



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

## ORGANISATIONAL CONTEXT

Wodonga Council's vision for the city is to be seen as a 'progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship'. This vision will support us to realise our mission 'to strengthen the community in all that we do'.

## POSITION OBJECTIVES

Leads the planning, design, and delivery of complex civil infrastructure projects as part of Wodonga Council's capital works program. Provides expert technical advice, oversees multidisciplinary project teams, and contributes to long-term asset planning and service improvement initiatives to align infrastructure delivery with strategic council objectives.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Leads the development of technical designs, cost estimates, schedules, and specifications for complex or high-impact civil infrastructure projects, ensuring alignment with strategic objectives and legislative requirements.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- Manages the end-to-end delivery of major capital works and subdivision developments, overseeing scope, procurement, contractor performance, and financial accountability.
- Oversees contractor and consultant engagement, providing direction and leadership to ensure construction activities meet council's standards, safety obligations, and project goals.
- Leads assessment and negotiation of planning and subdivision applications to ensure infrastructure outcomes support long-term council priorities and statutory compliance.
- Directs asset handover processes and ensures integration with asset management systems, supporting sustainable lifecycle planning and data accuracy.
- Conducts and leads advanced risk assessments, embedding mitigation strategies into project planning, design, and delivery phases to safeguard council interests.
- Provides expert advice to internal stakeholders, councillors, and executive leaders on engineering matters, project performance, and strategic infrastructure decisions.
- Represents council in external forums, community consultations, and cross-agency partnerships to advance infrastructure initiatives and maintain strong stakeholder relationships.

## COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

---

It is the council's expectation that your everyday work and your interactions with colleagues and the community, demonstrate the organisational values.

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

---

---

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 seven 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**

---

- Exercises professional judgement to manage competing project and program priorities, balancing technical, financial, and community considerations.
- Independently resolves complex engineering and infrastructure issues, drawing on advanced knowledge and analytical capability.
- Makes decisions that influence the scope, risk profile, and strategic direction of infrastructure projects, with minimal need for escalation.
- Applies innovative and critical thinking to develop sustainable, cost-effective engineering solutions that align with council's long-term goals.

## **SPECIALIST KNOWLEDGE AND SKILLS**

---

- Applies advanced engineering and construction principles to lead complex infrastructure design, specification, and contract administration across multiple projects.
- Utilises high-level proficiency in design software (AutoCAD, Civil Site Design), GIS, and project management systems to deliver integrated infrastructure solutions.
- Develops and reviews technical documentation and contract specifications to inform procurement, ensure compliance, and support strategic delivery outcomes.
- Interprets and applies complex legislation, engineering standards, and organisational policies to shape long-term infrastructure planning and ensure regulatory compliance.

## **MANAGEMENT SKILLS**

---

- Leads project teams and coordinates internal and external resources to deliver infrastructure programs within scope, timeframes, and budget.
- Oversees planning, prioritisation, and resource allocation across multiple projects in a dynamic, deadline-driven environment.
- Ensures compliance with OHS and risk management frameworks, actively promoting a culture of safety and continuous improvement.
- Responds to evolving project demands with resilience and strategic adaptability, maintaining professional standards and leading by example.

## INTERPERSONAL SKILLS

---

- Builds and maintains strong partnerships with internal teams, government agencies, developers, and community stakeholders to advance infrastructure priorities.
- Communicates complex technical and strategic information clearly and persuasively across diverse audiences, including executive and elected officials.
- Leads negotiations to resolve complex infrastructure issues, aligning diverse stakeholder interests with council objectives.
- Provides leadership within multi-disciplinary teams, modelling professionalism, confidentiality, and collaborative problem-solving.

## INFORMATION TECHNOLOGY SKILLS

---

- Be computer literate and have the ability to quickly learn and adopt software programs used by the organisation relevant to the position

## CUSTOMER SERVICE SKILLS

---

- Delivers professional and responsive service to the community, ensuring complex infrastructure enquiries are addressed with clarity and care.
- Leads the resolution of sensitive or high-impact customer issues, balancing technical constraints with community expectations.
- Builds community confidence through transparent communication, timely updates, and consistent follow-through.
- Champions inclusive service delivery, ensuring accessibility and equity are considered in project planning and community engagement.

## EMERGENCY MANAGEMENT DUTIES

---

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

## QUALIFICATIONS AND EXPERIENCE

---

- Degree in Civil Engineering or a related discipline, with substantial experience in the planning, design, and delivery of complex civil infrastructure projects.
- Applicants must be eligible to be registered as a Professional Engineer in Victoria (Civil area of engineering), but do not need to be currently registered.
- Demonstrated experience leading the end-to-end delivery of infrastructure programs within a local government or similar regulatory environment, including strategic input into project scoping, stakeholder engagement, and asset integration.
- Proven ability to manage budgets, supervise consultants and contractors, and contribute to long-term infrastructure planning and policy development.

