

# Role Description

## Electrical Designer in Training



Transport  
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure and Place /Technical and Project Services/Engineering Services/Road Design
Location	Parramatta
Classification/Grade/Band	USS 2-3
Role Number	Various
ANZSCO Code	312311
PCAT Code	1129192
Date of Approval	12 September 2018
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 Electrical Designer in Training will work towards building capabilities in electrical design by undertaking work assignments in various locations in road design and other disciplines and possibly in the offices of external design service providers.

The role will also work on developing capabilities and competencies in electrical design for Traffic Signals and Street Lighting with an aim to resolving difficult design problems, coordinating inputs from other technical disciplines and stakeholders in order to create strategic, concept and detail designs.

### Key accountabilities

- Prepare electrical designs, under supervision, on major road infrastructure projects, in compliance with policies, standards, technical directions, guidelines, procedures and agreed requirements and contribute to the management of technical risk in road design.



- Understand the need to ensure the consistent application of standards and technical excellence and improved road design solutions. Develop capability to inform others of the risks associated with departures from current accepted design standards.
- Ensure relevant, timely and accurate advice is provided to the Manager to support decision making.
- Keep abreast of new technologies and practices, and contribute feedback into the quality system to improve design practice.
- Contribute to improved design outcomes, by developing and maintaining constructive and collaborative relationships with internal and external stakeholders.

## Key challenges

- Working with a large volume and variety of work, priorities, interests and deadlines, often required with very tight time-frames.
- Contributing to the Electrical Design team collaborating with industry to increase engagement from conception to delivery.
- Keeping abreast of current and emerging best practice, changes in legislation, and technology that affect road design operations and establishing relevant policy and standards to meet these challenges.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Report to, receive guidance, escalate issues, provide updates and clarify instructions</li> </ul>
Road Design Managers, Lead Designers, Designers, RD quality Managers	<ul style="list-style-type: none"> <li>• Collaborate and share relevant information, provide support, respond to queries where possible, or redirect</li> </ul>
Road Design Team	<ul style="list-style-type: none"> <li>• Participate in meetings, share information and provide input on issues</li> <li>• Support team members and work collaboratively to contribute to achieving team outcomes</li> </ul>
<b>External</b>	
Contractors/ private sector design consultants	<ul style="list-style-type: none"> <li>• Respond to queries where possible, or redirect</li> </ul>
Industry partners	<ul style="list-style-type: none"> <li>• Build professional expertise and networks</li> <li>• Exchange information, to stay up to date with the new technologies and practices</li> <li>• Gain knowledge on how the industry operates</li> </ul>

## Role dimensions

### Decision making

The role operates in a structured work environment that is subject to established policies, procedures and practices underpinned by statutory requirements.

The role will not have any specific accountability for managing discrete projects and takes direction from the Manager.

### **Reporting line**

The role is accountable and reports to the Manager Traffic Signals Operations or the Traffic Signal Design Manager depending on the region/location of the role.

The role may work in a Region or in a specialty area such as road policy or CADD.

### **Direct reports**

Nil

### **Budget/Expenditure**

Nil

### **Essential requirements**

- Demonstrated proficiency in Mathematics, Physics and an interest in Engineering studies.
- Evidence of self-motivation and organising skills with proven initiative
- Evidence of achieving goals by working cooperatively as part of a team.
- Proven analytical, research and problem solving skills and aptitude to learn new concepts.
- Demonstrated effectiveness in oral and written communication.

### **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.





### **Capabilities for the USS2-3**

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#### **Capability summary**

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## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Foundational</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Foundational</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	<b>Plan and Prioritise</b>	<b>Foundational</b>
	<b>Think and Solve Problems</b>	<b>Foundational</b>
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	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> Manage Self	Foundational	<ul style="list-style-type: none"> <li>Be willing to develop and apply new skills</li> <li>Show commitment to completing work activities effectively</li> <li>Look for opportunities to learn from the feedback of others</li> </ul>
<b>Relationships</b> Communicate Effectively	Foundational	<ul style="list-style-type: none"> <li>Speak at the right pace and volume for varied audiences</li> <li>Allow others time to speak</li> <li>Display active listening</li> <li>Explain things clearly</li> <li>Be aware of own body language and facial expressions</li> <li>Write in a way that is logical and easy to follow</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> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>Engage other teams/units to share information and solve issues and problems jointly</li> <li>Support others in challenging situations</li> </ul>
		<ul style="list-style-type: none"> <li>Plan and coordinate allocated activities</li> <li>Re-prioritise own work activities on a regular basis to achieve set goals</li> <li>Contribute to the development of team work plans and goal setting</li> <li>Understand team objectives and how own work relates to achieving these</li> </ul>
<b>Results</b> Think and Solve Problems	Foundational	<ul style="list-style-type: none"> <li>Find and check information needed to complete own work tasks</li> <li>Identify and inform supervisor of issues that may impact on completion of tasks</li> <li>Escalate more complex issues and problems when these are identified</li> <li>Share ideas about ways to improve work tasks and solve problems</li> <li>Suggest improvements to work tasks for the team</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>