



Position Description

POSITION TITLE:	Project Engineer or Project Manager
DEPARTMENT:	Assets and Infrastructure Services
REPORTS TO:	Director Assets and Infrastructure Services
SALARY SYSTEM GRADE:	Grade 8-9 Superannuation
REMUNERATION PACKAGE:	Access to a vehicle for Private Use in Accordance with Councils Vehicle Policy Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position

To assist the Director Assets and infrastructure Services to achieve work goals that align with Council budget, objectives and compliance with all relevant legislative and Council requirements. The role is focused on the delivery of project management and contract management services across all functions of the department.

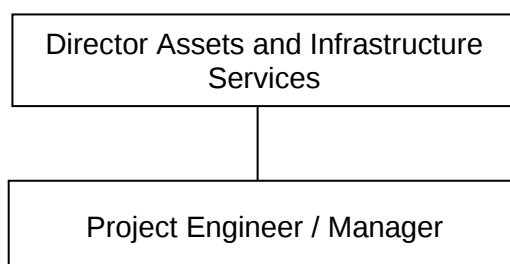
Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 3 (Level 2 - Level 3)
Allowances:	Civil Liability Allowance

Organisational Relationships

WITHIN DEPARTMENT:	Director Assets & Infrastructure Services Technical and Professional Staff Operational Staff
WITHIN COUNCIL	Professional, Technical and Operational Staff
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Businesses Government Departments Contractors Residents Consultants

Organisational Chart



Schedule of Duties

General

- Conform with legislative requirements and council policies for all activities undertaken.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant safety standards and Council Policy.
- Assist with the formulation of Safe Work Method Statements and operational procedures for tasks associated with the functions of the Assets & Infrastructure Department.
- Further develop Council's risk management systems to minimise risk and liability for injury to staff and the public.
- Provide reports to liaise with and attend meetings of Council Committees relating to the scope of position.
- Project a courteous and helpful image to the community at all times.
- Monitor customer requests and ensure responses are in accordance with council policies.

Role Specific

- Provide Project Management and Contract Management services for the Assets and Infrastructure Services Department
- Plan and program capital works activities related to the functions of the department
- Prepare contracts, tenders and specifications for the department.

- Prepare project plans, estimates and job packages for the department
- Prepare applications and manage external grant funding for the department
- Assist in the delivery of contract road maintenance services on behalf of Transport for NSW
- Assist in the provision of survey and design services for the department
- Assist Councils Development Management Panel on technical issues as required.
- Assist in asset management system data collection, storage and reporting services for Council
- Co-ordinate necessary road resumptions, service alterations, acquisitions, road openings and closings or purchases
- Assist in the inspection and approval of works within the road reserve and third-party construction of Council owned and controlled infrastructure to service development
- Assist in asset management system data collection, storage and reporting services for Council
- Assist with the development of strategic plans relevant to the department
- Contribute to the overall management of the organisation.
- Other duties as directed by the Director Assets & Infrastructure Services

Role Capabilities

This position is a 'career-graded' position. This means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Table 1 outlines the full list of capabilities and levels of competency required for appointment at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities. Table 1 also outlines the qualifications and experience required for appointment at each Grade under this position.

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

Table 1: Role requirements			
Technical Requirements		Grade 8	Grade 9
Qualification		Tertiary Qualification in a relevant discipline	
Driver's Licence		Class C	Class C
Role Capabilities			
Capability Group	Capability Name	Level	Level
 Personal attributes	Manage Self	Adept	Highly Advanced
	Display Resilience and Adaptability	Intermediate	Adept
	Act with Integrity	Adept	Adept
	Demonstrate Accountability	Adept	Advanced
 Relationships	Communicate and Engage	Intermediate	Adept
	Community and Customer Focus	Adept	Adept
	Work Collaboratively	Adept	Advanced
	Influence and Negotiate	Intermediate	Adept
 Results	Plan and Prioritise	Adept	Advanced
	Think and Solve Problems	Adept	Adept
	Create and Innovate	Intermediate	Adept
	Deliver Results	Advanced	Advanced
 Resources	Finance	Adept	Adept
	Assets and Tools	Adept	Advanced
	Technology and Information	Intermediate	Adept
	Procurement and Contracts	Adept	Advanced
 Workforce Leadership	Manage and Develop People		Advanced
	Inspire Direction and Purpose		Adept
	Optimise Workforce Contribution		Adept
	Lead and Manage Change		Adept

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment to the role. The focus capabilities for this position are outlined in Table 2 and 3.

