

# Role Description

## Project Engineer



Transport  
for NSW

Cluster	Transport
Agency	Transport for NSW
Division/ Branch/ Unit	Infrastructure and Place
Location	Sydney
Classification/ Grade/ Band	EL3
Role Number	TBC
ANZSCO Code	233211
PCAT Code	1229192
Date of Approval	April 2020
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 \$55.6bn 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 organization, Transport for NSW – is comprised of numerous 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.

### Infrastructure and Place

We are a trusted partner to our clients, developing and delivering smart, integrated and sustainable infrastructure and places that are valued by our customers and communities.

### Primary purpose of the role

The Project Engineer is responsible for assisting in the development, implementation and management of infrastructure or other projects in accordance with time, cost, quality and scope objectives to meet Government and Roads and Maritime objectives.

### Key accountabilities

- Apply efficient and effective project management skills through the control of project budgets and reporting on project progress to assist the completion of nominated projects to agreed time, cost, quality, and scope requirements and to meet Government and Roads and Maritime's objectives.
- Develop and implement project briefs and fulfil the role of Roads and Maritime Representative on selected contracts to contribute to the effective administration and delivery of professional service and/or construction contracts.
- Develop and implement project community and/or stakeholder involvement plans to contribute to effective stakeholder consultation.

- Implement Roads and Maritime's procedures, guidelines, processes and practices to contribute to the achievement of a high level of WH&S, Industrial Relations, environmental management and quality on projects/contracts.
- Apply project management techniques to assist in the preparation of concept and detailed designs.

## Key challenges

- Prioritising workload to manage risk and deliver project outcomes.
- Providing an enhanced level of customer focus that is empathetic, transparent and evidence based.
- Balancing objectives to deliver sustainable outcomes for the community.
- Managing expectations to ensure all TfNSW contract management, project management and management system requirements are met and developing flexible and workable solutions to meet Roads and Maritime customer expectations.

## Key relationships

Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Guidance and direction and organisational objectives.</li> <li>• Determine priorities.</li> <li>• Report and escalate issues and problems.</li> </ul>
Team and Branch Staff	<ul style="list-style-type: none"> <li>• Collaborate, maintain good relationship and share information.</li> </ul>
Content Experts	<ul style="list-style-type: none"> <li>• Ensure services complies with TfNSW objectives.</li> <li>• Increase engagement levels.</li> </ul>
<b>External</b>	
Public and Community, Government agencies and road users impacted to work on the TfNSW network	<ul style="list-style-type: none"> <li>• Opportunity to improve engagement and customer experience.</li> <li>• Develop an understanding of stakeholder needs.</li> </ul>
Industry Bodies and Organisations	<ul style="list-style-type: none"> <li>• Collaborate to improve outcomes.</li> <li>• Improve industry knowledge of design, construction and maintenance.</li> </ul>

## Role dimensions

### Decision making

The Project Engineer is responsible for assisting in the development, implementation and management of infrastructure or other projects. The role is expected to exercise independent judgment to prioritise day to day activities to ensure all work is completed in a timely manner. The role is fully accountable for the quality and integrity of advice provided.

The role defers to the Manager on complex issues of a technical, legislative or political nature or decisions that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

### Reporting line

This role reports to the Senior Project Manager.

### Direct reports

TBA.

## Budget and expenditure

Nil.

## Essential requirements

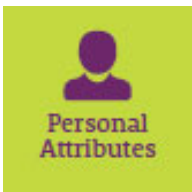



- A relevant four-year engineering (Civil / Structural or related) degree.
- Demonstrated understanding of road and or bridge construction / maintenance and quality management in project and/or contract control.
- Knowledge of the technical aspects of materials, equipment and techniques used in road and bridge and/or maritime construction and / or maintenance.

## 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
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	<b>Procurement and Contract Management</b>	<b>Adept</b>
	<b>Project Management</b>	<b>Advanced</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

Capability group	Capability name	Level
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths.</li> <li>Show commitment to achieving challenging goals.</li> <li>Examine and reflect on own performance.</li> <li>Seek and respond positively to constructive feedback and guidance.</li> <li>Demonstrate a high level of personal motivation.</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding.</li> <li>Translate technical and complex information concisely for diverse audiences.</li> <li>Create opportunities for others to contribute to discussion and debate.</li> <li>Actively listen and encourage others to contribute inputs.</li> <li>Adjust style and approach to optimise outcomes.</li> <li>Write fluently and persuasively in a range of styles and formats.</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> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence.</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options.</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness.</li> <li>Identify and share business process improvements to enhance effectiveness.</li> </ul>

## NSW Public Sector Capability Framework

Capability group	Capability name	Level
<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	Advanced	<ul style="list-style-type: none"> <li>• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts.</li> <li>• Access key subject-matter experts' knowledge to inform project plans and directions.</li> <li>• Implement effective stakeholder engagement and communications strategy for all stages of projects.</li> <li>• Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning.</li> <li>• Develop effective strategies to remedy variances from project plans, and minimise impacts.</li> <li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals.</li> </ul>