## LICENCES AND MANDATORY REQUIREMENTS

---

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

## 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, and able to implement agile change
- Demonstrating resilience under pressure, and in changing and challenging circumstances

## KEY SELECTION CRITERIA

1. A degree in Civil Engineering or related discipline, with extensive experience delivering complex infrastructure projects within local government or similar environments.
2. Proven ability to lead the design, procurement, and delivery of multi-disciplinary civil construction projects, including strategic input into project scoping, risk mitigation, and long-term asset outcomes.
3. Advanced proficiency in engineering and design software (e.g. AutoCAD, Civil Site Design), GIS, and project management tools to support program delivery and decision-making.
4. Demonstrated high-level written and verbal communication skills, including the ability to influence, negotiate, and resolve complex issues with stakeholders and contractors.
5. Strong leadership and organisational skills, with the ability to manage multiple priorities, lead cross-functional teams, and deliver results in a fast-paced and politically aware environment.

---

Staff member signature

# People and performance framework

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

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> <li>• Is helpful, shows respect, courtesy and fairness with staff and customers</li> <li>• Demonstrates empathy and a willingness to assist</li> <li>• Communicates information clearly</li> <li>• Listens and asks questions to understand customer needs and point of view</li> <li>• Proactively seeks solutions and keeps customers informed of progress</li> <li>• Operates within council procedures and policies</li> <li>• Writes in a way that is logical and easy to follow</li> </ul>

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<ul style="list-style-type: none"> <li>• Demonstrates clear, open and honest communication</li> <li>• Works constructively to resolve conflict</li> <li>• Shows enthusiasm to help others</li> <li>• Listens and respects the value of different views, ideas and ways of working</li> <li>• Builds and sustains positive relationships with staff and customers</li> <li>• Actively participates in team and other activities</li> <li>• Keeps others informed and seeks clarification when required</li> </ul>

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> <li>• Demonstrates effective use of time and resources to meet expectations and achieve outcomes</li> <li>• Understands what is required of the role and how this contributes to team priorities</li> <li>• Keeps appropriate people informed on progress of tasks and projects</li> <li>• Seeks information when required, demonstrates initiative</li> <li>• Undertakes to complete all tasks with a positive, can-do attitude</li> </ul>

Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> <li>• Understands council vision and purpose and how their role fits in</li> <li>• Is willing to adapt to changing processes, systems, technology and environments</li> <li>• Looks for improvements and better ways of doing things</li> <li>• Seeks support and clarification when required</li> </ul>
People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> <li>• Displays council values</li> <li>• Reflects upon own performance</li> <li>• Seeks and acts upon feedback</li> <li>• Sets goals for personal and professional development</li> <li>• Finds ways to learn and improve in the completion of day-to-day tasks</li> <li>• Takes responsibility for own work and meeting job requirements</li> </ul>
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> <li>• Demonstrates effective time management and prioritising of tasks</li> <li>• Is aware of, controls and expresses their own emotions appropriately</li> <li>• Recognises when support is needed</li> <li>• Accepts responsibility for their own actions and outcomes</li> <li>• Is aware of the importance of self-care</li> </ul>
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> <li>• Remains vigilant in ensuring a safe working environment for self and others</li> <li>• Is aware of risk and takes action to prevent problems</li> <li>• Reports hazards, incidents (including near misses) and compliance concerns in a timely way</li> <li>• Understands the importance of honesty and transparency</li> <li>• Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets</li> <li>• Complies with policies and procedures</li> </ul>

## 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
Engagement Coordinator	Have a leading role in ensuring Wodonga Council engages with and informs our community, key stakeholders and staff through the effective planning and delivery of quality consultation, engagement and communications activities.	<ul style="list-style-type: none"> <li>Capacity to sit (static) up to 2 hours</li> <li>Capacity to stand and walk intermittently throughout the day</li> <li>Capacity to reach between waist height and ground level on an occasional basis</li> <li>Filing at shoulder height 5 mins</li> <li>Lifting 10kg floor to waist</li> <li>Carrying 10kg over 10 metres</li> <li>Squatting to low levels</li> <li>Kneeling on ground</li> <li>Hand grip and dexterity</li> <li>Liaison with internal staff of all levels</li> <li>Use of phones, cameras, computers &amp; IT system</li> <li>Time management skills</li> <li>Researching and writing media releases and alerts, as well as speeches for relevant internal staff</li> <li>Writing, editing proof reading and publishing for council publications and promotional materials, internal and external documents</li> <li>Ensuring consistency of message style throughout the council's corporate material and assist in the preparation of communication and marketing content and information that enhance the council's external corporate images</li> </ul>	Sitting				X
			Standing		X		
			Walking		X		
			Lifting 10kgs				X
			Carrying				X
			Pushing		X		
			Pulling		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