

# Role Description

## Site Engineer

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure & Services / Operational Systems / Digital Systems
Location	Sydney
Classification/Grade/Band	Grade 6
Senior Executive Work Level Standards	Work Contribution Stream: Service/Operational Delivery
Role Number	51017637, 51017638, 51017639
ANZSCO Code	233215
PCAT Code	1111592
Date of Approval	June 2019
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>
Rail Safety Worker	Yes

### Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we're delivering a \$41.5bn program – the largest this nation 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.

### Primary purpose of the role

The primary purpose of this role is to support the delivery of a project within clearly defined scope, quality, time and cost constraints.

### Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Assist in the planning and implementation of the project schedule and activities and in the delivery of project plan, schedule, milestones and key deliverables
- Assist in meeting compliance with project specific quality and environmental requirements and in reporting compliance to the plan on a regular basis.
- Assist in ensuring the risk management plan (RMP) is adhered to on the project and in monitoring and controlling risks through the RMP

- Contribute to monthly reporting, ensure reporting mechanisms are linked to on time on budget delivery and ensure compliance to implementation of project management methodology.
- Assist with the appropriate administration of the contract and with liaison with stakeholders

### Key challenges

- Working in an environment of constantly competing priorities and managing these priorities to enable completion of projects while delivering day to day tasks in the required timeframes
- Engaging with a range of internal and external stakeholders whose agendas / priorities might not always be aligned

### Key relationships

Who	Why
<b>Internal</b>	
Project Manager, Senior Project Manager, Project Management	<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>
Work Team	<ul style="list-style-type: none"> <li>• Participate in meetings to represent work group perspective and share information</li> </ul>

### Role dimensions

#### Decision making

As per the delegations of the role

#### Reporting line

Depending on the size and scope of the project, this reports directly to the Project Manager or to the Senior Project Manager along with a multi-level team comprised of Transport for NSW permanent staff, plus seconded, assigned and contracted personnel, professional service contractors and other contracted entities

#### 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 an Engineering discipline





This role 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Foundational
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 <b>Relationships</b>	Communicate Effectively	Foundational
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 <b>Results</b>	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Business Enablers</b>	<b>Finance</b>	<b>Foundational</b>
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## 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	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Report and manage apparent conflicts of interest</li> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Business Enablers</b> Finance	Foundational	<ul style="list-style-type: none"> <li>• Understand that government services budgets are limited and must only be used for intended purposes</li> <li>• Appreciate the importance of accuracy and completeness in estimating costs as well as calculating and recording financial data and transactions</li> <li>• Be aware of financial delegation principles and processes</li> <li>• Understand compliance obligations related to using resources and recording financial transactions</li> </ul>