

Position Description

Position Title:	Strategic Infrastructure Planning Engineer
Business Unit:	Asset Management
Department:	Infrastructure Services & Planning
Directorate:	Business, Engineering & Major Projects
Classification:	Band 7
Date:	August 2021
Reports to:	Coordinator Asset Management
Supervises:	Nil
Internal Liaison:	Coordinator Asset Management, Team Leaders, Managers and Staff
External Liaison:	Community Agencies, Authorities, Contractors, Members of the Public Community Groups, Consultants, Employer and Industry Organisations, Professional Bodies, Emergency Services, Relevant Government Departments (State, Local, Federal)

1. Position Objectives

The primary objectives of the position are to:

- To effectively provide high quality consultancy, guidance, and engineering expertise on long term/strategic infrastructure planning, primarily for Council's Priority Infrastructure Plan (PIP), the Development Contributions Plan (DCP) and Council's Asset Plan and supporting documentation.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Professional Advice

- Provide technical support to Coordinator Asset Management, including preparing high quality, reliable, well researched and professional (engineering) advice and reports on complex technical issues and activities relevant to the delivery of infrastructure services and planning.
- Mentor and guide staff and stakeholders in strategy and expertise.

Strategic Planning

- In collaboration with the Coordinator Asset Management develop and maintain Council's Priority Infrastructure Plan (PIP), incorporating existing development, future demand, and land use planning and infrastructure investment delivers best possible outcomes and sets benchmark planning standards and coordinate strategic infrastructure related programs. This includes:
 - developing, researching, reviewing, monitoring and refining proposed infrastructure strategies and policies, incorporating non-asset solutions,
 - as well as other alternatives, full life cycle costing, risk mitigation, community consultation, legislation,
 - compatibility with other corporate planning including long term infrastructure creation, acquisition, upgrade, renewal and/or disposal and service provision,
 - managing land acquisition, land use and the development of a strategic 'Land Bank',
 - managing and maintaining the Design Manual to reflect Council's strategic priorities,
 - preparing contract documentation and administer contracts in the delivery of projects; and
 - participating in regional groups of councils to facilitate improved provision of infrastructure across all asset classes.
- Develop project plans, undertake research, analyse data, prepare business cases, as well as assist in leading strategic advice for infrastructure projects (for an ageing and ever-increasing asset base within available funding), including developing initiatives and proposals for grant and funding applications for studies, projects and infrastructure investment.
- Analyse, review, and implement ongoing improvements to the corporate database and system and business processes, recommending solutions to facilitate the achievement of best practice infrastructure and works management within Council.

Business Plan Development / Implementation and Reporting

- Develop and facilitate the implementation of items from Council Plans, ensuring initiatives remain current, contemporary and in line with Council's policies.
- Coordinate the reporting for Strategic Infrastructure Planning input into Councils Corporate Plan, Annual Report and for internal and external stakeholders, including developing annual budgets and long-term financial plans relevant to this role as well as cost estimations and funding options for longer term financial planning.
- In consultation with the Coordinator Asset Management formulate and advocate Council's position on a variety of Infrastructure matters and projects and contribute to regional and integrated management studies and focus groups (e.g. Integrated Water Management) across all asset classes.
- Periodically report on PIP and DCP issues and business plan outcomes, planning activities, strategic plan implementation and other activities of the team, preparing draft reports, including but not limited to Council reports as required.
- Authorise budget and resources, monitor and report on expenditure within delegations set by Coordinator Asset Management and CEO and for variances to contracts and other operations.

Customer Service

- Oversee and ensure consultants, and vendors are delivering products, services and support within Council's business requirements.
- Respond to Customer enquires within agreed timeframes, ensuring Community consultation under the Community Consultation Guidelines occurs for strategies and policies within corporate guidelines and they deliver "end user" requirements.

Developer Contribution Plans

- Ensure council's position is maximised with planned infrastructure funding via DCP when planning for the needs of the community and investors which will include the development and monitoring of DCP's and for infrastructure planning projections, incorporate current performance, capacity, locations, demand, gap analysis and modelling.
- Manage the effective administration, structure, programming, procedures, payment, receipt and levy management of the Development Contributions Plan (DCP), coordinating and managing developer applications for the provision of works, in compliance with legislation, risk mitigation, sound financial management, transparency, robust auditing and accurate and up-to-date records management.

Liaison

- Be the single point of liaison/coordination internally across all areas of council on strategic infrastructure matters for major projects delivered by external agencies (e.g. Level Crossing Removals), ensuring effective lines of communication between stakeholders and by liaising with external bodies such as Department of Transport (DOT), Melbourne Water, Department of Environment, Land, Water and Planning (DELWP), other councils, service authorities and other relevant organisation to assist these bodies to understand and support Council's objectives.

