

# Role Description

## Project Engineer



Transport  
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/Branch/Unit	Greater Sydney/Sydney/ North West Precinct/ Land Use Assessment/ Developer Works
Location	Various Sydney Precincts
Classification/Grade/Band	Engineering Level 1-2
Role Number	50012604
ANZSCO Code	233211
PCAT Code	1229192
Date of Approval	October 2019
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$51.2bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Primary purpose of the role

The Project Engineer is responsible for delivering and administering contracts for road, bridge or traffic infrastructure and/or maintenance projects to achieve road safety, asset management and network efficiency objectives.

### Key accountabilities

- Manage the project and delivery process including the delivery of contract works to ensure nominated road, bridge or traffic infrastructure and/or maintenance projects are developed and delivered to agreed time, cost, quality and scope requirements.
- Manage the development of project briefs and cost estimates, procuring and overseeing service providers, and monitoring and reviewing ongoing work programs to make effective use of resources and deliver agreed objectives.
- Implement effective cost management systems to ensure effective financial management and timely delivery of projects.

- Effectively manage staff, provide training and career development opportunities and foster teamwork to support the development of a motivated, skilled, innovative and continuously improving the workforce.
- Communicate, consult and collaborate with customers, colleagues, stakeholders and partners and maintain good working relationships to influence and drive agreed outcomes on projects and contracts.
- Implement appropriate procedures, guidelines, processes and practices, in collaboration with TfNSW specialists, to deliver a high level of workplace health and safety and environmental management on projects and contracts.

## Key challenges

- Prioritising workload to manage risk and deliver project outcomes.
- Managing client expectations in the delivery of their works while ensuring all project management requirements are met.
- Seeking advice from internal and external experts to build on technical and other skills and resolve or negotiate issues within the constraints.

## Key relationships

Who	Why
<b>Internal</b>	
Developer Works Leader	<ul style="list-style-type: none"> <li>• Receive guidance and direction and objectives</li> <li>• Alignment of priorities, scope and milestones</li> <li>• Capability development and performance management</li> </ul>
Asset Management Section	<ul style="list-style-type: none"> <li>• Develop understanding of stakeholder needs</li> </ul>
Division/Unit, Section and Branch Staff	<ul style="list-style-type: none"> <li>• Report and escalate issues and problems</li> <li>• Collaborate and share information</li> </ul>
People Partners and SMEs/Content Specialists	<ul style="list-style-type: none"> <li>• Collaborate and share information</li> <li>• Discuss risks and issues to develop solutions</li> <li>• Ensure services comply with TfNSW objectives</li> <li>• Increase engagement levels</li> </ul>
<b>External</b>	
Industry Partners including Maintenance Service Providers	<ul style="list-style-type: none"> <li>• Collaborate to improve outcomes</li> <li>• Keep abreast of the latest trends in the discipline</li> <li>• Improve industry knowledge of design, construction and maintenance</li> </ul>
Residents, business, government agencies and road users impacted to work on the Transport for NSW	<ul style="list-style-type: none"> <li>• Opportunity to improve engagement and customer experience</li> <li>• Develop an understanding of stakeholder needs</li> </ul>

## Role dimensions

### Decision making

The Project Engineer is responsible for delivering and administering contracts for road, bridge or traffic infrastructure and/or maintenance projects. The role manages the day to day activities within allocated priorities and is fully accountable for the quality and integrity of information and advice provided.

The role defers to the Developer Works Leader on complex matters or issues requiring a higher level of delegation.

### Reporting line

The role reports to the Developer Works Leader

### Direct reports

The role has no direct reports

### Budget/Expenditure

As per the approved TfNSW Financial Delegations of approx. \$10.0m

## Essential requirements

- A four-year engineering degree from an Australian University or equivalent overseas qualifications.
- Knowledge of project and contract management principles and the ability to manage the delivery of road, bridge or traffic infrastructure or maintenance projects and contracts to achieve time, cost, quality, safety and environmental objectives.
- Knowledge of the technical aspects of materials, equipment and techniques used in road and bridge construction and maintenance.
- Demonstrated ability to prepare, tender, award and manage contracts and ability to prepare competitive and accurate estimates, job programs, project delivery briefs and WH&S management plans, quality management plans, environmental management plans, and traffic management plans for assigned projects.



## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 <b>Business Enablers</b>	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	<b>Procurement and Contract Management</b>	<b>Adept</b>
	<b>Project Management</b>	<b>Intermediate</b>

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Results</b>	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Deliver Results		<p>standards</p> <ul style="list-style-type: none"> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>
<b>Business Enablers</b> Procurement and Contract Management	Adept	<ul style="list-style-type: none"> <li>• Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>• Develop well written, well structured procurement documentation that clearly sets out the business requirements</li> <li>• Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective</li> <li>• Be aware of procurement and contract management risks, and what actions are expected to mitigate these</li> <li>• Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles</li> <li>• Escalate procurement and contract management issues where required</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>