpersonal, verbal, and written communication, facilitation, and presentation skills, along with effective analytical and problem-solving skills,

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Functional Responsibilities	• Make an ongoing, positive contribution to the Directorate through effective and high-quality delivery of the position objectives. • Make an ongoing positive contribution to the Organisation through alignment with organisational culture, values and care for the community. • Make an ongoing positive contribution to the industry through upholding core engineering values and ethical standards.
Planning	• Maintain a long term and community focussed approach to planning activity • Analysis and options development to address complex infrastructure issues • Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude to embrace new tasks and to assist others. • Work in cooperation with other departments in undertaking strategic and operational planning
Professional Advice and Specialist Expertise	• Acknowledge that the service provided by the Unit is specialist in nature and is relied upon to be delivered in a professional and respectful manner. • Recognise the broad range of stakeholders (customers, developers, Government Departments) seeking advice from the Unit, and ensure awareness and delivery is tailored to achieve desired outcomes. • Forecast and plan to ensure that the required data, research and analysis is proactively facilitated to ensure ongoing provision of high-quality advice. • Acknowledge that key service provision by the organisation relies upon the timely and accurate provision of advice by the team.
Liaison, Engagement and Consultation	• Appropriate and respectful engagement with internal and external stakeholders. • Effectively liaise with external bodies such as other councils, service authorities, Melbourne Water, the Department of Transport and Planning, and other relevant organisations to achieve a deep understanding of and support for Council's objectives and other matters of mutual interest. • Tailor advice and correspondence to enable complex matters to be understood by a wide range of stakeholders • Engagement and participation in industry events and benchmarking.
Continuous Improvement Innovation	• Implement and maintain Continuous Improvement System standards and procedures. • Commitment to OHS matters.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives.
Child Safety	• Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures • Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.

Gender Equality	Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.
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Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☒ **Not required.**
- ☐ **This role may be subject to work related contact outside of normal business hours. (Refer to Working out of hours under position specific responsibilities.)**

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		☐	☐	☐	☒
Team based work – works in a team of people and not exposed to isolation		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – required to exercise sound decision making while completing all aspects of the position		☐	☐	☐	☒
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		☐	☐	☐	☒
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☐	☒
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☐	☒
		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position					
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		☐	☐	☐	☒
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☐	☐	☒

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		☐	☐	☐	☒
Standing – standing in an upright position, moving less than 3 steps		☐	☒	☐	☐
Walking – In an upright position, moving more than 3 steps		☐	☒	☐	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☒	☐	☐	☐
Kneeling – To lower the body		☒	☐	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		☐	☒	☐	☐
Reaching – Extending arms out in any direction		☒	☐	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☒	☐	☐	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☐	☒	☐	☐
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☒	☐	☐
Low level work – Performing manual handling actions at or near ground level		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☒	☐	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☒	☐	☐	☐
5.1 – 10kg		☒	☐	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☒	☐	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☒	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- Providing specialist technical advice to or regulation of clients along with provision of support to the Infrastructure Planning team, with:
 - the freedom to provide specialist advice subject to regulations and policies and regular supervision; and
 - the freedom to provide support to the Team Leader Infrastructure Planning and senior members of the team is not limited simply by standards and procedures, as the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.
- The implementation of delegated actions as well as assisting with the application for external funding and implementation of road safety or education programs or other initiatives,
- The achievement of delegated program objectives and satisfactory performance of activities within the allocated areas of responsibility,

- Where required to contribute towards resource supervision, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans; and
- Compliance with all relevant statutory responsibilities associated with areas of responsibility, including the provision of professional advice internally and provision of information to government and other statutory bodies.
- Compliance with the Professional Engineers Registration Act 2019 to ensure the delivery of an engineering service that requires, or is based on, the application of engineering principles and data to:
 - prepare a design relating to engineering; or
 - conduct activities related to (either) construction, production, operation, or maintenance relating to engineering.

and that this is provided under the supervision and vetting of a Registered Professional Engineer or by qualified officers under direct and very regular supervision of a Registered Professional Engineer, preferably from within the Department or otherwise within the Directorate.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- Work objectives are usually specialised with methods, procedures and processes developed from theory or precedent.
- Problem solving may involve the application of these techniques generally based on previous experience.

Independently:

- Providing specialist technical advice to or regulation of clients under close supervision and clear guidelines.
- Implementing delegated strategic actions as well as assisting with the application for external funding and implementation of education programs or other initiatives,
- Providing direct support and assistance to the service delivery Team.

With Input from the Team Leader Infrastructure Planning:

- Periodically report on infrastructure performance, impact on service and service delivery associated with infrastructure

Recommends and Identifies to the Team Leader Infrastructure Planning:

- Improvements to databases and information management systems including the implementation of data collection strategies.
- Updates to and the development of communication options to inform the community, Council, and staff.

Guidance:

- Guidance and advice regarding the priority of works are usually available from the Team Leader Infrastructure Planning within the time required to make a choice.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Degree qualification in Civil Engineering or equivalent or lesser formal qualifications with relevant skills, knowledge, and work experience.
 - Demonstrated knowledge of Civil Engineering principles in particular in relation to Asset Planning and Drainage,
 - Knowledge of the various Acts and Regulations pertaining to the role, including Local Government Act and associated regulations, standards, and codes of practice. In particular the knowledge of Design Standards and Codes of Practice requires an understanding of the underlying principles involved as distinct from the practices, design standards and codes of practice.
- Where providing support to the Infrastructure Planning Team an understanding of the long-term goals of the Infrastructure Strategy department and appreciation of the goals of Council is required.

Management & Interpersonal skills

The essential position requirements include:

- Ability to manage time, set priorities, plan, and organise one's own work in consultation with the Team Leader Asset Management to achieve specific and set objectives of the Asset Management and Service Delivery Team in the most efficient way possible within the management system resources available and within a set timetable,
- Ability to work independently, through flexibility and adaptability and contribute to a team environment gaining cooperation and assistance from members of the public, representatives of external organisations and where appropriate other employees in the administration of well-defined activities,
- Well-developed written and verbal communication skills including identifying and managing difficult customers, knowing when to refer them to others, along with the ability to write reports in their field of expertise and prepare external correspondence where required.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

Appendix

Core Capability Framework – Team Member

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards

• Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Engaged

We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

