

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Coordinator Design and Development

Our vision

Together, towards an even better lifestyle.

1. Position details

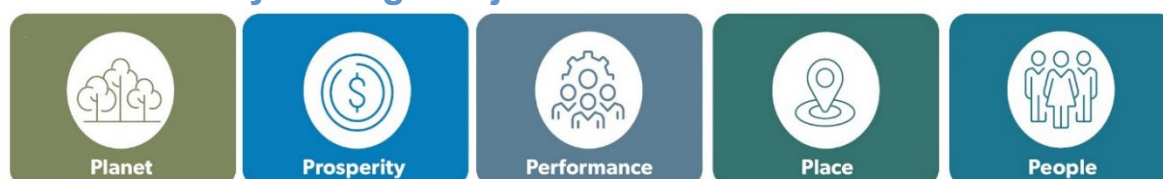
Directorate:	Infrastructure Services	Level: 9
Reports to:	Manager Infrastructure Services	
Supervision of:	Senior Engineering Technical Officer Engineering Technical Officers	
Significant Working Relationships:	Manager Infrastructure Services Coordinator Assets Superintendent Infrastructure Operations Developers, Consultants and Contractors State and Federal Authorities External Stakeholders	

2. Position summary

The Coordinator Design and Development provides technical and operational leadership in the planning, design, and assessment of infrastructure and development projects within the Shire.

Reporting to the Manager Infrastructure Services, the role coordinates the delivery of engineering design, documentation, tendering, and development compliance activities. The position ensures all designs, developments, and construction activities meet the Shire's engineering and safety standards, while supporting capital work delivery and providing technical guidance to officers and consultants.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Leadership and Team Coordination	<ul style="list-style-type: none">• Provide day-to-day leadership, mentoring, and technical support to Engineering Technical Officers and Design Officers.• Coordinate work programs to ensure design and documentation deliverables meet timelines, budgets, and quality standards.• Promote teamwork, accountability, and continuous improvement within the design and development function.• Provide oversight of design projects and development submissions.• Lead team meetings to review departmental activities.• Collaborate with other coordinators and the Superintendent Infrastructure Operations to support integrated project delivery.
Project Design and Project Documentation	<ul style="list-style-type: none">• Prepare and review concept designs, drawings, cost estimates, and specifications for civil infrastructure projects.• Lead and coordinate all pre-approval requirements for capital work projects, ensuring project statutory compliance prior to construction commencement.• Coordinate and review external consultant designs to ensure compliance with Shire standards and statutory requirements.• Lead and prepare tender and contract documentation for externally delivered capital infrastructure projects, or projects as specified, in accordance with procurement policies and relevant legislation.• Prepare, manage and implement technical strategies and plans for municipal infrastructure.• Maintain current knowledge of AustRoads, AusSpec, and other relevant Australian Standards.
Development Engineering and Compliance	<ul style="list-style-type: none">• Assess and approve traffic management plans in accordance with Australian Standards and the MRWA Traffic Management Code of Practice.

	<ul style="list-style-type: none"> • Analyse, evaluate and sign-off on submitted engineering/development documentation including drawings and specifications relation to structure plans, subdivisions, development applications, and building permits. • Liaise with developers, consultants, contractors and government agencies and provide authoritative advice on the Shire's standards, requirements and sound engineering practice • Coordinate onsite meetings with developers on construction matters inclusive of safety, quality, environment, costs, and program review. • Provide professional advice and support to the Manager Infrastructure Services on all development matters. • Ensure all 'as constructed' documentation is received, reviewed, and forwarded to the Coordinator Assets for asset management updates.
Capital Works and Support	<ul style="list-style-type: none"> • Assist in developing and delivering Shire's annual capital works and renewal programs. • Provide design and documentation support for construction projects and liaise with the Superintendent Infrastructure Operations during delivery. • Monitor project performance and ensure design variations are reviewed and approved in accordance with policy. • Project manage externally delivered capital infrastructure projects as specified, in accordance with procurement policies and relevant legislation. • Coordinate onsite meetings with external contractors on construction matters inclusive of safety, quality, environment, costs, and program review. • Assist in the preparation of grant applications, submissions, and technical reports for infrastructure funding.
Financial and Governance	<ul style="list-style-type: none"> • Coordinate, monitor and action the financial performance of the Design and Development business unit against the Shire's annual budget. • Liaise and coordinate all development financial contributions conditioned to the Infrastructure Services, inclusive of direct infrastructure contributions/delivery, public open space, extractive industry road maintenance fees, etc.

