

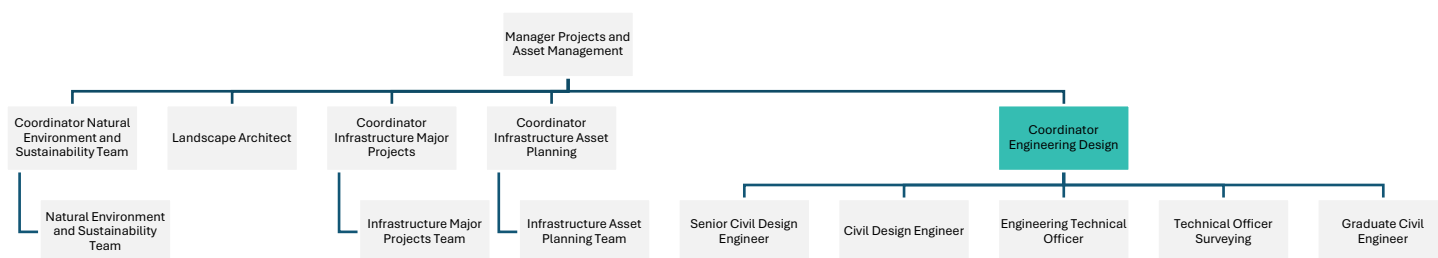
Position Title:	Coordinator Engineering Design		
Position Level:	Level 8/9	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Infrastructure	Position Number:	HR5020
Business Unit (Department):	Projects & Asset Management	Primary Location:	Works Depot
Team:	Engineering Design	Hours:	76 / Fortnight
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.			
This document is available in alternative formats (e.g. larger font) if requested.			

Position Objectives

The Coordinator Engineering Design is responsible for delivering timely and technically sound engineering guidance to the Infrastructure Directorate, supporting the performance and ongoing improvement of the City's civil infrastructure assets. This role also oversees the design and documentation of civil infrastructure projects within the City's Capital Works Program, ensuring outcomes are delivered to a high standard.

As a coordinator role, this position also plays an important part in developing the City of Bunbury's organisational culture, engaging staff and working to continually improve services.

Projects & Asset Management Structure



Key Accountabilities

- Coordinate the preparation and delivery of engineering design projects from concept through to construction-ready documentation.
- Initiates and arranges for Infrastructure studies such as transport/traffic management, drainage studies and modelling.
- Coordinate the provision of surveying services to support concept and detailed design, project delivery and as constructed documentation requirements.
- Coordinate the assessment and technical approvals for Verge Treatment Applications, Crossover Applications, Works in Thoroughfare, Traffic Management Plans, Right of Access Vehicles (RAV) & Extra Mass Vehicle Route Assessments and Geographic Names.
- Coordinate the City's bus shelter network and renewal program.

Authority and accountability

- Provides best practice and contemporary strategic engineering advice to internal and external stakeholders.
- Review and assess engineering designs, and specifications for compliance with relevant standards and industry guidelines.
- Provide data-driven insights, recommendations, and decision support to executive leaders to enable informed, strategic decision-making that drives the City's engineering design.
- Ensure documentation and reports are produced and distributed within agreed timelines and quality standards.
- Lead and manage the delivery of the design phase of the Capital Works Program from concept through to construction ready documentation.
- Project manage contractors and consultants to undertake engineering design services.
- Assist in developing and maintaining relevant engineering procedures, frameworks and templates.
- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Ensure correspondence is responded to within agreed timelines and quality standards.

Judgment and problem solving

- Undertake analysis and monitoring of schedules relating to engineering design project deliverables.
- Prepare, develop, and schedule the delivery of engineering design project plans and deliverables.
- Prepare and submit reports to Council and attend Council briefings and meetings as required.

- Develop and implement systems, procedures, policies and guidelines relevant to the team's service requirements.
- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.
- Prepares and reviews technical specification to engage consultants and contractors for infrastructure works as per the City's procurement policy.
- Identify, assess and resolve engineering design issues through the application of professional judgement and technical expertise.

Specialist knowledge and skills

- Conduct research and analysis to identify emerging trends, challenges, and opportunities that can inform the strategic direction of engineering design programs and initiatives.
- Contribute to the development of annual and forward capital improvement and renewal programmes for all infrastructure asset groups based on asset management principles.
- Coordinates or assists in the developments of applications to obtain required environmental, aboriginal, heritage, marine and other statutory clearances.
- Maintain knowledge and understanding of current engineering design trends, principles, and practices.
- Participate in training programs and initiatives to enhance professional performance.
- Prepare clear and persuasive documentation to support engineering design practices.
- Interpret policy, research, and project information to inform recommendations and decisions.

