



POSITION DESCRIPTION

Our Values:



Position title:	Project Engineer
Position code:	2595
Section:	COO – Shared Services, Chief Operating Office
Position reports to:	Senior Project Manager (Infrastructure)
Band and Level:	2/3
Salary grade:	Grade 15
Staff management:	No
Budget responsibility:	No

Primary function:

The Project Engineer is responsible for assisting in the oversight and delivery of capital projects for the benefit of the Lismore community. The role will assist in managing projects directly via supervision of internal and external/contract staff delivering projects to ensure:

- Delivery of capital projects on budget and in a timely and cost-effective manner,
- Adoption of sound project management processes and in accordance with corporate procedures to deliver capital projects,
- Accurate and timely reporting on project progress in accordance with corporate requirements,
- Compliance with relevant reporting and delivery milestones in grant funding agreements,
- Involvement in continuous improvement of adopted procedures and processes.

This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

Person Description

The right person for this role will:

- Be accepting of new ideas and embrace change
- Be outcome focused
- Be open minded in sharing information and knowledge freely
- Be flexible and agile to work across different business areas
- Have a drive for improvement
- Have personal integrity and take responsibility
- Have a genuine customer service focus
- Have the ability to prioritise and schedule work and meet deadlines
- Have excellent time management and organisational skills
- They will embody Council's values.

The Project Engineer:

- Has the skills, capability and willingness to analyse problems, evaluate alternatives with a focus on collaborative problem solving.
- Engages and consults by means of well-developed oral and written communication skills, with the capability to influence, listen to others, put forward ideas and encourage the views of others.
- Participates in their team to achieve excellence through service delivery benchmarks and is committed to the implementation of continued improvement processes;

Key responsibilities and performance goals:

	Responsibilities	Accountability
Work Health and Safety	Manage and monitor work health and safety responsibilities, ensure compliance with the legislation and regulations that govern the operations within the area of responsibility and assist others in the team to implement the relevant policies, procedures and processes.	<ul style="list-style-type: none">• An engaged workforce fostering a culture of safety and behaviour based on safety principles.• Compliance of contractors with WHS responsibilities.
Best Practice and Benchmarking	Contribute to project teams to achieve excellence in the delivery of capital works projects through the establishment, management and monitoring of project management systems, processes, standards and service delivery benchmarks.	<ul style="list-style-type: none">• Contribute to the development and implementation of a corporate wide project management system.• Utilise the adopted project management system.• Participate in support and training for project management, contract management and administration, and procurement processes.
Governance and Risk	Identify project and financial risks and utilise appropriate management of these risks to councils' operations.	<ul style="list-style-type: none">• Ensure risks to projects and service delivery to business units are identified and managed as part of the project management process.• Align service delivery to meet the Delivery Plan and Community Strategic Plan outcomes for the organisation.• Corporate risks are identified on the corporate risk register with appropriate mitigation strategies.
Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external) related to project delivery.	<ul style="list-style-type: none">• Drive a customer service approach in all internal and external interactions.• Provide a high level of customer service to manage projects on behalf of internal customers.• Ensure projects are delivered with a focus on engaging external customers as part of the process.• Ensure funding providers are kept informed of project progress and milestones through formal and informal processes as required.
Finance	Create, manage and control financial and physical resources within agreed budgets, timeframes and reporting standards for Projects.	<ul style="list-style-type: none">• Projects and services are delivered to the established benchmarks within the agreed budget tolerances and timeframes.• Monitor and report monthly in accordance with Council standards and expectations, including trend analysis and dashboard reporting

		<ul style="list-style-type: none"> • Support financial planning & forecasting including development and update of cashflows and resourcing requirements for projects and integration with the resourcing strategy. • Identification and sourcing, where requested of external funding to maximise service delivery. • Ensure that the Project Delivery Manager receives accurate and timely project and financial reporting data.
People	Contribute to a cohesive and high performing customer centred, results driven team.	<ul style="list-style-type: none"> • Demonstrate accountable, affiliative and constructive behaviours in all interactions • Contribute to achieve excellence by establishing, maintaining and monitoring performance requirements. • Foster an engaged and empowered workforce. Embrace continuous improvement principles to improve delivery of services to Council customers. • Commitment to fostering and participating in a positive team environment.
Communication and Consultation	High level of written, verbal and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"> • Provide clear concise information. • Provide tools for staff to support business development e.g. FAQ's, regular 'paper bag' meetings and other learning tools. • Prepare detailed reports, proposal and submissions to Senior Leadership team and Council. • Implement high level conflict resolution and negotiation skills. • Application of influencing skills to lead and encourage your team to embrace change, demonstrating accountable, affiliative and constructive behaviours. • Support and provide advice for Corporate Governance, Risk Management, Strategic Procurement and Project Management where required.

Qualifications, certificates and licences

- Degree level qualification in engineering and/or asset/project management qualifications, or relevant demonstrated experience.
- Specific qualifications in Project Management are desirable.
- Construction Induction Certificate (White Card)
- Current Class C Driver's Licence.

Experience, skills and knowledge

- Understanding of project management and ability to deliver a range of capital projects and services for clients.
- Understanding of contract management and administration including construction and consultancy.
- Understanding of conflict resolution and negotiations that require high level communication and planning to achieve successful outcomes.
- Understanding of statutory requirements of various Acts, regulations, and guidelines relevant to the position.
- Sound business planning, organisational, financial, and high-level report writing and administrative skills.
- Demonstrated ability to work both independently and in a team fostering an environment based on teamwork and cooperation.
- Experience in managing workloads to comply with tight deadlines in a high-pressure work environment with a high volume of work.

- Demonstrated computer literacy, including word processing, excel and maintaining corporate records including Council information management software (such as Authority, Content Manager and BIS).
- Demonstrated commitment to ethics, probity and transparency in decision making.
- Thorough understanding of and commitment to equal employment opportunity and work health and safety principles.