Table 2: Focus Capabilities for Grade 8		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships Work Collaboratively <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem-solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Results Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices

Table 2: Focus Capabilities for Grade 8

Group and Capability	Level	Behavioural Indicators
Resources Finance	Adept	• Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

Table 3: Additional Capabilities for Grade 9

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Highly Advanced	• Models initiative and decisiveness • Applies and shares knowledge gained through experience and exposure to experts, colleagues and stakeholders • Proactively seeks opportunities for growth for self and others • Actively seeks, reflects and acts on feedback, showing a strong capacity and willingness to modify behaviour • Works to apply strengths and mitigate weaknesses and limitations
Relationships Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management

Table 3: Additional Capabilities for Grade 9

Group and Capability	Level	Behavioural Indicators
Resources Assets and Tools	Advanced	• Considers council and community assets in the design/delivery of services • Facilitates and monitors appropriate deployment of assets and tools in line with community priorities • Implements and monitors compliance with asset management and maintenance plans and policies

Table 4: Skill progression

Level	Skill required
Grade 8 Entry	• Answers and processes general enquiries and requests on engineering works. • Conducts site inspections and collects field data. • Reads drawings, standards and technical specifications. • Understands and uses job specific software to support work tasks. • Observes employment conditions and complies with Council HR policies and procedures. • Possesses a relevant motor vehicle licence.
Grade 8 Step 1	• Undertakes purchasing in accordance with Council's purchasing policies and procedures. • Assists in the planning and programming of Capital Works and maintenance projects. • Monitors compliance of works with safety, environmental and quality requirements. Including completing quality checks, site measurements and survey validations. • Applies basic problem-solving skills without contravening statutes, regulations or Council policies. • Tracks project costs and identify variances.
Grade 8 Step 2	• Shows independence and initiative in identifying problems and contributing to solutions. • Reviews and amends project plans and contract documents as required. • Prepares project estimates and assists with the submission of grant applications. • Prepares basic contracts, tenders and specifications,
Grade 8 Step 3	• Prepares project plans (scope, budget, safety, quality and programming) and monitors their implementation. • Demonstrates a broad and practical understanding of road, bridge, footpath and drainage construction and maintenance. • Assesses construction techniques to ensure optimal project outcomes. • Reviews technical designs for constructability • Oversees the receipt, reporting and acceptance of tenders and assists with project supervision / administration.

Table 4: Skill progression

Level	Skill required
Grade 8 Step 4	- Assists in developing and improving policies, procedures and strategies aligned with Council objectives. - Prepares contract documentation and specifications in line with Council policies and procedures. - Manages contracts to ensure timely delivery of quality outputs on behalf of Council - Provides advice on project delivery including costings, timeframes, equipment and materials. - Identifies design deficiencies and proposes corrective options.
Grade 9 Step 1	- Provides accurate advice and assistance to internal and external stakeholders on complex engineering matters. - Demonstrates expert understanding of engineering and management for several asset types and a broad understanding of others. - Ensures effective and efficient use of resources to deliver quality outcomes. - Leads meetings with internal and external stakeholders - Demonstrates strong project financial management capabilities in budget control, forecasting and procurement strategies. - Oversees quality, safety and environmental compliance across multiple sites. multiple concurrent projects.
Grade 9 Step 2	- Coordinates design development and approvals. - Acts as a mentor, role model and sounding board for others. Provides senior technical guidance to junior staff. - Applies value engineering principles. - Leads community consultation on project matters. - Prepare reports to Council on Project related matters.
Grade 9 Step 3	- Conducts high level technical reviews and value engineering. - Leads and develops business cases and grant applications for Council. - Effectively manage difficult stakeholders. - Applies complex problem-solving and conflict-resolution skills.
Grade 9 Step 4	- Undertakes continual process improvement across projects and operational areas. - Develops strategies and action plans in relation to infrastructure delivery that account for financial, human resource and external risks. - Develops policies that reflect Council's culture, values and organisational objectives. - Sets standards for quality, safety and risk management.

Essential and Desirable Criteria

Essential:

- Tertiary qualifications in a relevant discipline—such as Civil Engineering, Project Management or Civil Construction—or equivalent relevant experience
- Experience in preparation of tender, contract and specification documentation.
- Experience in project management and supervision of contractors.
- Experience in preparation and presentation of technical reports and submissions.
- Strong working knowledge of legislation relating to road and transport services, water and sewer operations, asset management, and contract management.
- Proficiency in the use of Microsoft Office and communication systems.
- Well developed communication skills, including oral and written
- Ability to work with minimal direct supervision
- Ability to deal with a range of customers in a courteous and professional manner.
- Well developed analytical skills.
- Work Health and Safety SafeWork General Induction ticket
- Drivers Licence Class C
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to work practices
- Experience in the management and supervision of a work team

Desirable:

- Experience in Local Government
- Experience in asset management and use of asset management systems
- Experience in road and bridge infrastructure design and construction
- Experience in Civil Engineering Survey and Design.
- Experience in operations of water and sewerage infrastructure.
- Experience in the use of geographical information systems
- Experience in Development Assessment
- Prepare Work Zone Traffic Management Plan Qualification

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____