

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Land Development Officer	1712
CLASSIFICATION	ANZSCO CODE
Band 5	233211
DEPARTMENT	DIVISION
Development Engineering	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 9 2023	Phoenix Building

Position Objectives

The Land Development Officer position is part of the service within the Land Development Team that provides engineering services to the Statutory Planning Unit for new developments requiring planning permits. The service also undertakes the review of detailed engineering design plans for new subdivisions and undertakes the supervision of the construction of these works, which are subsequently transferred to Council ownership.

The position works with the Senior Land Development Officer and will be broadly responsible for:

- Assist Senior Land Development Officer to review detailed engineering design plans for new subdivisions which are subsequently transferred to City of Ballarat for ownership.
- Ensuring infrastructure assets created through subdivision or other developments are constructed in accordance with relevant engineering standards and standards acceptable to City of Ballarat.
- Ensuring the provision of accurate and reliable technical advice to civil contractors, external customers and to internal organisational service and policy areas.

Key Responsibility Areas

- Undertake effective audits and reviews of private development works including drainage, road pavement and construction works to ensure that works are being undertaken in conformance with approved plans and specifications.
- Actively liaise with and provide information to external stakeholders including civil contractors, developers, engineering consultants and licensed surveyors with regard to property developments and construction related activities.
- Review and assess Closed Circuit Television (CCTV) reports for constructed drainage systems.
- Assist Senior Land Development Officer to undertake the review and checking of subdivisional and development plans and specifications to ensure that works are designed in accordance with appropriate engineering standards.
- Assist in the provision of clear information and guidance on Council policies, guidelines, codes, regulations relevant to matters under control of the Land Development Team.

REPORTS TO:	DIRECT REPORTS:
Manager Development Engineering	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
All City of Ballarat Staff	Engineering consultants and contractors Land Developers Licensed surveyors Residents and general public Government departments and agencies

Accountability and Extent of Authority

- Accountable for the supervision of works to ensure compliance with approved plans and specifications.

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- Responsible for preparing correspondence between City of Ballarat, consulting engineers and land surveyors, contractors and developers.
- Accountable to provide contractors, developers and the general public, with precise information on Council policies, procedures and practices, relevant to land development.
- Assist in the development of policy on matters which will promote improved development processes.
- Exercise a duty of care, based on sound engineering knowledge, practices and principles.

Judgement and Decision Making

- Use demonstrated professional judgement and creativity in dealing with or solving construction related issues or other matters relating to private developments. (Guidance is usually available from within the Land Development team).
- Experience and competence to provide sound solutions, advice and recommendations on matters relating to land development and construction issues.
- Ability to apply set standards and Council policies to solve engineering problems.
- Exercise discretion to ensure independence and fairness is achieved through all actions particularly when directing others.

Specialist Skills and Knowledge

- Sound knowledge and experience of civil engineering construction techniques applicable to the field of municipal engineering.
- Knowledge and understanding of the accepted standards and practices appropriate to municipal and civil engineering relating to land development, especially in the fields of road, drainage & concrete construction and earthworks and liaise with the Senior Land Development officer for advice as required.
- Ability to assess the quality of workmanship and discern the probable cause of any failures.
- Ability to read, interpret and understand civil engineering drawings and other related documentation.
- Ability to interpret enquiries from contractors, consulting engineers, developers & the general public and provide advice in a timely, accurate and courteous manner.
- Ability to contribute technical assistance to other staff and to other City of Ballarat Divisions as required.
- Sound understanding of Microsoft Office applications computer-based applications.
- Ability to assess the need for Occupational Health & Safety precautions at works sites for the protection of workers, passing traffic and the general public.

Management Skills

- Demonstrated ability to effectively and efficiently plan, organise and prioritise own work to achieve organisational objectives within scheduled timetables.
- Knowledge of Equal Employment Opportunity and Occupational Health & Safety principles and procedures.
- Demonstrated ability to actively participate in the implementation of a culture of customer service and ensure that these services are part of the daily culture and routine in a team environment.

Interpersonal Skills

- Excellent written and verbal communication skills, including the proven ability to write objective reports with practical recommendations.
- Excellent interpersonal and team-working skills including the ability to interpret enquiries from contractors, consulting engineers, developers and the general public, and investigate, solve and advise appropriately in a timely, accurate and courteous manner.
- Demonstrated ability to liaise with and obtain cooperation and assistance from other staff, contractors, consultants & developers.

Qualifications and Experience

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- A tertiary degree or diploma in Civil Engineering, or, lesser formal qualifications with work skills and several years' relevant experience.
- Proven ability to learn new concepts particularly in the field of municipal engineering construction with an emphasis on road, drainage and concrete construction.
- Demonstrated experience in the use Geographic Information Systems (GIS).
- Current driver's licence.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- A tertiary degree or diploma in Civil Engineering, or, formal qualifications with work skills and several years' relevant experience.
- Analytical and problem-solving skills related to a range of civil engineering functions
- Excellent interpersonal and team working skills including the ability to interpret enquiries or complaints from contractors, consultants, developers and the general public and to investigate, solve and advise appropriately in a timely, accurate and courteous manner.
- Excellent written and verbal communication skills including the ability to write objective reports with practical recommendations.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

City of Ballarat Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our

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employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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