



Position Description – Senior Project Engineer

Position:	Senior Project Engineer
Band:	7
Position Number:	1138
Business Unit:	Infrastructure Delivery and Environment
Directorate:	Community Infrastructure

Name of Occupant	Vacant
Date Approved	24 May 2022
Approved By	Manager Infrastructure Delivery and Environment

Position Objective

To deliver fit for purpose civil infrastructure projects for the community from a concept through to maintenance handover. Typically, this position will design and/or deliver 7 to 12 small to large scale civil infrastructure programs each year. The allocated programs may include renewals, upgrades or new infrastructure across roads, carparks, footpaths, bridges, stormwater, buildings, and recreation/open space improvements.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- Thorough planning for allocated civil infrastructure projects to a 'shovel ready' state. This will include undertaking feasibility studies, making funding applications, initial stakeholder engagement, site investigations and surveying, thinking through construction considerations, investigation of alternative options, the development of cost estimates, multi factored analysis to determine option preferences as well as the development of preliminary designs.
- Planning and leading stakeholder engagement/consultation. This will include stakeholder identification, the development and implementation of engagement plans, an ability to build strong and respectful relationships across a broad range of key stakeholders, having a political awareness as well as reporting the outcomes of community feedback.
- Managing design work. This will include the outsourcing of concept, preliminary and detailed design work in both two and three dimensions, as well as the coordination of design reviews with key internal and external stakeholders.
- Project management of allocated civil infrastructure projects. This will include obtaining the necessary permits and approvals for works, the development of quotation and tender documentation, managing best practice procurement processes, the development of contracts,

site supervision during construction, managing the defects liability period through to handover and cross organisation involvement to ensure the project outcomes are achieved before final completion is reached.

- Managing and administering contracts. This will include having a solid understanding of fundamental contract management principles (particularly for AS4000 contracts), engaging specialist consultants and contractors, day to day contract administration in accordance with the relevant contract and a strong approach to contractor OHS and Environmental management.
- The provision of technical engineering and construction knowledge. This will include an understanding of the relevant infrastructure standards and codes, knowledge about best practice construction techniques and materials, the development of accurate cost estimates and delivery timelines, assisting project sponsors in the development of project plans, an appreciation for options relating to procurement as well as the provision of engineering advice to Council, consultants, and contractors.
- Reporting and budgeting. This will include writing high quality reports for Council briefings and meetings, asset handover reporting, presentations and updates to key stakeholders, monthly Capital Works progress and financial reporting as well as work relating to meeting the requirements of related funding agreements with other levels of government from time to time.
- Contributing towards the continuous improvement of the Infrastructure Delivery and Environment business unit. This will include active participation in business improvement discussions and delivering assigned activities from the annual business plan.
- Excellent customer service to both internal and external stakeholders.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Coordinator Infrastructure Delivery
Supervises:	From time to time, a graduate or undergraduate engineer on a day to day basis, and/or work experience students.
Internal Liaisons:	Council staff
External Liaisons:	Contractors, Consultants, the general public, Councillors, Utilities, other government agencies including grant funding bodies

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort, and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest, and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary engineering qualification that is eligible for registration in accordance with the Professional Engineers Registration Act 2019.
- Six years or more of relevant experience as a qualified Engineer.
- A current Victorian Driver's Licence.
- A satisfactory Criminal Record Check.

Key Selection Criteria

1. Qualifications and experience as above.
2. Relevant technical expertise.
3. Demonstrated contract management ability.
4. Strong communication and stakeholder management skills.
5. Demonstrated commitment and ability to work collaboratively within a team.

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Accountable for ensuring that an appropriate engineering standard (largely based on the Infrastructure Design Manual) is maintained in design and construction works.
- Freedom to provide specialist advice to the public subject to regulations and policies, and regular supervision.
- Authority as delegated by the Manager to perform duties as specified.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Make decisions based on sound engineering practices and technical knowledge.
- Be able to undertake given duties with minimum supervision producing work of a high standard within a given time frame and to a given budget.
- Work as part of a team promoting good public relations and a corporate team image.
- Communicate and carry out functions in a professional and efficient manner.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- A sound knowledge of civil engineering design and construction techniques
- Ability to analyse engineering problems and research available options and recommend appropriate actions.
- Understanding of the various Acts, Regulations, Standards and Codes of Practice that affect Council and infrastructure works that come under Council jurisdiction.
- Knowledge of the principles and techniques of estimating and budgeting of Council works.
- Have a working knowledge of AutoCAD and the Microsoft Office suite of software, especially Word, Excel, and Outlook.

Management Skills

The required management skills include:

- Plan and organise own work and set priorities.
- Understanding and ability to implement organisational practices, including, Occupational Health and Safety.
- Meet set goals and objectives within a given time frames and budgets.
- Keep abreast and adapt to new tasks and new technology quickly and efficiently.
- Work as part of a team.
- Day to day supervision and guidance for a graduate or undergraduate engineer on a day to day basis, and/or work experience students from time to time.

Interpersonal Skills

- Foster good relationships with internal and external customers through verbal and written communication and present ideas in an organised manner.
 - The ability to:
 - gain co-operation and assistance from other staff and people with whom the position interacts;
 - discuss and resolve problems;
 - effectively negotiate for positive outcomes;
 - write high quality reports and prepare external correspondence including letters and emails.
 - Plan and implement innovative community engagement practises to ensure buy in and key stakeholder management.
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ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date