

# Position Description

## Cadet Development Engineer



Directorate	Infrastructure
Location	Berrigan, Tocumwal, Finley, Barooga
Classification/Grade/Band	T8
Position Code	CDE
Date position description updated	26 February 2025

### Council overview

The Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands.

This position provides the incumbent with the opportunity to support the advancement of Council's Engineering standards and contribute to the growth and development of Berrigan Shire Council.

### Council values

#### Teamwork

*A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title.*

#### Reliability

*Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.*

#### Honesty

*A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes.*

## Service

*Service is the core of our commitment to the community and is well considered and strategic in its delivery.*

## Primary purpose of the position

The primary purpose of this role is to provide support the Asset Engineering Manager by providing comments on engineering plans submitted by developers at various stages (e.g., concept, detailed design), supervising subdivision construction works and conducting Roads Act approvals and inspections.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Investigate, survey, design and prepare drawings for engineering works,
- Work with the applications lodged by private developers,
- Provide comments on engineering plans submitted by developer in various stages (concept, detailed design and as built etc),
- Work on Road Act approvals and undertake inspection.
- Works closely with planners, design engineer, building inspectors, overseers to get an opportunity to learn from a range of development professionals.
- Gain knowledge of Council's engineering and works functions including policies and procedures, and an understanding of Council's corporate program systems relevant to the work area.

## Key challenges

- Working within strict timelines to ensure comments on engineering plans provided within required timeframe.
- Respond to internal and external stakeholder requests in an appropriate and timely manner.
- Gain knowledge of engineering standards and requirements legislative acts in short period of time.
- Ensuring the accuracy of collated and entered data.

## Key internal relationships

Who	Why
Asset and Engineering Manager	<ul style="list-style-type: none"><li>• Direct Report</li><li>• Provide initial comments on engineering plans of subdivision works.</li><li>• Report regarding progress, any issues and quality subdivision construction works</li></ul>
Design Engineer	<ul style="list-style-type: none"><li>• Take guidance from and work alongside</li></ul>
Graduate Project Engineer	<ul style="list-style-type: none"><li>• Assist with the development of projects including discussions regarding any alterations</li></ul>
Planner	<ul style="list-style-type: none"><li>• Get information and provide comments on engineering plans with the guidance of Asset and Engineering Manager</li></ul>
Director of Infrastructure	<ul style="list-style-type: none"><li>• Provide assistance and seek guidance</li></ul>

## Key external relationships

Who	Why
Public Authorities	<ul style="list-style-type: none"><li>• Liaise and discuss proposed installations and projects</li></ul>
Ratepayers	<ul style="list-style-type: none"><li>• Assist with inquiries</li></ul>

## Key dimensions

### Decision making

This position is responsible and accountable for decisions relating to the:

- Location of infrastructure with the guidance of Asset and Engineering Manager
- Provide instruction on Roads Acts approval and inspection.

### Reports to

- Asset and Engineering Manager





### Essential requirements

- Studying a degree in Civil or environmental engineering leading to graduate membership of Engineers Australia;
- Strong written and oral communication skills;
- Willingness to learn;
- Class C Driver's Licence;
- SafeWork NSW Construction Induction (White Card).

### Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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 Local Government Capabilities Frameworks

Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Intermediate</b>
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
 Relationships	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	<b>Create and Innovate</b>	<b>Foundational</b>
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

## 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 at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"><li>• Understands what needs to be done and steps up to do it.</li><li>• Pursues own and team goals with drive and commitment.</li><li>• Shows awareness of own strengths and weaknesses.</li><li>• Asks for feedback from colleagues and stakeholders.</li><li>• Makes the most of opportunities to learn and apply new skills</li></ul>
<b>Personal Attributes</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"><li>• Takes responsibility for own actions.</li><li>• Completes tasks he/she has agreed to on time.</li><li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly.</li><li>• Takes care of own and others' safety and wellbeing by following safe work practices</li><li>• Identifies and speaks up about risks in the workplace</li></ul>
<b>Relationships</b> Community and Customer Focus	Foundational	<ul style="list-style-type: none"><li>• Shows awareness that he/she is working for the community.</li><li>• Shows respect, courtesy and fairness when interacting with customers and members of the community.</li><li>• Listens and asks questions to understand customer/community needs.</li><li>• Informs customers of progress and checks their needs are being met.</li></ul>
<b>Results</b> Create and Innovate	Foundational	<ul style="list-style-type: none"><li>• Contributes own knowledge and ideas.</li><li>• Suggests improvements to the way work is done</li></ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"><li>• Shows confidence in using core office software and other computer applications.</li><li>• Makes effective use of records, information and knowledge management systems.</li><li>• Supports the introduction of new technologies to improve efficiency and effectiveness.</li></ul>

Approved:  
Karina Ewer

Signature:


Date:  
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Accepted:  
XXX

Signature:

Date:  
XXXX

**Berrigan Shire Council**

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