

# CITY OF GREATER GEELONG

## POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

<b>POSITION TITLE:</b>	<b>Licensed Surveyor</b>
<b>POSITION NUMBER:</b>	0392
<b>DIVISION:</b>	City Services
<b>DEPARTMENT:</b>	Engineering Services
<b>CLASSIFICATION:</b>	Band 8
<b>REPORTS TO:</b>	Coordinator Engineering Design
<b>DIRECTLY MANAGES:</b>	Technical Officer - Survey
<b>INTERNAL LIAISONS:</b>	Employees at all levels of the business
<b>EXTERNAL LIAISONS:</b>	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups
<b>DATE:</b>	May 2017

### **POSITION OBJECTIVES:**

Engineering Services is responsible for the effective and sustainable management of Council's infrastructure assets, including the design, maintenance and delivery of a number of asset-related services.

The Licensed Surveyor manages all aspects of survey-related projects, from planning through to delivery. This includes the provision of cadastral survey services and specialist advice on issues and matters across land law, land subdivision and cadastral survey laws.

### **POSITION RESPONSIBILITIES:**

#### **Key Responsibilities:**

1. Role model and actively promote Council values in all aspects of duty.
2. Lead the Survey Works Program, delivering effective resource management to manage competing priorities and deadlines.
3. Manage all aspects of survey-related projects including planning, execution and delivery in the provision of survey services to a range of clients. This includes the surveying aspects of the subdivision and consolidation of titles from initial client consultation through to the final registration of survey plans at Land Registry. It also includes engineering feature surveys and setting out work for Council's in-house Construction Unit.
4. Provide cadastral survey services to the City in the rationalisation of Council land holdings and other property dealings, which may extend to the subdivision and consolidation of titles not in Council's ownership.

5. Be the subject matter expert (SME) in relation to all survey matters, providing specialist advice on issues across land law, land subdivision and cadastral survey laws to assist clients.
6. Provide effective leadership to the Survey team, focused on achieving success through the continued development of team and individual capability and engagement.
7. Ensure Council's compliance to all applicable legislation, licenses and requirements as set by governing bodies including, but not limited to, the Office of the Surveyor General Victoria, Land Use Victoria, the Surveyors Registration Board of Victoria, and the Department of Environment, Land, Water & Planning (DELWP).
8. Adhere to the Council Code of Conduct and all Council policies and procedures relevant to this position.
9. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

### **Values and Behaviours:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

### **Risk Management and Occupational Health & Safety Responsibilities:**

- Understand and comply with Council OH&S policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

### **KEY SELECTION CRITERIA:**

#### **Essential:**

1. Tertiary qualification in surveying, geomatics or similar.
2. Registration as a (Practising) Licensed Surveyor with the Surveyors Registration Board of Victoria.
3. Extensive experience as a Licensed Surveyor with competency in cadastral surveying and the authorisation to prepare and certify plans for lodgement with the Victorian land registry.
4. Expert knowledge of the Acts and Regulations relating to land law, in particular those relating to Local Government.

5. Broad experience in the field of engineering surveying, with the ability to use surveying software and computer drafting packages.
6. Exceptional people management skills with demonstrated success in leading high-performing teams to deliver results.
7. Solid proficiency in successful project, program and contract management.
8. Outstanding communication skills, both verbal and written, including the ability to successfully negotiate, influence and resolve complex issues.
9. Ability to determine high-level program delivery across multiple functional work areas, resolve service delivery issues, and set operational work allocation.
10. Proven interpersonal skills with experience in dealing effectively with a diverse range of stakeholders within a complex organisation.
11. Commitment to adhering to the Council code of conduct and values.

**Desirable:**

12. Experience in developing, or contributing to the development of, related policies, standard operating procedures (SOPs) and processes.
13. Post-graduate qualification in a related field.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Under statute law, authorised to certify all survey-related plans, technical work sheets and reports as legally correct.
- Externally submitted work is subject to regular independent audits, carried out by the Office of the Surveyor General. The incumbent will be held directly accountable to the Surveyors Registration Board of Victoria for the findings.
- Freedom to act in conducting cadastral surveys is governed by various legislation and regulation.
- Accountable for significant work planning, strategy formulation and program delivery inclusive management of resources, quality, effectiveness, cost and timeliness.
- Acts as the Council subject matter expert (SME) in surveying, responsible for the provision of specialist advice which contributes to informed decision making by Council.
- Decisions made have the potential to have significant and wide-reaching impact on stakeholders and the wider community.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

**JUDGEMENT AND DECISION MAKING:**

- This position is a highly independent specialised role where decisions will reflect professional and complex judgements in situations where precedent may not exist .
- Autonomously manages and successfully resolves highly complex issues and/or matters which may require the development of suitable procedures.
- Decision making will require detailed analysis and understanding of the issue, and resolutions may require consideration of an unspecified range of options.
- Sole professional judgement will be used in making most, if not all, decisions.
- Guidance and counsel will be available from the Coordinator Engineering Design in matters related to workplace relations or operational requirements.

**SPECIALIST SKILLS AND KNOWLEDGE:**

- Knowledge and understanding of surveying, commensurate with the designation of an SME.

- An innate understanding of relevant legislative and regulatory frameworks and the principles underpinning them.
- Expert knowledge of related software, such as AutoCAD and CivilCAD.
- Capacity to keep up to date with contemporary changes in legislation, practices and regulation on topics related to, or that have an impact on, surveying in Victoria.
- Ability to produce high-quality cadastral plans and work sheets, suitable to be lodged with the relevant external body.
- Competency in the use of relevant technical and physical equipment, such as the One Man Robotic Survey Station and GPS equipment.
- A broad general knowledge of subjects loosely related to the position.

#### **MANAGEMENT SKILLS:**

- Excellent leadership skills with the capacity to 'lead, inspire and motivate'.
- Capacity to monitor and manage individual and teams, their contribution and workflows to achieve leading service delivery and performance.
- Ability to manage human, financial and physical within broad parameters to achieve goals and objectives, despite conflicting pressures for those resources.
- Good understanding of people management and employee relations practices including successfully resolving workplace issues and/or matters with the support of the Coordinator Engineering Design and/or the HR Business Partner.

#### **INTERPERSONAL SKILLS:**

- Proactive, positive and professional attitude with a flexible approach.
- Extensive experience in negotiating successful resolutions with a diverse range of internal and external stakeholders.
- Outstanding communication skills with the ability to positively negotiate and influence in order to effectively deliver solid results for the City.
- High-level written skills with the ability to use plain English to translate complex and technical information into clear and concise reports and correspondence for a range of stakeholder groups.
- Engage meaningfully with staff, members of the public, tribunals, regulators and other stakeholders to persuade or convince them of Council's position, or negotiate an alternative, as appropriate.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Extensive demonstrated success in a Licensed Surveyor position.
- Postgraduate qualifications in a related field would be highly-regarded.
- Experience in a Local Government environment is desirable.

## HOW TO APPLY

**Applications close:** 5:00pm Friday 26 May 2017

**Contact Person:** Vaughn Notting, Coordinator Engineering Design, (03) 5272 4344

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer  
People and Organisation Development  
City of Greater Geelong  
PO Box 104  
GEELONG VIC 3220

### ***Privacy Statement***

*The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.*