

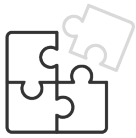
# Role Charter

<b>POSITION:</b>	<b>TRAINEE CIVIL DESIGN OFFICER</b>
<b>Reports to:</b>	Team Leader Design Initiation
<b>Accountable to</b>	Operations Manager Design & Projects
<b>Directorate:</b>	City Services
<b>Date revised:</b>	August 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To undertake a traineeship program in civil construction design and acquire the knowledge, skills and experience necessary to perform a variety of design functions whilst undertaking Certificate IV level study in Civil Construction Design.

To work alongside the Design Team to assist with the delivery of civil engineering design projects. provide accurate and efficient design documentation and advice for projects and works which are compliant with relevant standards, legislation and budgets.

## Core Accountabilities

1. Prepare concept and detailed design plans including use of 2D and 3D modelling for minor/simple civil infrastructure projects.

2. Assist in the provision of technical advice to council's internal and external customers on an agreed basis.
3. Support the Design Team with enquiries and requests from internal and external customers in an efficient and courteous manner.
4. Provide assistance with investigation of property and infrastructure issues, and in the reporting of findings and contribute to the identification of solutions.
5. Prepare cost estimates for minor/simple design projects.
6. Consult with asset managers and stakeholders to ensure designs meet the needs of the community.
7. Successful progression through the relevant Certificate IV level studies and appropriate application of skills in the work-related area.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **Eligibility Criteria**

Applicants must be an Australian Citizen or Permanent Resident.

Applicants must not have:

- Previously completed the same apprenticeship/traineeship or Certificate III or IV level qualification in the same stream (i.e. civil construction design).
- Completed a qualification whilst at school, that is the same traineeship at the same level (Cert III or Cert IV) as the one that you are applying for.

One of Maitland City Council's objectives is to enhance life skills and employment opportunities for local residents, therefore applicants from the Maitland local government area are encouraged to apply.

### **Essential Criteria**

1. Eligibility to undertake a Certificate IV in Civil Construction Design.
2. Genuine interest in civil design and engineering and a commitment to the traineeship.
3. Effective verbal and written communication skills.
4. Ability to provide project support including research, analysis and presentation of information.
5. Proven ability to work productively as a member of a team and contribute to team goals.
6. Class C Drivers Licence or possession of Provisional Licence prior to commencement of employment.

## **Desirable Criteria**

1. Experience with computer-aided design (CAD) software.
2. WHS Construction Industry Induction.

Date:

Agreed:

---

**Employee Name**

---

**Employee signature**