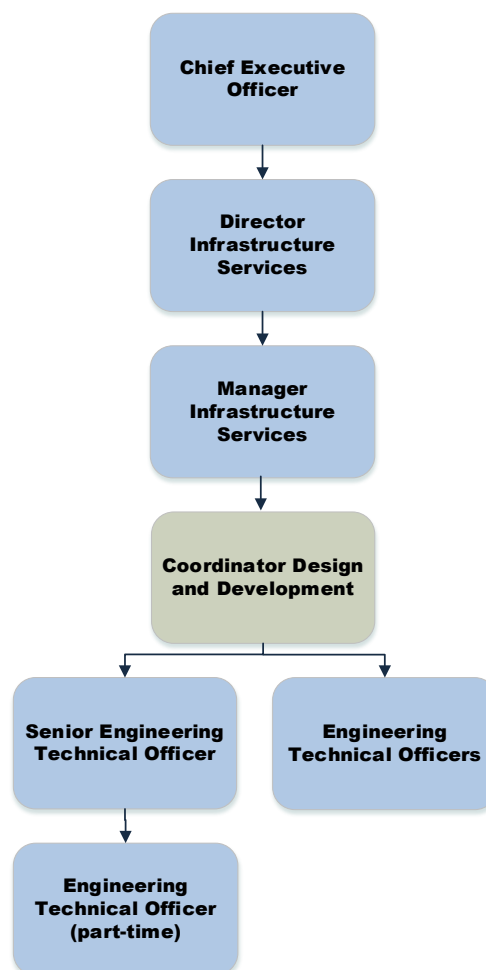
	<ul style="list-style-type: none"> • Ensure design activities are delivered within approved budgets and timelines. • Coordinate project cost estimation and financial reporting for design and tendering stages. • Ensure all design, assessment, and documentation activities comply with the Shire's governance and risk management frameworks.
Customer Service	<ul style="list-style-type: none"> • Foster, advocate and implement the Shire's Customer Service Charter • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information, service, or redirect the customer to the appropriate service provider.
Human resource management	<ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Review others and participate in the annual performance appraisal process. • Identify training requirements for the continued growth of the Design and Development Team.
Work Health and Safety	<ul style="list-style-type: none"> • Ensure all design and development activities comply with the <i>Work Health and Safety Act 2020</i> and associated regulations. • Incorporate safety in design principles into all project planning and documentation. • Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely. • Identify, assess and control hazards within their area of responsibility. • Promote a culture of workplace safety, risk awareness, and environmental responsibility by acting as a role model and demonstrating good work behaviors. • Apply sound operational risk management practices within the work environment.
Compliance	<ul style="list-style-type: none"> • National Police Clearance. • Current 'C' Class Driver's Licence.
Organisational	<ul style="list-style-type: none"> • Create and capture records of work activities in line with policies and procedures.

- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- The position operates under the broad direction of the Director Infrastructure Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Diploma or Advanced Diploma in Civil Engineering or a related discipline, or equivalent experience.
2. Minimum 3 years demonstrated experience in civil engineering design, documentation, and project coordination in a local government or equivalent environment.
3. Demonstrated experience in preparing tender and contract documentation for infrastructure works.
4. Experience in traffic and transport design, water sensitive urban design, or drainage modelling.
5. Demonstrated experience in civil engineering infrastructure planning, implementation and management relating to roads, drainage, footpaths and other public works.
6. Sound knowledge of engineering standards, design principles, and relevant legislation including the *Local Government Act 1995*.
7. Demonstrated experience assessing subdivision and development engineering drawings and specifications.
8. Proficiency in design and drafting software (AutoCAD or equivalent) and Microsoft Office applications.
9. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
10. Strong interpersonal, communication, and stakeholder engagement skills.
11. Demonstrated ability to lead and develop technical staff.
12. Current 'C' Class Driver's Licence.

Desirable

1. Familiarity with asset management principles and systems integration.
2. Working knowledge of statutory requirements including the *Local Government Act 1995*, the Planning & Development Act and other relevant legislation
3. Membership of the Institute of Public Works Engineering Australasia (IPWEA) or Engineers Australia.