

Position Description

Position Title:	Graduate Engineer
Directorate:	Infrastructure & Property
Service Unit:	Rotational
Salary Point:	SP 11 (Level 1 – 94%)
Position Reports To:	Service Unit Manager
Staff Management:	Responsible for own work only
Budget Responsibility:	Nil
Date PD Reviewed:	June 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, traffic management, plant and fleet assets.
- Managing delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Graduate Program Overview

As an emerging global city with a goal to be a Smart, Liveable and Sustainable City by 2030, the City of Newcastle (CN) Graduate Program offers Graduates the opportunity to build their career working on projects and work activities that allow them to transfer the theoretical knowledge they obtained during university into practical work experience on-the-job. Our Graduates are guided by experienced supervisors and assigned a mentor to support them as they develop and grow.

Graduates are contracted to City of Newcastle (CN) for four (4) years and will undertake a structured learning plan, which includes job rotation through various functions of CN, further professional development and paid membership to the relevant professional body.

This position is based within the Infrastructure & Property directorate and may include rotations in Asset Management, Survey, Civil Services, Project Management, Civil Construction and Maintenance, and Transport. Rotations will be based on the operational needs of the organisation and, where possible, the individual preferences or interests of the graduate. It is expected that the graduate will complete a minimum of three rotations during their four-year contract.

The graduate's on-the-job learning will be supported by the Training and Learning Advisor, who will oversee the graduate's learning plan and facilitate professional development opportunities, which may include attending internal or external learning events. The graduate will be required to participate in regular meetings with their mentor and with the cohort of graduates and undergraduates across CN.

There is no guarantee of employment at the conclusion of the four-year contract, however, graduates may be eligible to apply for internal roles during their contract period. Graduates must demonstrate satisfactory job performance to continue in their position.

Position Responsibilities

- Assist engineering / technical staff to perform moderately complex functions in various fields associated with the provision of engineering services in local government.
- Review engineering drawings and technical documents in relation to CN's standards and policies.
- Assist in delivering complex projects and coordinating minor projects commensurate with experience and capability.
- Prepare written reports in relation to the projects undertaken.
- Undertake field-based work including survey, construction, surveillance, asset condition surveys and various inspections as required.
- Project management.
- Provide engineering advice to other CN staff on routine work matters and project work.
- Provide specialist technical expertise and professional advice to internal and external customers.
- Assist in provision of contract and tender documentation.
- Maintain effective working relationships within all areas of CN and participate effectively and cooperatively as a member of the work team.
- Any other accountabilities or duties as directed by Supervisor / Manager, and set out in the training plan, which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Bachelor of Engineering (Civil, Structural, Environmental) and eligibility for admission into the Institution of Engineers Australia.
2. Demonstrated high level of written, verbal and interpersonal communication skills.
3. Excellent organisational skills with the ability to apply a high level of knowledge and skills to achieve results in line with department goals.
4. Strong computer skills, including Microsoft Office (Word and Excel).
5. Demonstrated customer service and teamwork skills with the ability to build effective working relationships across CN and with external service providers as required.
6. Ability to think analytically to solve complex problems and convert theoretical knowledge into practical solutions.
7. Willingness to work at any location within Newcastle's local government area, both office and field based, subject to organisational requirements.
8. Knowledge and understanding of the Work Health and Safety (WHS) management practices, processes and requirements.
9. Possession of a current "C" Class Driver's Licence.
10. Possession of a White Card or willingness to obtain before commencement

Highly Desirable

1. Design or modelling software skills ie. Microstation, CivilCAD, 12D, DRAINS, GIS/ESRI or similar.
2. Experience with survey equipment.
3. Asset management, construction and/or project management experience.