# Role Description
# **Cadet Engineer**

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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | NSW Public Works |
| **Location** | State of NSW |
| **Classification/Grade/Band** | Grade 1/2 |
| **Kind of Employment** | Temporary |
| **ANZSCO Code** | 233211 |
| **PCAT Code** | 1132292 |
| **Date of Approval** | |
| **Agency Website** | www.drnsw.nsw.gov.au or www.publicworks.nsw.gov.au |

## 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.

NSW Public Works 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.

## Primary purpose of the role

The Cadet Engineer assists senior engineer(s), team leaders within technical engineering service lines responding to client needs and helping to ensure consistent delivery of professional services, including project quality requirements, within agreed timeframes and budgets, in accordance with WHS policies and procedures, in order to deliver the client's objectives and critical success factors.

## Key Accountabilities

1.  Assist with the planning and delivery of assigned infrastructure projects by applying standard organisational procedures and carrying out project tasks assigned by the Project Manager in accordance with nominated cost budgets to assist in responding to clients in a timely manner.
2.  Assist in the achievement of client satisfaction targets by delivering tasks to best practice requirements and by being responsive and effective in all client interactions.

3. Contribute to the capture of lessons learned on projects by participating informal lessons learned forums.
4. Work collaboratively with the Manager on setting and achieving individual performance and development goals to ensure the level of technical and project capabilities are met, achieve continuous professional self-development as well as on-going professional excellence.

## Key challenges

1. Participating in the decision making process related to the work assigned under the guidance of the Project Manager  or designated mentor.
2. Being able to quickly gain an informed understanding of work practices and processes in the assigned business unit.
3. Working effectively with a supervisor and mentor to gain an informed understanding of the policies, practices and  procedures of the business unit, department and NSW Government

## Key relationships

| Who | Why |
| --- | --- |
| **Internal** | |
| Manager | • Develop and maintain effective working relationship and open channels of communication to ensure stakeholders are well informed.<br>• Escalate issues, keep informed, advice, and receive guidance and instructions. |
| Work Team | • Work collaboratively with team members to contribute to achieve business outcomes.<br>• Participate in meetings to share information and provide input on issues. |
| **External** | |
| Clients/Stakeholders | • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed.<br>• Contribute to a client-focused approach to service delivery.<br>• Provide accurate and timely information. |
| Vendors/Service Providers | • Seek/maintain specialist knowledge/advice and keep up to date with industry best practice.<br>• Participate in forums, groups to represent the agency and share information |

## Role dimensions

### Decision making

1. The Cadet Engineer makes day to day decisions in relation to prioritising activities under the guidance of a more senior engineer or manager.
2. On site problems, contractual variations, extensions of time and progress claims are dealt with in accordance with delegated authorities.

3. The role makes decisions and acts independently in relation to routine administrative and clerical duties provided the decisions are in accordance with legislation and Department policy and accord with the plans and priorities of the Directorate. In this context the role:

4. Establishes daily work routines in relation to the core functions of the role

5. Completes tasks in consultation with team members and in accordance with the priorities determined by the supervisor

6. Exercises good judgment in responding to general external and internal enquiries and refers complex or contentious issues to relevant team members

7. Consults with the supervisor where clarification of priorities is required or sensitive or contentious issues arise.

### Direct reports

Nil

### Budget/Expenditure

This position needs to work within negotiated and agreed budget parameters and departmental delegations

## Current knowledge and skills

- An interest in water related Infrastructure planning and design such as pumps, pipelines, treatment plants, dams, weirs and river structures
- A practical mindset with a hands-on approach to getting things done;
- Experience with Microsoft Office (e.g. Word, Excel, Project);
- Good interpersonal and communication skills to work effectively within a diverse and multi-disciplinary environment
- Sound reasoning and problem-solving skills

## Essential requirements

- Tertiary qualifications in civil, structural, chemical, electrical, mechanical or geotechnical engineering.
- Tertiary qualifications that will lead to eligibility for membership (Chartered Engineer) of Engineers Australia.
- A valid NSW Driver's License and willingness and ability to drive to remote locations or travel by air to undertake field work away from the office including overnight travel which may be for extended periods.

## Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

| Capability group/sets | Capability name | Behavioural indicators | Level |
|---|---|---|---|
| **Personal Attributes** | **Manage Self**<br>Show drive and motivation, an ability to self-reflect and a commitment to learning | Be willing to develop and apply new skills<br>Show commitment to completing assigned work activities<br>Look for opportunities to learn and develop<br>Reflect on feedback from colleagues and stakeholders | Foundational |
| **Relationships** | **Communicate Effectively**<br>Communicate clearly, actively listen to others, and respond with understanding and respect | Speak at the right pace and volume for diverse audiences<br>Allow others time to speak<br>Listen and ask questions to check understanding<br>Explain things clearly using inclusive language<br>Be aware of own body language and facial expressions<br>Write in a way that is logical and easy to follow<br>Use various communication channels to obtain and share information | Foundational |
| **Results** | **Plan and Prioritise**<br>Plan to achieve priority outcomes and respond flexibly to changing circumstances | Plan and coordinate allocated activities<br>Re-prioritise own work activities on a regular basis to achieve set goals<br>Contribute to the development of teamwork plans and goal setting<br>Understand team objectives and how own work relates to achieving these | Foundational |
| **Business Enablers** | **Project Management**<br>Understand and apply effective planning, coordination and control methods | Understand project goals, steps to be undertaken and expected outcomes<br>Plan and deliver tasks in line with agreed project milestones and timeframes<br>Check progress against agreed milestones and timeframes, and seek help to overcome barriers<br>Participate in planning and provide feedback on progress and potential improvements to project processes | Foundational |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

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Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| Capability group/sets | Capability name | Description | Level |
|---|---|---|---|
| Personal Attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Personal Attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Personal Attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| Relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Relationships | Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| Relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| Results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| Results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| Results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Business Enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Business Enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |

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