3. Accountability and Authority

The position is directly accountable for:

- The provision of high-quality specialised advice to clients including regulating clients, with the freedom to act subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients, planning and meeting the future needs of council, the community and developers.
- Ensuring Council and Infrastructure Services & Planning policies and procedures are followed with integrity and compliance:
 - coordinating and managing developer applications for the provision of works.
 - ensuring linkages with land use/regional/corporate/government strategic infrastructure planning.
 - ensuring contract management, contractors and performance measures meet corporate standards.
 - professionally managing the Development Contributions Plan (DCP), and the associated compliances, governance, risks and fiscal accountabilities.
 - representing council's objective to ensure Infrastructure Services and Planning delivers best possible outcomes and sets benchmark planning standards.
 - providing strategic perspective and expert engineering knowledge to management and stakeholders and reporting on Strategic Projects, PIP & DCP as required.
 - ensuring continuous improvement principles are applied to identifying and managing risk, safety and quality issues and environmental practices and principles are applied to the highest standards.
- Where involved in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- This position is essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations.
- Where involved in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Independently

Required to make well thought through, sound judgements and decisions on:

- Application of specialist engineering and technical expertise, advice and recommendations, providing strategic perspectives, including for the PIP and DCPs, to resolve issues / determine and apply corrective actions to many different stakeholders seeking advice or outcomes. The focus must always remain on achieving the key objectives of the role and the best possible infrastructure planning outcomes for the community.
- Assessing and forecasting financial resources, commitments, expenditure and payments required to meet work demands, including planning, priorities, and contingencies, applying business acumen to land acquisition, land use and developing a Land Bank and ensuring Council's position is maximised with funding options via DCP.

With Input from the Coordinator Asset Management

- Consider long and short term strategic, operational and community infrastructure planning issues.
- Develop funding proposals to seek external income options.
- Developing and managing business plans and budgets.

Recommends to the Coordinator Asset Management

- Provide ongoing and regular updates regarding improvements to work systems which result in cost savings and more efficient business practices.

Guidance

- Works under direction of the Coordinator Asset Management but has autonomy to research and recommend options, however guidance is not always available within the organisation

5. Specialist Skills and Knowledge

The essential position requirements include:

- Proficiency in the application of Council's strategic planning and business planning objectives in the search for solutions to new problems and opportunities. This will also require a significant depth and breadth of knowledge of Council's Priority Infrastructure Plan and Development Contributions Plan, relevant Acts, Regulations, Government and Council policies and the context which they are used for infrastructure planning with the conceptual and analytical capacity to create, unfold and implement an operational vision.
- Demonstrated successful application of engineering expertise to project planning and delivery to achieve corporate business requirements.
- Where involved in policy formulation, a proven successful record of strategic consultancy and thinking for Infrastructure Planning along with analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates, particularly to deal with sensitive and confidential internal and council issues.
- Contract management expertise and Business acumen are required, along with knowledge of / familiarity with the principles and practices of budgeting and relevant accounting and financial procedures and intermediate to advanced PC literacy, incorporating MS Office applications.

6. Management & Interpersonal Skills

The essential position requirements include:

- Managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set business objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. This includes the capacity to manage a broad range of projects and tasks simultaneously and achieve outcomes and expertise in planning work, monitoring performance and contracts and ensuring quality controls, independently as well as contributing to team objectives.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee's development schemes. They would be also expected to contribute to the development and implementation of long-term staffing strategies.
- Ability to gain cooperation and assistance from a diverse range of stakeholders, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Ability to liaise / network with their counterparts in other large organisations to discuss and resolve specialist technical problems and with other employees within their own organisation to resolve intra-organisational problems.
- Highly effective and professional interpersonal skills, incorporating verbal and written communication, presentation, customer service / consultancy, representation / advocacy, problem solving, conceptual thinking, mentoring and conflict resolution.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

- A relevant tertiary qualification in Engineering (and membership of a professional association plus registration with the Business Licensing Authority of Victoria as a Professional Engineer in the field of Civil Engineering) along with significant subsequent experience demonstrating expertise in providing specialist consultancy to infrastructure planning management on strategic issues and managing infrastructure planning case load within a large organisation. Relevant experience should include:
 - A successful track record of providing specialist engineering expertise and consultancy to management on strategic community infrastructure planning including the conceptual and analytical capacity to create and unfold a vision.
 - An excellent knowledge of:
 - Council's Priority Infrastructure Plan and Development Contributions Plan
 - Relevant Acts, Regulations, Government and Council policies and the context which they are used for infrastructure planning
- Business acumen to monitor and manage financial responsibilities and the capacity to effectively manage time, establish priorities and achieve business outcomes, despite conflicting pressures.
- Relationship and influencing skills to link and satisfy a diverse range of stakeholders and mentor and lead infrastructure planning colleagues and contractors.
- Demonstrated understanding of long-term goals of Council and of its values and aspirations and of the legal and political context in which it operates, in order to deal with sensitive and confidential internal and council issues.
- A current (and ongoing) valid Victorian Drivers Licence as well as satisfactory (and ongoing) Police Checks supplied prior to offer of employment and commencement.

Verification

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

Prepared by:

Name:	Alison Saunders	Signature:	
Date:	August 2021		

Manager:

Name:	Charles Taveira	Signature:	
Date:	August 2021		

Director:

Name:	Paul Kearsley	Signature:	
Date:	August 2021		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Charles Taveira

Signature

Date __/__/__

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Position Description

APPENDIX 1

Additional Key Responsibilities / Position Specific Responsibilities for all employees:

Business Unit Responsibilities

- Undertake Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively 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.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.