

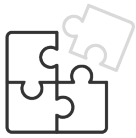
Role Charter

POSITION:	MANAGER DESIGN & PROJECTS
Reports to:	Executive Manager Assets Strategy & Engineering
Accountable to:	Director City Services
Directorate:	City Services
Date revised:	October 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 lead and coordinate the investigation, survey, civil design and documentation service of CAPEX projects undertaken by Councils design team.

To lead, coordinate and ensure the safe, efficient and effective delivery of a range of functions and services specific to the Design and Projects section.

To ensure that the lead, joint and partnered accountabilities as outlined in Council's Delivery Program, are achieved through the active modelling of Council's 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.

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

(5 - 10 accountabilities)

1. Coordinate, plan, schedule and support the investigation and design of civil infrastructure projects in the Local Government area in a manner fit for purpose on time, within budgetary constraint, grant deeds and reporting requirements.
2. Ensure the delivery of the designs for the Capital Works Program.
3. Prepare briefs, contract documents and specifications for works to be undertaken by consultants; and provide specialist technical advice on agreed project briefs.
4. Assess the feasibility of significant infrastructure development or asset management projects and develop innovative solutions for successful project outcomes.
5. Ensure Council meets all legislative, regulatory and best practice obligations related to engineering and designs and provide technical advice and recommendations to ensure continuous improvement. This includes safety in design reviews of project designs.
6. Consult and liaise with government agencies and statutory authorities in preparation of design and as part of the approval process for designs as well as liaising with internal and external stakeholders and contractors as required.
7. Supervise the execution and performance of contracts and administer contracts as required, including acting as Superintendent or Superintendent's Representative under contracts, ensuring the project is carried out in accordance with the project scope budget allocations and time constraints whilst adhering to safety and environmental codes.
8. Lead, coach and develop staff and proactively manage the employment relationship.
9. Prepare reports for internal consideration and/or for submission to Council or its committees as required.

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 in Civil Engineering or related discipline.
2. Contemporary industry knowledge and extensive experience in civil design, with a particular emphasis on its application to:
 - Design for roads, drainage, shared paths and recreation facilities
 - Drainage design including surface and subsoil drainage
 - Construction procedures for civil engineering works
 - Pavement design
 - Project estimation and construction
3. Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives effectively and efficiently.
4. Demonstrated experience in project management including the coordination of external and internal stakeholders, within the determined timeframe and budget.
5. Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.
6. Demonstrated ability to prepare and manage defined budgets and to meet the operational and strategic financial targets of the organisation.
7. Demonstrated experience to exercise sound judgement in complex decisions.
8. Class C driver's licence.

Desirable Criteria

1. Certificate IV Leadership and Management or related discipline.
2. Demonstrated experience in civil construction, transport and traffic management, erosion and sedimentation control, structural design and contract management.
3. Working knowledge of relevant legislation including the Infrastructure SEPP, Environmental Planning & Assessment Act (part 5)1979, Local Government Act 1993 and Roads Act 1993.

Date:

Agreed:

Employee Name

Employee signature