

POSITION DESCRIPTION

Senior Design Engineer

Position number	TBC	
Directorate	Community Assets & Infrastructure	
Service unit	Engineering Services	
Classification	Band 7 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Traffic & Design Coordinator
	Directly supervises	Not Applicable
	Internal relationships	Staff at various levels
	External relationships	Contractors, consultants, statutory authorities, government authorities, residents and public.
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager, Community Assets & Infrastructure	
Date	July 2025	
Position purpose	<p>The role of Senior Design Engineer is to support Engineering Services in the preplanning and design delivery of Councils Capital Improvement Program (CIP).</p> <p>This role is responsible for overseeing the design development of a range of civil infrastructure projects, including roads, drainage, active transport, traffic, and township improvement initiatives.</p> <p>The position requires robust design proficiency and project management expertise to ensure delivery of high-quality, compliant design outcomes within designated timeframes and available resources.</p>	

Key responsibilities and duties

Design

- Prepare functional, concept, preliminary and detailed design drawings using CAD software for road, traffic, and drainage infrastructure, aligned with the Capital Improvement Program.

- Deliver detailed designs to a high standard, incorporating quality assurance measures that demonstrate cost-effectiveness and value to Council.
- Apply logical and critical thinking to identify and implement design improvements that achieve strategic and project-specific objectives.
- Communicate and justify design decisions to project sponsors, stakeholders, and internal teams throughout the design and pre-planning phases.

Project, Contract & Stakeholder Management of Designs

- Manage the end-to-end delivery of externally prepared designs, including oversight of contractors, consultants, and technical specialists.
- Review, assess, and provide direction on submitted design drawings, technical reports, and design files to ensure quality and alignment with Council expectations.
- Monitor and ensure achievement of project milestones and quality benchmarks within agreed timelines and budget parameters.
- Engage with stakeholders, including internal project sponsors, service authorities, and control groups to guide design outcomes that deliver best value to Council.

Technical

- Provide technical guidance to staff in the use of CAD applications.
- Oversee the use of CAD across the team to ensure consistency in presentation standards, plotting, and templating, both internally and among external consultants.
- Assist and advise Council's Project Delivery teams on final cost estimates, tender documentation, and ongoing design considerations throughout the construction phase.
- Manage and assess consultant investigations, ensuring findings are reviewed and acted on within allocated timeframes.
- Monitor design scopes, address cost escalation (scope creep), and ensure deliverables meet project and stakeholder expectations.
- Use software tools including Microsoft Office and GIS applications to support documentation and spatial analysis requirements.

General

- Support the delivery of the pre-planning phase of the Capital Improvement Program, as directed by the Traffic and Design Coordinator.
- Report proactively on project status, risks, and opportunities to the Traffic and Design Coordinator, ensuring clear and timely communication.
- Comply with Council policies, procedures, professional standards, and all applicable legislative and regulatory requirements.
- Deliver professional, efficient, and responsive customer service in both written and verbal interactions, meeting Council's communication standards and timeframes.
- Maintain awareness of developments in municipal engineering, technology, and relevant codes and regulations.

- Undertake additional duties within the scope of the role, skills, and training, as directed.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

through demonstrated
behaviours

Classification definitions

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> • Accountable for the planning, development, and delivery of civil design projects and ensuring compliance with Council policies and standards. • Responsible in the Quality, and timely delivery of inhouse designs using CAD software within the specified timeframes and departmental KPI's. • Responsible for project managing external consultants and contractors to complete external designs allocated as part of the Capital Improvement Program. • Accountable for all allocated tasks conducted in accordance with Council's policies and procedures, Professional Standards, and Codes of Practice, Acts, Guidelines and Regulations in a timely, accurate and efficient manner. • Undertake external engagement on key design projects, within positions control to ensure Council's objectives met. • Maintain and manage relevant and accurate records of tasks conducted, ensure correspondence is available.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> • Strong analytical, practical, and critical thinking skills in the design of road, drainage, and in traffic, capable to communicate rationale on decisions made that enhances preferred design outcomes completed on time and within budget. • Sound professional experience and understanding of design principles, current standards, and regulations that Council operates within, ensuring quality design outcomes and best value principles achieved. • Demonstrate problem solving capabilities, judgement, and decision-making activities with inhouse designs that leads to desirable outcomes to Council and delivery of designs within designated timelines. • Direction is available from the Traffic and Design Coordinator; specialist advice and guidance may need to be source externally where required.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • Demonstrated expertise in the application of engineering design principles across roads, drainage, traffic, and township improvements.

	<ul style="list-style-type: none"> • Demonstrated knowledge in contract management and project management principles. • Widespread understanding of the financial implications with design timelines and scope variations, and the capability to manage and monitor costs and look at alternatives that can maximise cost savings for current and future designs. • Sound understanding of relevant legislation, standards (e.g. Austroads, Australian Standards), and environmental design considerations.
Management skills	<ul style="list-style-type: none"> • Strong time management, prioritisation, and planning skills of one's own work, in the delivery of the Council's Capital Improvement Program. • Have a strong understanding of OH&S and Risk requirements during design and into construction, identifying and recording how design risks managed and highlight risk mitigations strategies that will improve safety in design, construction, and maintenance. • An understanding of the long-term goals of the Engineering Services Service Unit and of the relevant policies of both the Service Unit and Council.
Interpersonal skills	<ul style="list-style-type: none"> • Prominent level of oral communication skills and the ability to communicate clearly and professionally with stakeholders, staff at all levels, contractors, the public and other organisations. • Prominent level of written skills and the ability to prepare technically correct and concise contract documentation, memos, letters, and Council reports. • Prominent level of negotiation skills and the ability to gain co-operation and assistance from other Council staff, contractors, and officers from other organisations. • Demonstrated ability to lead, motivate, and mentor engineers in a team environment, and to assist the coordinator with fostering and development of engineers within the team.

Qualifications, skills and experience

Qualifications

- A tertiary degree in Civil Engineering, or a degree in Engineering Technology (Civil) with an advanced diploma in Engineering, recognised by Engineers Australia.
- Post degree qualifications in Engineering, Engineering Management or in Project Management is desirable.

Skills and experience

- Demonstrated experience in the areas CAD and of Civil Design (Roads, drainage, and Traffic) in the planning, design, and delivery of public realm infrastructure.
- Demonstrated experience in Project Management, procurement, and consultant management for associated design services.
- Ability to deliver designs within delegated and competing timeframes.
- Demonstrated accountability in monitoring and managing project budgets, understanding of finance systems, and forecasting.
- Proven strong focus on developing and delivering high standard customer service both internally and externally in a timely manner.
- Advanced communication skills (written & verbal) with the ability to develop strong working relationships both internally and externally.
- Excellent stakeholder engagement and negotiation skills, resulting in optimal design outcomes for Council and the community, balancing multiple priorities and perspectives effectively.

Licences and registrations

- Current valid Victorian Drivers Licence.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head				✓
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting			✓	
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions			✓	
Wearing safety shoes/boots (steel cap)		✓		
Wearing hearing / eye protection			✓	
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights	✓	✓		✓
Working in confined spaces				✓
Working in heat (over 35 C)			✓	
Working in cold (under 5 C)			✓	

Driving vehicles	✓			
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription				✓
Handling difficult customers onsite		✓		
Handling difficult customers offsite		✓		
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.