

# Role Description

## Project Engineer

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Regional and Outer Metropolitan /Regional and Freight/ Regional Maintenance
Location	Various
Classification/ Grade/ Band	Engineer Level 1-2
Role Number	Various
ANZSCO Code	233214
PCAT Code	1229192
Date of Approval	August 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 developing and delivering road, bridge or traffic infrastructure and/or maintenance projects in order to achieve road safety, asset management and network efficiency objectives.

### Key accountabilities

- Manage the project and delivery process including the delivery of both direct control and 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 investigation and design process by developing 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.
- Prepare contract documents for bridge and road works projects, including technical specifications to engage, administer and deliver contract works and ensure efficient project delivery.
- Implement effective cost management systems to ensure effective financial management of projects.

- 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.
- Balancing road safety, asset management and network efficiency objectives to deliver sustainable outcomes for the community.

## Key relationships

Who	Why
<b>Internal</b>	
Other TfNSW Operational and Regional Branches	<ul style="list-style-type: none"> <li>• Fully understand the needs and objectives of the Region and ensure the scope and milestones of project development are aligned throughout the development phases</li> </ul>
Key operational stakeholder groups	<ul style="list-style-type: none"> <li>• To gain a well-developed understanding of all stakeholder needs</li> <li>• Influence and drive agreed outcomes on projects and contracts</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Effectively manage staff, provide training and career development opportunities</li> <li>• Foster team work and support the development of a motivated, skilled, innovative and continuously improving workforce</li> </ul>
<b>External</b>	
Residents, business, government agencies and road users potentially impacted by work on TfNSW network	<ul style="list-style-type: none"> <li>• Engage with stakeholder to gather relevant information</li> </ul>
Industry partners, including construction companies and professional service providers	<ul style="list-style-type: none"> <li>• Keep abreast of the latest trends in the discipline</li> </ul>
Specialist contracting and consultancy services	<ul style="list-style-type: none"> <li>• Develop opportunities for engagement and delivery of services</li> </ul>
Other organisations at a Local and State Government level	<ul style="list-style-type: none"> <li>• Provide specialised technical advice on project issues</li> </ul>

## Role dimensions

### Decision making

The Project Engineer would need to be able to work autonomously with respect to decision making. However, would also be required to liaise with the appropriate Project/Contract Manager or Senior Project Manager to ensure the best outcomes from decisions made and the validity of processes, systems and results.

## Reporting line

The Project Engineer reports to the Works Manager

## Essential requirements

- A four year engineering (Electrical / Civil or related) degree from an Australian University or equivalent overseas qualifications.
- Knowledge of the technical aspects of materials, equipment and techniques used in road, bridge and other related traffic infrastructure construction and maintenance.
- Experience in the preparation of 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.
- Experience in managing a direct control workforce to successfully undertake construction and maintenance projects.
- Knowledge of tenders and contract management requirements.
- Knowledge of computer based tools and techniques for project and information management.
- Possess a current and valid Australian motor vehicle driver license and willingness to work outside normal working hours and travel on occasion.
- Progression from Engineer Level 1 to Engineer Level 2 will be dependent on meeting the requirements of the TfNSW Professional Engineer Development Program.





## 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>Adept</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	Intermediate
 <b>Results</b>	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 <b>Business Enablers</b>	Finance	Adept
	<b>Technology</b>	<b>Intermediate</b>
	<b>Procurement and Contract Management</b>	<b>Intermediate</b>
	Project Management	Adept

## 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	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>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>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team/unit objectives and align operational activities accordingly</li> <li>• Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>
<b>Business Enablers</b> Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> <li>• Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>• Conduct delegated purchasing activities, complying with prescribed guidelines and procedures</li> <li>• Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</li> </ul>