

# Role Description

## Project Engineer



Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Projects
Location	680 George Street, Sydney and other locations as required
Classification/Grade/Band	Grade 9
Role Number	Various
ANZSCO Code	233211
PCAT Code	1112292
Date of Approval	July 2018
Agency Website	<a href="http://www.sydneymetro.info">www.sydneymetro.info</a>
Rail Safety Worker	Yes

### Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

### Primary purpose of the role

The primary purpose of the role is to provide project management engineering support to the Project Manager in the delivery of construction activities, including environmental aspects relating to a contract package of works within a project.

### Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Contribute to project schedule, milestones and key deliverables to ensure construction activities are safe and disruption, delay and inconvenience minimised for customers and other affected public, road and public transport users, adjacent businesses, stakeholders and the community during the performance of contractor activities
- Analyse the effects and significances of, but not limited to, noise and vibration, air quality, traffic and transport, heritage, waste, water and energy management to minimise impacts on the environment

- Develop and manage databases and reporting systems to ensure information on completed work, and performance measures is integrated, readily available and accurate consistent with TfNSW expectations
- Prepare and assess financial, scope and construction scheduling estimates for the project, to assist in project evaluation and to achieve project completion within the budget and time allotted and value for money outcomes
- Analyse risks associated with the delivery of construction activities, ensuring project performance monitoring and reporting
- Contribute to procurement requirements, tender assessments and evaluation to support the management and administration of the contract, approved proposed variations and resolution of contractual disputes

## Key challenges

- Keeping up-to-date technically and with industry practice and applying new knowledge.
- Working in a challenging and complex environment, requiring astuteness in regards to social, environmental and economic issues .

## Key relationships

Who	Why
<b>Internal</b>	
Project Manager	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on key projects, issues and priorities</li> </ul>
Project team and wider Sydney Metro office	<ul style="list-style-type: none"> <li>• Work cooperatively within a team, exchange information and assist other team members to achieve team objectives and work outcomes</li> </ul>
<b>External</b>	
TfNSW and other Transport operating agencies	<ul style="list-style-type: none"> <li>• Build collaborative working relationships to drive outcomes for the project</li> </ul>
Key external stakeholders, suppliers and major works contractors, private sector partners, local councils, community interest groups, property owners, associations and regulators	<ul style="list-style-type: none"> <li>• Build collaborative working relationships</li> <li>• Manage and direct contractor performance</li> </ul>

## Role dimensions

### Decision making

The role will operate with a high level of autonomy within the requirements of the agreed work plan and establishes strategic operational priorities in consultation with the Project Manager. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided.

## **Reporting line**

The role reports to the Project Manager.

## **Direct reports**

The role has no direct reports.

## **Budget/Expenditure**

The budget/expenditure allocation for the role will be confirmed.

## **Essential requirements**

Tertiary qualifications in engineering, project management and/or contract management.

This position is identified as a Rail Safety Worker (RSW).





## **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
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</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> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>Design and develop systems to establish and measure accountabilities</li> <li>Ensure accountabilities are exercised in line with government and business goals</li> <li>Exercise due diligence to ensure work health and safety risks are addressed</li> <li>Oversee quality assurance practices</li> <li>Model the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks</li> <li>Incorporate sound risk management principles and strategies into business planning</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>

## Occupation specific capability set (Engineering Professionals)

Category, Sub-category	Level and Code	Skill and Level Description
Professional Engineering Knowledge	Level 2	<ul style="list-style-type: none"> <li>• Engage with the client and immediate stakeholders to isolate constraints and the requirements for an engineering design or process</li> <li>• Work with the client or stakeholder to prepare the optimal engineering report, design and solution that meets the requirements</li> <li>• Apply systematic tools, techniques and methods to effectively plan and implement a well-defined engineering project</li> <li>• Understand the environmental and economic and societal impacts of project alternatives and explain the impact of those alternatives to the client or to stakeholders.</li> <li>• Apply an appropriate hazard and risk framework to engineering design and activities and escalate major risks</li> <li>• Develop, test and operate engineering designs or activities within an appropriate hazard and risk framework.</li> </ul>
Evaluation	Level 2	<ul style="list-style-type: none"> <li>• Design, implement, evaluate and report on engineering activities</li> <li>• Confirm the lifecycle and particular stage to determine the type and optimal means to undertake evaluation</li> <li>• Establish the most accurate and appropriate measures for testing and evaluating if an engineering design or activity meets planned requirements and outcomes</li> <li>• Ensure costs, risks and limitations are properly understood in the context of the desired engineering and client or stakeholder outcome</li> <li>• Collect, analyse and make insights using data relating to complex engineering activities or projects</li> <li>• Develop models, scenarios, concepts or means to test, verify, validate, measure and evaluate engineering products, processes or systems</li> <li>• Implement a range of evaluation methodologies for engineering activities</li> </ul>