



POSITION TITLE	Senior Design Engineer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 7
DIRECTORATE	Infrastructure & Development
BUSINESS UNIT	Projects and Assets
REPORTS TO	Team Leader Design
SUPERVISES	Contractors and Consultants as required
EMPLOYMENT STATUS	
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The Infrastructure and Development directorate contributes to the planning, delivery and stewardship of the built environment through services that support safe movement, effective drainage, accessible public infrastructure, sustainable development and responsible asset management. Its work enables Council to plan and deliver infrastructure that responds to community growth, environmental conditions, regulatory obligations and long-term service needs.



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

The Senior Design Engineer contributes to this context by providing senior technical capability in civil infrastructure design and project development. The position strengthens Council's ability to plan, design and deliver municipal infrastructure that is safe, functional, cost-effective and aligned with relevant engineering standards, community expectations and long-term asset outcomes.

POSITION OBJECTIVES

The Senior Design Engineer exists to provide senior civil engineering design expertise that supports the planning, development and delivery of Council's municipal infrastructure program. The position works with internal teams, consultants, contractors, authorities, developers and community stakeholders to develop technically sound, compliant and practical infrastructure solutions. Through high-quality design, investigation, documentation, technical advice and project support, the role contributes to safe, sustainable and cost-effective infrastructure outcomes that support service reliability, responsible asset management, community amenity and Council's broader strategic objectives.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Civil Infrastructure Design and Documentation**
Develops civil infrastructure designs, drawings, works schedules, estimates, specifications and technical documentation for Council's capital and future works programs. Ensures infrastructure solutions are technically sound, compliant and capable of being delivered efficiently and cost-effectively. Carries out formal design checking to ensure quality of internal and externally supplied designs.
- **Engineering Investigations and Technical Solutions**
Undertakes engineering investigations, site assessments and technical analysis to identify infrastructure issues and develop practical solutions. Provides clear recommendations that support informed decision-making, service improvement and risk reduction.
- **Standards, Compliance and Professional Engineering Practice**
Applies relevant legislation, engineering standards, Council policies and industry guidelines to the design and review of infrastructure projects. Promotes consistent design quality, regulatory compliance and sound engineering practice across municipal infrastructure works. Details any departures from design standards for risk assessment and dispensation where required.
- **Project Planning and Delivery Support**
Contributes to the planning and delivery of infrastructure projects through design development, project coordination, documentation and technical support, as well as grant applications, reporting and acquittals. Works collaboratively with internal stakeholders to achieve project outcomes within agreed timeframes, budgets and service requirements.
- **Consultant, Contractor and Contract Administration**
Coordinates and oversees consultants and contractors engaged in engineering and project-related activities. Reviews deliverables, monitors performance and supports contract administration to ensure quality outcomes and compliance with Council requirements.
- **Stakeholder, Authority and Community Interface**
Builds productive relationships with internal teams, service authorities, developers, contractors and community stakeholders. Obtains required approvals, provides professional engineering advice and responds to Customer Service Requests (CSRs) and technical enquiries relating to Council infrastructure. Facilitates the timely resolution of engineering, project and customer matters to support effective service delivery and project outcomes.
- **Risk, Safety and Quality Management**
Identifies and manages design, safety and operational risks associated with infrastructure projects and activities. Supports quality assurance and risk management processes that contribute to safe, reliable and sustainable infrastructure outcomes.
- **Technical Leadership and Continuous Improvement**
Provides technical guidance and support to colleagues and assists with the development of less experienced staff where required, while contributing to the improvement of engineering standards, systems and practices. Encourages knowledge sharing, innovation and continuous improvement across infrastructure design activities.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Applies professional engineering judgement to complex civil infrastructure design matters, including options analysis, risk assessment, technical feasibility and constructability.
- Assesses and resolves engineering problems by applying relevant standards and considering site conditions, asset information, existing services and stakeholder input .

