

# Role Description

## Project Engineer



Regional  
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Regional Development
Location	Sydney
Classification/Grade/Band	Clerk Grade 7/8
Role Family	Bespoke/Science & Engineering/Deliver
ANZSCO Code	233211
PCAT Code	1112292
Date of Approval	17 November 2017 (updated July 2019 and April 2020)
Agency Website	<a href="http://www.drns.w.nsw.gov.au">www.drns.w.nsw.gov.au</a> or <a href="http://www.publicworks.nsw.gov.au">www.publicworks.nsw.gov.au</a>

### 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. PWA supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets.

### Primary purpose of the role

Provide engineering expertise 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. Contribute to the operation of the service line so that it is a viable commercial business providing value for money for clients.

### Key accountabilities

- Provide specialised engineering and technical advice to clients and team members in order that Government and clients receive optimal technical, economic and environmental solutions.
- Identify the learning and development needs of yourself so as to ensure a high level of technical and project delivery capability.
- Demonstrate a safety culture which is focused on implementation of the Public Works Advisory (PWA) Safety Management System and processes to meet legislative and safety certification requirements.
- Promote the technical and project capabilities of PWA and the team to external and internal clients in order to ensure the growth and viability of the business.
- Demonstrate client excellence by being responsive to client needs.



- Manage projects and ensure they are clearly scoped and that delivery is to the agreed quality, time and budget constraints, with client expectations met.

## Key challenges

- Working within a team environment and projects across numerous disciplines, whilst sustaining a client centric team culture.
- Delivering high-quality technical advice and innovative projects within agreed time, budget and financial parameters and with consideration of industry and technical trends and Governmental and regulatory requirements.
- Maintaining strong working relationships with internal and external clients while managing current workloads.

## Key relationships

Who	Why
<b>Internal</b>	
Principal Engineer	<ul style="list-style-type: none"> <li>• Contribute to broader team issues</li> <li>• Provide expert advice and guidance on issues</li> <li>• Identify business development opportunities</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>• Work collaboratively to achieve business outcomes</li> <li>• Participate in discussions and decisions regarding solution development</li> <li>• Support team members and work collaboratively to contribute to achieving the teams business outcomes</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>• Respond to queries and resolve issues</li> <li>• Provide expert services relating to urban water infrastructure</li> <li>• Ensure effective communication, 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>	

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## Clients and Stakeholders

- Provide expert advice to achieve cost effective solutions
  - Respond to resourcing challenges and propose effective solutions within budget and service delivery constraints
  - Respond to queries and resolve issues
  - Provide expert services relating to urban water infrastructure
  - Ensure effective communication, seek clarification and provide advice and responses to ensure prompt resolution of issues
  - Address/respond to queries and provide solutions where possible, or redirect query to relevant area
  - Collaborate and engage with clients and stakeholders to build strong relationships based on mutual trust and respect
  - Develop an understanding of key needs, issues and priorities
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## 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 Project 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

Principal Engineer

### Direct reports

Nil

### Budget/Expenditure

Contribute to the achievement of annual revenue and net cost of services targets and deliver projects to budget.

## Essential requirements

- Degree in a nominated engineering discipline with eligibility for member status of Professional Engineer of Engineers Australia.
- Substantial knowledge and experience in the nominated engineering discipline.
- Proven experience in managing project teams within a commercial environment including client, project and resource management.
- Experience in the project/design management of 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.
- A valid NSW Driver's license and willingness to drive to remote locations which may include overnight stays.


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

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</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> </ul>
		<ul style="list-style-type: none"> <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>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</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>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 option</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>

<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul> <hr/>
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