Role Description

**Graduate Engineer**

|  |  |
| --- | --- |
| **Title** | Graduate Engineer |
| **Classification/Grade/Band** | Band 3 Level 1 |
| **Group/Unit/Section** | Infrastructure Services / Procurement and Project Management |

# Vision

A vibrant organisation doing great things

# Purpose

To provide valuable services that strengthens and supports the Central Coast Community

# Values

Decisions, actions and behaviors are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

# Primary Role Statement

# In contributing to the overarching vision and purpose, the role of the Graduate Engineer is to assist the Project Officer / Project Manager in the planning and delivery of Natural Disaster projects within the Central Coast region, through the effective management of contracts in accordance with specified quality, cost and agreed timeframes.

# The position of Graduate Engineer is required to provide quality customer service and create value for the community.

# Key Duties and Responsibilities

* Maintain safe work, health and safety practices, as well as environmental protection best practices;
* Undertake project scoping, stakeholder engagement, cost estimation and business case development for Natural Disaster Projects;
* Procure and deliver professional services, equipment supply or construction contracts in line with established procurement processes;
* Coordinate programs to ensure the effective and efficient utilisation of staff, contractors and resources to achieve high quality, cost effective outcomes;
* Provide effective support and assistance to the Project Officer / Project Manager in the delivery of a range of organisational initiatives which relate to Natural Disaster Projects;
* Effectively liaise with contractors, monitoring of compliance with project specifications and other day to day issues;
* Carry out field inspections and management of quality, safety and environment outcomes for works undertaken by external service providers;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

# Authority and Accountability

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
* Decisions affect the work and activities of others within the work group or team;
* The work of the Graduate Engineer influences the external environment by ensuring services are consistent with Council standards;
* The Graduate Engineer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
* Identifies requirements as an input to budget development;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

**Personal Attributes**

* Be adaptable, flexible and focused when negotiating change;
* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
* Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

**Business Enablers and Technical Skills**

* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Support compliance with records, information and knowledge management requirements of the organisation;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Evaluate progress and identify improvements for future projects.

**Teamwork**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

# QUALIFICATIONS

**Essential**

* Degree qualification in Civil Engineering, Construction Management or relevant equivalent;
* Current Class C Driver's licence;
* Construction General Induction card – NSW SafeWork or equivalent.

# EXPERIENCE

* Experience in the use of Microsoft suite of applications (e.g. MS Teams, MS Word and MS Excel);
* Demonstrated ability to participate and actively contribute in a team environment to achieve organisational goals and outcomes;
* Ability to complete work and deliver according to project schedules and competing deadlines and priorities;
* Ability to use judgement and problem-solving skills to achieve positive outcomes;
* Good communication skills, including both written and verbal, across varying audiences;
* Demonstrated effective time management skills.

# Key Relationships

|  |  |
| --- | --- |
| **Internal** | **External** |
| Section Managers/Team Leaders | State and Federal Government Agencies |
| Other Council employees (not including direct reports) | Members of the Public/residents/ratepayers |
|  | Local Business |
|  | Consultants, Contractors and other professionals |