Management skills

- Oversee leadership of the Engineering Design staff, including monthly performance conversations, annual performance review, leave requests and timesheet approvals.
- Develop and implement projects to a high professional standard and in keeping with the strategic priorities of the organisation.
- Manage the procurement of engineering consultancy services in accordance with Council procurement policies and procedures.
- Provide mentoring, guidance and support to team members, fostering a culture of continuous improvement, knowledge sharing, and collaboration.
- Allocate team resources and manage workflow to ensure timely and quality service delivery across Engineering Design services.
- Manage budgets, procurement, and contracts, including external consultants for engineering design services when required.
- Build staff capacity to ensure Engineering Design outcomes are met.
- Ensure Workplace Health and Safety standards are within compliance.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards
- Undertake other duties as directed by the Manager Projects and Asset Management.

Interpersonal skills

- Liaise with local, state and federal government agencies, industry bodies and other stakeholders to foster continuous improvement to engineering design practices.
- Represent the City at relevant forums, committees and working groups.
- Collaborate with other departments, such as Infrastructure Asset Planning & Infrastructure Maintenance Services, to ensure a coordinated approach to related initiatives and projects.
- Act in accordance with COB values and in a manner that works to positively impact the Bunbury community and improves the sustainability and reputation of the City.
- Act as a trusted advisor to senior leadership on engineering design initiatives.

Key Relationships

Reports To	• Manager Projects and Asset Management
Supervises	• Senior Civil Design Engineer • Civil Design Engineer • Engineering Technical Officer • Technical Officer Surveying • Graduate Civil Engineer
Indirect Positions Managed	• Nil
Key Internal Relationships	• All City of Bunbury Employees • Executive Leadership Team • City of Bunbury Management Team • Infrastructure Departments

Key External Relationships	• Elected Members • Industry Specific Professional Groups • Community Groups • Local, State and Commonwealth Government Agencies • Local Business • City of Bunbury Ratepayers and Residents • General Public • Contractors and Consultants
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Financial Accountability and Delegations

Financial Accountability	• Acts within established practices. • Purchasing limit \$11,000
Delegations	• Nil

Extent of Authority

This position may exert influence in the following:
• Authorised to sign timesheets in accordance with established Policy and Procedure. • Prioritise own work to ensure all tasks are performed within a satisfactory timeframe. • Exercise initiative and/or judgement within clearly established Policies and Procedures. • Is fully accountable for the content, accuracy, validity and integrity of advice provided. • Makes decisions and acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines. • Ensures the team operates within established budget and resource parameters while maximising efficiency and outcomes. • Leads, empowers, and guides the team to uphold compliance with legislation, policies, and procedures. • Signing-off obligations and actions in the system once they reach practical completion.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Degree or equivalent, or extensive experience in Civil Engineering and eligibility for membership with the Institute of Engineers Australia.	✓	
Certificate or Diploma in Leadership and Management or equivalent.	✓	
Extensive experience in civil engineering design, cost estimation, contract preparation and administration.	✓	
Australian professional work experience.	✓	
Registered Professional Engineer.		✓
Experience in a public sector engineering environment.		✓
Previous experience in leading and managing a team of staff including performance management and mentoring.	✓	
Experience understanding and positively participating in organisational change.	✓	
Experience managing resources and tracking budgets.	✓	
Experience successfully managing and delivering projects.	✓	
Experience leading and continually improving the delivery of services within a large organisation.	✓	
Experience effectively communicating information through a variety of mediums.	✓	
Experience building and sustaining productive relationships with a range of stakeholders.	✓	
Demonstrated significant experience in producing high quality engineering documentation that is concise and clear in audience, target outcomes sought, and information provided.	✓	
Experience in research, analysis and identifying new engineering design opportunities that align with organisational goals.	✓	
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	

Skills and Knowledge	Essential	Desirable
Well-developed knowledge of engineering standards, practices, and specifications for civil engineering infrastructure.	✓	
Highly proficient in the use of Autodesk Civil 3D for the design and documentation of road and drainage infrastructure.	✓	
Experience in the use of Civil Site Design for road and drainage level design.		✓
Well-developed written and oral communication and interpersonal skills.	✓	
Ability to clearly communicate reasons for decisions and to clarify expectations of key deliverables.	✓	
Ability to identify resources and accurately track and monitor operating and capital budgets.	✓	
Skills in strategic and operational planning.	✓	
Ability to influence outcomes and negotiate confidently.	✓	
Ability to maintain strict confidentiality.	✓	
Well-developed time management, problem solving and analytical skills, ability to work unsupervised.	✓	
Ability to work varying hours on occasion, including weekends and evenings.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes



We are Open

O

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance



We are Brave

B

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

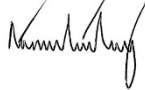
- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:	Manager Projects and Asset Management	Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:	28/07/2026	Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.