

Position Description

Position title:	Graduate Engineer
Directorate:	Infrastructure and Property
Service Unit:	Rotational
Reports to:	Service Unit Manager of Rotation
Direct reports:	Responsible for own work only
Salary point:	SP 11 (Level 1 – 94%)
Work location:	CAC & Depot
Date revised:	15/09/2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Assets & Projects?

We are a large and diverse team of over 80 staff who deliver and manage fit for purpose infrastructure for the City of Newcastle. Our assets exist to support services and deliver community and City outcomes. We provide specialist asset strategy, planning and advice, and program and project delivery within the City. Assets & Projects deliver core infrastructure services for Roads, Environment and Stormwater, and support other Service Unit's delivery of capital works programs. We are a fun and hardworking team that strive to achieve the best results for our community.

What's the focus of this position?

To provide practical experience across a variety of engineering specialities within local government to complement the learnings gained at university and help the graduate establish their engineering career.

What you'll be doing:

- 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.
- 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.
- 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.

The essentials you'll need:

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

Other valuable skills you may have:

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

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	