

INFORMATION PACKAGE

Shire of East Pilbara

Expression of Interest – Project Engineer

Job code: #213

Permanent, Full Time | Newman | Relocation Expenses | Living Allowance up to \$13,125 p.a.

Be part of something big! Plan, build, and deliver tomorrow's infrastructure projects!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Project Engineer**

Do you have?

- Ideally a Degree in Civil Engineering (Similar qualifications at a tertiary level E.g. Civil, Construction, Structural, Mechanical, Project Management may be considered),
- Proven experience ideally within a local government context focussing on project management of civil and/or waste infrastructure,
- Previous contract management experience managing consultants and contractors, ideally within a local government environment,
- Ability to create, read and explain complex engineering drawings,
- Current WA 'C' Class Driver's Licence.

To be successful in this role, you will have highly developed interpersonal skills, including written and oral communications, customer service, decision making and problem resolution skills. You will have highly developed self-management, organisational and time management skills. You will have well-developed skills in the use of computer software packages and relevant engineering software.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

Shire of **EAST**
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THE HEART OF THE PILBARA

Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Project Engineer

Directorate

Infrastructure Services

Reports to

Director Infrastructure Services & Manager Projects Infrastructure

Position Number

#213

Position Level

LGIA 7/8

Position Summary

As allocated by the Director or Manager, deliver infrastructure projects relating to land, buildings, roads, footpaths, drainage, parks, open space, bushland, bridges, streetlights, signs, bus shelters, asset management, park furniture, playgrounds, carparks, landfills, waste water and plant assets. Assist with the initiation and planning of capital works projects and execute to completion and handover within cost, time and quality constraints.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and ensuring customer satisfaction, engagement and excellence;
- Supporting good governance through the application of good decision making and consistency of application;
- Working collaboratively to deliver projects and outcomes for and on behalf of the Shire;
- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for assigned high-risk projects;
- Actively contributing towards the achievement of financial efficiencies and quality of service;

- Demonstrate leadership in and commitment to the health, safety and wellbeing of all Shire staff;
- Proactively report upon, and mitigate, organisational risks.

Role Accountabilities

Strategic Responsibilities

- Contribute to the improvement of the Shire’s overall capital works delivery performance.
- Engage with relevant external regulators/industry leaders and keep abreast of technological developments to ensure project management practices and standards are following best practice.

Technical Responsibilities - Project Management

- Follow the procurement process in the contractual engagement and management of consultants and contractors through quotes, formal request for quotes or tenders within level of approval. This includes specification development, review, evaluation, award, contract management, defects rectification and handover. Draft job briefs for the engagement of consultants and evaluate consultant proposals. Review and recommend Consultants’ designs.
- Contribute to a centre of expertise and high level specialist technical advice on Infrastructure project management.
- Assist with the development of 10 year capital plans for new infrastructure assets and renewal/upgrade of existing assets and prepare Project Charters defining the scope of capital projects.
- Undertake technical and project related investigations, conceptual planning and



financial analysis for assessment, planning, design, development and remedial works of infrastructure assets.

- Develop and deliver progress reports, proposals, and presentations to various key stakeholders.
- Initiate correspondence and prepare reports pertaining to allocated projects.

Human Resource Management

- Forecast and manage contractors and consultants engaged for assigned projects. Act in higher positions of responsibility when requested.
- Support the Shire's development of the graduate engineering program including mentorship to junior staff.
- Assist in regular workforce planning to ensure continuity of projects delivery.

Ethics

- Support and promote the Shire's Code of Conduct within the team.
- Comply with relevant standards and legislation, regulatory requirements, corporate policy and ethical standards.
- Ensure self-compliance with the Shire's Code of Conduct and all internal policies and procedures, as well as maintaining responsibility for compliance and oversight of legislation such as the Occupational Safety & Health Act, Equal Opportunity Act, Local Government Act and any other relevant legislation.

Occupational Health and Safety

- Ensure active compliance with statutory and legal requirements in the areas of risk management and Occupational Health and Safety.
- Ensure all injury management processes and legislation are followed correctly including the direct reporting of injuries, accidents and near misses.
- Contributes towards the achievement of a safe work environment and take proactive

action to promote the safety, health and well-being of employees and/or contractors.

Administration and Customer Service

- Consult with Government agencies, local authorities, Water Services Association of Australia, standards organisations, consultants, developers and stakeholders.
- Ensure that the records associated with Shire matters are appropriately kept and updated as required.
- Contribute to a strong customer service culture, ensuring a service delivery approach that is responsive within reasonable timeframes to address the issues and requests of stakeholders.
- Ensure customer service activities are professional and that all correspondence is dealt with in a professional and timely manner.
- Communicate appropriately with internal / external key stakeholders displaying integrity, confidentiality, strong boundaries and professionalism at all times.
- Provide outstanding project leadership to ensure the safe delivery of infrastructure capital projects that are sustainable, high quality, and functional with deep consideration given to ongoing operations and maintenance.
- Write reports for Council when required.

Financial and Budgeting Responsibilities

- Ensure the effective management of resources in area of responsibility and prepare and monitor financial and budgeting requirements of allocated projects.
- Plan, implement and complete projects relating to areas of specific accountability with set budgets.
- Implement projects as directed to ensure delivery on local priorities achieve outcomes linked to the Shire's Strategic Plan.

Other Duties

- Performs all other duties within the scope of



the position as required by the Director or officer delegated by the Director.

- Undertake special tasks and projects as directed by the Director or officer delegated by the Director.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Ideally a Degree in Civil Engineering (Similar qualifications at a tertiary level E.g. Civil, Construction, Structural, Mechanical, Project Management may be considered)
- Proven experience ideally within a local government context focussing on project management of civil and/or waste infrastructure
- Previous contract management experience managing consultants and contractors, ideally within a local government environment
- Ability to create, read and explain complex engineering drawings
- Knowledge of local government infrastructure
- Highly developed interpersonal skills, including written and oral communications, customer service, decision making and problem resolution skills that will enable positive and effective interaction with stakeholders
- Highly developed self-management, organisational and time management skills
- Well-developed skills in the use of computer software packages (e.g. Microsoft Office, Synergy, IntraMaps and relevant engineering software)
- Current WA 'C' Class Driver's Licence

Desirable Criteria

- Minimum 5 years experience in Civil Project Engineering roles
- Previous exposure to financial management and budgetary procedures
- Previous experience within a local government or public service provider in relation to asset management, project management
- Post graduate qualifications in management and/or project management and/or engineering
- Eligible for membership to Engineers Australia



Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Base salary \$95,350 - \$103,111 per annum (negotiable).
- Living Allowance up to \$13,125 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Is not available for this position.

Relocation expenses:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

In addition:

- Annual uniform allowance up to \$440.
- Restricted private use of a motor vehicle with fuel included.
- 5 weeks Annual leave and the eligibility to accumulate Rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.