- Identifies matters requiring escalation, approval, risk review or specialist input, particularly where design departures, safety risks, budget impacts or stakeholder sensitivities arise.
- Exercises initiative within delegated authority to resolve technical and stakeholder issues, improve design outcomes and support the efficient progression of infrastructure projects.
- Balances community expectations, engineering standards, project constraints and long-term asset considerations when providing advice or recommending design solutions.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrates advanced knowledge of civil engineering design principles, municipal infrastructure planning, construction practices and asset management.
- Applies relevant legislation, Australian Standards, Austroads, Infrastructure Design Manual (IDM), DTP (VicRoads) and other relevant standards when developing and reviewing engineering solutions.
- Prepares and reviews complex engineering designs, specifications, works schedules, cost estimates, tender documentation and technical reports.
- Provides specialist advice on infrastructure planning, project delivery, contract administration and engineering compliance matters.
- Manages consultant and contractor inputs to ensure technical quality, functionality and compliance with Council requirements.
- Experienced in the use of IT systems, including Microsoft Office suite, AutoCad, Civil3D, Civil Site Design (CSD) or other relevant design software.
- Is self-driven to maintain contemporary knowledge of engineering practices, technologies and industry developments and pursues continuous professional development.

MANAGEMENT SKILLS

- Plans, coordinates and delivers multiple design and project activities to achieve agreed timeframes and organisational objectives.
- Manages competing priorities, resources and project milestones while maintaining quality, compliance and service outcomes.
- Procures, directs and oversees consultants and contractors to ensure high-quality, timely outcomes and technical standards are achieved, within program budgets.
- Contributes to continuous improvement of engineering processes, standards and systems to enhance efficiency and quality.
- Supports knowledge sharing and provides technical guidance to colleagues where required.
- Promotes safe work practices and sound risk management principles across all activities.

INTERPERSONAL SKILLS

- Builds and maintains productive relationships with colleagues, contractors, consultants, authorities, developers and community stakeholders.
- Provides colleagues within the team with on-the-job training and guidance;
- Communicates complex technical information clearly and professionally to a range of audiences.
- Works collaboratively across multidisciplinary teams to support organisational and project outcomes.
- Demonstrates strong negotiation and consultation skills when resolving technical issues and stakeholder concerns.
- Responds to enquiries and requests in a professional, timely and customer-focused manner.

INFORMATION TECHNOLOGY SKILLS

- Uses civil engineering and design software, including AutoCAD, Civil 3D, CSD and/or other relevant design software, to prepare and review design documentation.
- Maintains accurate project documentation, records and reporting using corporate systems and databases.
- Applies technology to improve workflow efficiency, information management, including rigorous version control, and project delivery outcomes.

CUSTOMER SERVICE SKILLS

- Provides responsive and professional service to internal and external customers.
- Communicates technical information in a clear, practical and customer-focused manner.
- Builds customer confidence through timely advice, effective follow-up and constructive engagement.
- Balances customer expectations with legislative, engineering and organisational requirements.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Civil Engineering suitable to obtain registration through the Victorian Business Licensing authority as a Registered Professional Engineer and relevant experience in the design of civil and municipal infrastructure (minimum 5 years)
- Experience in the preparation of detailed design documentation, specifications and tender documents
- Experience in the use of computer applications for infrastructure design and project management, specifically AutoCAD, Civil3D, CSD or other relevant design software
- Demonstrated experience of working in a multidisciplinary team, with other professional engineering staff, and managing consultants and contractors

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- Construction industry white card
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Evidence of eligibility to work in Australia

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Relevant qualifications in Civil Engineering and a minimum of 5 years' experience in civil infrastructure design, suitable to obtain registration as a Registered Professional Engineer in Victoria.
2. Demonstrated experience in the planning, design and delivery of municipal infrastructure projects, or similar relevant infrastructure expertise.
3. Demonstrated ability to prepare and review engineering designs, specifications, cost estimates and technical documentation in accordance with civil engineering principles, relevant standards, legislation and internal quality assurance processes.
4. Well-developed communication and stakeholder engagement skills, with the ability to provide professional engineering advice and build effective working relationships with internal and external stakeholders.
5. Demonstrated experience working within a highly regulated environment, applying quality assurance, risk management and compliance processes to deliver accurate, consistent and constructable design outcomes.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.		

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required

People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Design work, inspections and administration	Desk and field based duties associated with the role	- Liaison with staff of all levels - Liaison with external stakeholders - Computer use - Use of multiple software's - Policy development and review - Tender specification development - Technical drawings - Report writing - Attend and facilitate meetings - Site inspection - Operate within a budget - Operate within a budget	Sitting			X	
			Standing			X	
			Walking			X	
			Lifting < 10kgs floor to waist	X			
			Carrying < 10kg at waist height	X			
			Climbing			X	
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching		X		
			Fine motor			X	
			Neck postures				X
			Accepting instructions			X	
			Providing instructions			X	
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Supervision of others			X	
			Interaction with others				X
			Exposure to confrontation	X			
			Respond to change			X	
			Prioritisation			X	