

Role Charter

POSITION:	COORDINATOR ENGINEERING & DEVELOPMENT
Reports to:	Manager Development & Compliance
Accountable to	Director City Planning
Group:	City Planning
Date revised:	April 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 coordinate the day to day operation of the section and to collaborate as a member of the department in delivering Maitland City Council's Operational Plan.

To ensure that the lead, joint and partnered accountabilities as outlined in Council's Delivery Program, are achieved through the active modelling of the Guiding Principles and within the Integrated Planning and Reporting and other organisational frameworks.

To enact Council's strategies and policies relevant to the section's operation as well as ensure the delivery of plans, programs, procedures and systems focussed on the attainment of the identified four- year objectives.

To lead, coordinate and ensure the efficient and effective delivery of a range of functions and services specific to the Subdivision and Development Engineering section, including coordinating the provision of quality and timely subdivision and development engineering services to internal and external

stakeholders and administration of contracts for work to standard.

Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

Management

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

Manage operations

- Support the Manager and the team in the effective delivery of Council's services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

Manage relationships

- Act as the primary link between the Manager and the staff of the team.

- Participate in nominated cross organisational teams.
- Establish and maintain productive relationships.

Manage performance

- Have input into business plans for the section for integration with Council's Strategic Planning.
- Monitor and report on team performance.
- Identify employee development and performance improvement within Council's workforce development framework.
- Focus on the continuous improvement.

Core Accountabilities

1. Coordinate the operation and functions of the Subdivision and Development Engineering section through a service-oriented, business-based approach.
2. Coordinate the assessment and approval of Engineering Plans for subdivision and development applications.
3. Coordinate the inspection and approval of all subdivision and development works in accordance with the relevant acts, regulations and adopted policies and associated frameworks.
4. Develop and review the organisation's engineering standards and provide input into land use and transport studies.
5. Liaise with applicants of development proposals relating to the preparation, submission and assessment of all engineering aspects to comply with the organisations strategies, policies and plans.
6. Assist and facilitate the role of the Development Control Unit.
7. Provide professional advice to government agencies and statutory authorities as necessary in the assessment of applications.

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.

Essential Criteria

1. Degree level qualification in Civil Engineering or equivalent (appropriate for eligibility for Engineers Australia membership or eligibility for Registered Engineer status).
2. Contemporary industry knowledge and demonstrated experience in Civil Engineering design/planning, with particular emphasis on development assessment and approval, and demonstrated knowledge of engineering plans and subdivision development.
3. Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives effectively and efficiently.
4. Demonstrated experience in negotiation and influencing with a range of diverse stakeholders to achieve desired outcomes.
5. Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.

6. Demonstrated ability to operate within defined budgets and to meet the operational and strategic financial targets of the organisation.
7. Contemporary experience with making decisions, utilising information, knowledge and experience to analyse and make specific recommendations.

Desirable Criteria

1. Cert IV in Frontline Management or equivalent.
2. Working knowledge of RMS, Ausroads, Australian Standards, Contract law in a local government context and other relevant legislations.
3. Demonstrated experience and use of Traffic (preferably SIDRA) and stormwater engineering software (preferably Drains) applications.
4. Current licences, tickets including:
 - Drivers licence
 - Apply Traffic Control plans
 - Select Modify Traffic Control Plans
 - Design and Inspect Traffic Control Plans
 - WHS Construction Induction Card.
5. Post graduate studies in Urban Planning.

Date:

Agreed:

Employee Name

Employee signature