

# Role Description

## Principal Engineer



**Regional  
NSW**

<b>Cluster</b>	Regional NSW
<b>Department</b>	Department of Regional NSW
<b>Division/Branch/Unit</b>	Public Works Advisory and Regional Development
<b>Location</b>	Sydney
<b>Classification/Grade/Band</b>	Staff Grade 11/12
<b>Role Family</b>	Bespoke/Science & Engineering/Deliver
<b>ANZSCO Code</b>	233211
<b>PCAT Code</b>	1112292
<b>Date of Approval</b>	September 2017 (updated May 2020)

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Public Works Advisory (PWA) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government.

### Primary purpose of the role

Lead and manage a technical engineering service line which responds to client needs to ensure the consistent delivery of outcomes, including project quality, agreed timeframes and budget, in accordance with WHS policies and procedures, in order to deliver the client's objectives and critical success factors.

Operate the service line as a viable commercial business providing value for money for the client.

### Key accountabilities

- Lead, manage and cultivate a highly motivated team to ensure the delivery of high quality, innovative projects and technical services within agreed time and cost parameters, and government regulatory requirements.

- Maintain and improve the safety culture within the team, which is focused on implementation of the Public Works Advisory Safety Management System and processes to meet legislative and safety certification requirements.
- Develop and provide specialised technical advice to clients and senior management to maintain the leading edge capability, relating to the likely impact of construction activities and asset operations on the environment
- Promote the technical and project capabilities of PWA and the team to external and internal clients to broaden and penetrate the client base to ensure financial viability of the business as well as maintaining and developing key client linkages.
- Promote client excellence with the team and the broader PWA by being responsive to client needs ensuring projects managed by the team are clearly scoped and that delivery is to the required timeframe and budget and meet client expectations through regular review and reporting.
- Lead the development of processes to meet legislative requirements and the NSW Government policies and objectives for projects impacting the built and natural environment. Liaise with staff and other stakeholders in regards to compliance with legislation and guidelines.
- Manage, monitor and report on project progress being accountable for the team's budget including forecasting and revenue to ensure key milestones and financial returns are met and any financial or project risks are controlled or mitigated.
- Perform specialist engineering work involving independence in approach, demanding a high degree of judgement, and highly specialised expertise and a broad appreciation of the various technical specialisations involved in project work.

## Key challenges

- Working within a team environment and projects across numerous disciplines, develop a motivated and client centric team culture.
- Delivering high-quality technical advice and innovative projects, management plans and technical services within agreed time, budget and financial parameters and with consideration of industry and technical trends and Governmental and regulatory requirements
- Creating and maintaining strong working relationships with clients and industry stakeholders and achieving expected financial objectives in an environment of strong competition while managing current workloads.

## Key relationships

Who	Why
<b>Internal</b>	
Director	<ul style="list-style-type: none"> <li>• Contribute to broader unit issues</li> <li>• Provide expert advice and guidance on issues</li> <li>• Develop and propose effective business development proposals</li> <li>• Escalate issues, keep informed, advise, receive guidance and instructions</li> <li>• Participate in discussions and decisions regarding service delivery and operational improvement</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Manage performance of team to ensure high levels of professionalism to meet the organisations values and standards.</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>Identify learning and development needs of team to ensure the highest level of technical and project capabilities</li> <li>Provide mentorship and facilitate appropriate action to contribute to the on-going professional excellence and the continuous professional development of the team.</li> <li>Guide, support, coach, inspire and motivate team</li> <li>Encourage team to work collaboratively to achieve outcomes</li> <li>Review work and proposals of team members</li> <li>Lead discussions and decisions regarding solution development</li> <li>Lead meetings to obtain work group perspective and share information</li> <li>Participate in meetings to share information and provide input on issues</li> </ul>
Client/Customer	<ul style="list-style-type: none"> <li>Provide expert advice to achieve cost effective solutions</li> <li>Respond to resourcing challenges and propose effective solutions within budget and service delivery constraints</li> <li>Resolve and provide solutions to issues</li> <li>Provide expert services relating to urban water and civil infrastructure</li> <li>Manage the flow of information, seek clarification and provide advice and responses to ensure prompt resolution of issues</li> <li>Address/respond to queries and provide solutions where possible, or redirect query to relevant area</li> </ul>
<b>External</b>	
Client Project Managers	<ul style="list-style-type: none"> <li>Operate at a team leader level to build partnerships with client agencies and industry to provide high-level technical strategies, design, analysis and review.</li> <li>Seek/maintain specialist knowledge/advice and collaborate on urban water infrastructure and keep up with best practice</li> </ul>
Key Infrastructure Owners/builders	<ul style="list-style-type: none"> <li>Collaborate and engage with project owners and project managers to build strong relationships based on mutual trust and respect</li> <li>Develop an understanding of key needs, issues and priorities</li> </ul>
Key Project Stakeholders	<ul style="list-style-type: none"> <li>Provide expertise in community consultation with culturally diverse groups and key stakeholders</li> <li>Constructively interface with regulators and other stakeholders to facilitate smooth project solutions and delivery</li> </ul>

## Role dimensions

### Decision making

The incumbent has autonomy and authority to make decisions in accordance with the delegations of authority specific to the role of Principal Engineer. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

### Reporting line

This role reports to the Director Infrastructure Services.

## Direct reports

This position has team members at various grades depending on business needs.

## Budget/Expenditure

Achieve annual revenue and net cost of services targets as negotiated and agreed.

## Essential requirements






- Degree in a nominated engineering discipline with eligibility for member status of Professional Engineer of Engineers Australia.
- Extensive knowledge and experience in the nominated engineering discipline.
- Proven experience in managing multi-disciplinary teams within a commercial environment including client, project and resource management.
- Particular experience in the project/design management of all phases of design for complex multi-disciplinary water engineering projects including sound knowledge of various specialist disciplines involved such as hydrology, hydraulics, geotechnical engineering, structural engineering, mechanical engineering and overall environmental assessment requirements.
- A valid NSW Driver's license and willingness to drive to remote locations which may include overnight stays.
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).

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

## 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	Advanced	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Maintain a high level of personal motivation</li> <li>Take the initiative and act in a decisive way</li> </ul>
<b>Relationships</b>	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> <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> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li> <li>• Work towards mutually beneficial win/win outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Pre-empt and minimise conflict within the organisation and with external stakeholders</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>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> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <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>
<b>People Management</b> Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• Provide timely, constructive and objective feedback to staff</li> <li>• Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> <li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>