

Position Title	Coordinator Development Engineering Services
Department	City Assets
Division	
Unit	Infrastructure Services
Team	Development Engineering Services
Supervises	3
Reports To	Manager Infrastructures Services
Grade	K
Date Prepared	2/10/2026
Date Last Updated	

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary Purpose of Position

Lead the Development Engineering Services team and undertake complex engineering assessments of development applications, work permits and related public domain proposals. Coordinate Council's engineering assessment and advice for State Significant Development and other major projects, protecting public infrastructure, public safety and community amenity. Deliver timely, consistent and technically sound recommendations and decisions in accordance with legislation, Council policies and delegated authority.

Accountabilities

- Lead, supervise, mentor and develop the Development Engineering Services team, managing performance, workloads and service delivery outcomes.
- Assess and determine engineering referrals, work permits, post-consent applications and major development proposals including State Significant Development and Infrastructure projects.
- Review and approve engineering plans, reports and infrastructure proposals relating to roads, drainage, stormwater, flooding, subdivisions, public domain works and associated assets in accordance with legislation, Council standards and delegated authority.
- Determine applications under the Roads Act 1993, Local Government Act 1993 and other relevant legislation, including approvals affecting Council infrastructure and the road reserve.
- Prepare and endorse engineering conditions, assessment reports, technical advice and recommendations to support development outcomes and protect Council assets.
- Manage assessment workflows, statutory timeframes, compliance obligations and corporate records to ensure efficient and accountable decision-making.
- Represent Council in meetings, negotiations and consultations with developers, government agencies, utility providers and other stakeholders.
- Oversee engineering bonds, securities, asset protection requirements, infrastructure handover and developer-delivered works.
- Prepare Council reports, management briefings and expert evidence, including representation in court proceedings where required.

- Monitor service performance, budgets, fees and continuous improvement initiatives to enhance customer outcomes and operational efficiency.
- Ensure compliance with legislative, governance, safety, records management, fraud prevention and conflict-of-interest requirements.
- Contribute the development of a culture of customer service excellence and continuous business improvement within the team, unit and department.
- Perform additional related tasks as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
People Leadership		
Manage and Develop People	Advanced	• Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Resources		
Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
Results		
Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results

		• Implements and oversees quality assurance practices
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS Responsibilities Matrix (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary degree qualifications in Civil Engineering recognised in Australia, or an approved equivalent.
- Current Class C driver licence.
- General Construction Induction Training Card—White Card.

Essential Experience

- Extensive experience in development engineering assessment, civil design and construction for urban development, including roads, drainage, public domain works, access and subdivisions.
- Demonstrated experience assessing complex development referrals, Work Permit applications and public domain proposals, and preparing technically sound conditions, reports and recommendations.
- Strong working knowledge of the Environmental Planning and Assessment Act 1979, Roads Act 1993, Local Government Act 1993, applicable regulations, planning instruments and statutory and delegated authority.
- Demonstrated experience leading and developing technical staff, allocating workloads, monitoring assessment timeframes and addressing performance and service delivery issues.
- Experience reviewing engineering designs, specifications, cost estimates, stormwater, flooding, traffic management and public infrastructure proposals
- Experience in subdivision assessment, engineering compliance, infrastructure delivery, securities management and asset handover processes.
- Demonstrated ability to provide expert technical advice, prepare reports and represent the organisation in stakeholder, regulatory and legal proceedings.
- Proficiency in corporate systems, records management and relevant engineering software.

Desirable Qualifications and or Experience

- Postgraduate qualifications in engineering, leadership, management or a related discipline.
- Chartered Professional Engineer status or relevant professional registration and membership.
- Experience with State Significant Development, State Significant Infrastructure and major urban renewal projects.
- Working knowledge of Pathway, GIS, SAP, DRAINS, MUSIC or similar industry systems and software.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐

Does this position have an inherently high risk for fraud and corruption?

☒☐