

POSITION DESCRIPTION

POSITION TITLE	Coordinator Design
DIRECTORATE - SECTION	Infrastructure – Design & Construction
LEVEL - EBA	8/9 - Salaried
RESPONSIBLE TO	Manager Design & Construction

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

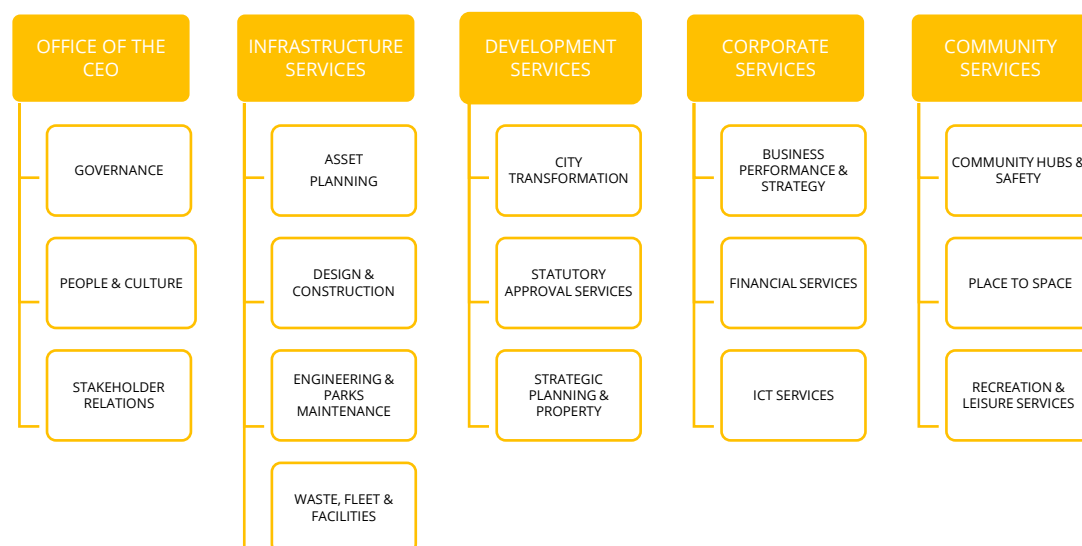
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To assist the Manager Design & Construction in the effective and efficient coordination and management of the Project Design Team, to deliver strategic outcomes and organisational goals in the management of project design, estimating, surveying and, investigation, review and response to storm water and traffic matters.

KEY RESULT AREAS

ORGANISATIONAL SUPPORT

- Provide high quality advice to the senior management group (Manager/Director/CEO) in a timely and professional manner.
- Prepare reports, business plans and strategic documents.
- Provide support to the Manager and Director.

CUSTOMER SERVICE

- Provide high quality advice to all stakeholders in a timely and professional manner.
- Respond to customer enquiries and requests in accordance with the KPI targets.
- Research improvements in the industry and develop and implement improvement programs.
- Management of service delivery maintaining a high level of customer service across all activities and projects.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Ensure staff are trained and developed.
- Provide mentoring and coaching to staff.
- Ensure compliance with all legislative requirements relating to staff, including IR, OSH, and EEO.
- Ensure all staff related documentation required for the proper administration of the organisation is completed accurately and on-time. This includes time sheets, leave forms, incident reports, PES (staff performance appraisal system) and monthly Interplan updates.

BUDGET MANAGEMENT

- Understand the budget and financial constraints of the organisation.
- Contribute towards the City's Long Term Financial Plans and assist with the development of budgets.
- Development and preparation of required budgets to support design projects that will in turn facilitate the delivery of projects in reflection of organisational goals and objectives.
- Manage service delivery area budgets to ensure that variances are within KPI targets.

ASSET MANAGEMENT SUPPORT

- Understand the role of asset management in the delivery of services to the community.
- Participate and engage with asset management staff to deliver activities and programs that support organisational goals and objectives.
- Facilitate asset data capture as part of design and infrastructure projects.

DESIGN MANAGEMENT

- Ensure project designs and design deliverables are developed in accordance with approved standards, specifications, budgets, schedules and project objectives, are undertaken accurately and in a timely manner, and are suitable for current industry construction techniques.
- Coordinate the preparation, review and approval of concept, preliminary and detailed designs for civil infrastructure projects.
- Review the outputs from the design and survey team with an experienced civil engineering lens to ensure quality, compliance and best outcomes are achieved.
- Ensure project designs meet the required scope and comply with applicable industry standards and regulatory requirements, including Austroads, DWER and Main Roads WA.
- Review and, where required, develop construction estimates at various stages of design development to inform budgets, business cases and tender documentation.

SURVEY COORDINATION

- Coordinate internal and external survey resources to ensure the timely delivery of survey data, set-out information and as-constructed records.
- Ensure surveys are undertaken in an efficient, accurate and timely manner to support project delivery requirements.
- Ensure survey information is accurate, fit for purpose and compliant with relevant legislative and cadastral requirements.

DESIGN PLANNING AND DELIVERY

- Understand the role of asset management in the delivery of services to the community.
- Apply project management principles to plan, coordinate and deliver design and survey services.
- Ensure project design requests are scheduled in consultation with the Manager Design & Construction to align with the City's Capital Works Program and operational design and survey requirements.
- Assist in coordinating approvals required to support project delivery, including permits, utility relocations/modifications and Main Roads WA requirements, ensuring design inputs and documentation are provided in a timely manner.
- Work with internal stakeholders to program projects and support the achievement of organisational goals and objectives.
- Provide technical support during procurement and construction phases, including responding to design queries and coordinating design-related changes where required.

STAKEHOLDER AND CONSULTANT MANAGEMENT

- Liaise with business units, stakeholders and approval authorities to ensure designs meet project objectives and obtain required endorsements.
- Liaise with Asset Planning and external consultants to ensure traffic engineering, road safety and transport planning requirements are incorporated into project planning and design.
- Manage and coordinate external consultants engaged to undertake design, survey and technical investigations.
- Review consultant deliverables to ensure compliance with project requirements, applicable standards and contractual obligations.

GOVERNANCE AND CONTINUOUS IMPROVEMENT

- Ensure project documentation, records and correspondence are maintained within the corporate records management system in accordance with organisational recordkeeping requirements.

- Contribute to the development, review and continuous improvement of design standards, specifications, procedures and templates.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Possession of a relevant tertiary qualification in civil engineering, construction or a recognised specialised equivalent
- Construction Safety Awareness Card (White Card)
- Possession of, or the ability to acquire, a satisfactory Police Clearance Certificate.

SELECTION CRITERIA

1. Extensive experience in a similar role within local government or a similar environment.
2. Proven ability to coordinate teams and manage time, resources and competing priorities to deliver high-quality outcomes within deadlines.
3. Highly developed interpersonal, negotiation and conflict resolution skills with the ability to communicate effectively with a wide range of stakeholders.
4. Demonstrated ability to build effective working relationships and collaborate with internal and external stakeholders, while managing sensitive or confidential matters appropriately.
5. Highly developed written communication skills, including experience in preparing reports, proposals, technical documents and policies.
6. Highly developed analytical and problem-solving skills, with the ability to exercise sound judgement and initiative.
7. Demonstrated understanding of risk management and continuous improvement in infrastructure design and delivery.
8. Experience engaging with external regulatory authorities and obtaining approvals for civil works.
9. Capability in assessing constructability and lifecycle asset performance within civil design.
10. Proficient in industry-standard software including Microsoft Office Suite, Microsoft Project, AutoCAD and civil design tools.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Design & Construction
DATE PD REVIEWED/APPROVED: 27 August 2026
