

Role Description

Engineer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Soil Conservation Service
Location	Various
Classification/Grade/Band	Clerk Grade 3/4
Role Family	Bespoke/Science & Engineering/Deliver
ANZSCO Code	233211
PCAT Code	1132292
Date of Approval	17 November 2017 (updated May 2020)
Agency Website	www.drnsw.nsw.gov.au or www.publicworks.nsw.gov.au

Agency overview

The Department of Regional NSW is the central agency 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 and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. There's nothing abstract about what we do. Just look around. 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. We do this by developing solutions that show creativity and grassroots ingenuity, providing impartial advice and support at all levels of government and the private sector, and partnering with experts to maximise the benefits of our knowledge and experience.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government. By managing these nuances, projects we work on don't just get done, they become benchmarks others aspire to.

Primary purpose of the role

Assist senior engineer(s) and 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, and in order to deliver the client's objectives and critical success factors.

Key Accountabilities

- Actively participate in engineering project teams, undertaking project tasks and seeking guidance from senior engineers when required to ensure the delivery of high quality, innovative projects and technical services within agreed time and cost parameters, and government regulatory requirements.
- Contribute to projects ensuring tasks are clearly scoped and that delivery is to the required timeframe and budget and meet client expectations through regular review and reporting.
- With assistance from senior staff, prepare fee proposals for less complex projects that are robust and financially viable whilst being competitive with other industry bidders.
- 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.
- Implement Public Works Advisory Safety Management System and processes across all projects to meet legislative and safety certification requirements and reporting all issues to the Manager.
- Liaise with clients to understand their business needs and technical issues/concerns, providing solutions and obtaining feedback on the services provided whilst maintaining a strong working relationship with clients and industry stakeholders.
- Identify opportunities for process improvement, capturing lessons learned on projects, ensuring they meet departmental policies and procedures impacting on the built and natural environment and liaise with senior engineers, managers and peers to contribute to improved business performance.

Key challenges

- Delivering a range of outcomes concurrently while meeting client and senior manager's expectations of time, quality and budget parameters.
- Undertaking learning and development opportunities so that assigned capability levels and professional judgement is obtained and applied progressively to more difficult tasks.
- Identifying and raising issues concerning project delivery risks, including safety and environmental risks whilst working in a highly variable and at times, extreme weather conditions and away from home for periods of time.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Develop and maintain effective working relationship and open channels of communication to ensure stakeholders are well informed. • Escalate issues, keep informed, advice, and receive guidance and instructions.
Work Team	<ul style="list-style-type: none"> • Work collaboratively with team members to contribute to achieve business outcomes. • Participate in meetings to share information and provide input on issues.
External	
Clients/Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open

Who	Why
Vendors/Service Providers	<p>channels of communication to ensure stakeholders are well informed.</p> <ul style="list-style-type: none"> Contribute to a client-focused approach to service delivery. Seek/maintain specialist knowledge/advice and keep up to date with industry best practice. Participate in forums, groups to represent the agency and share information

Role dimensions

Decision making

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

Reporting line

Senior Engineer/Manager

Direct reports

Nil

Budget/Expenditure

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

Essential requirements

- Tertiary qualifications in civil/structural/chemical/mechanical/geotechnical/environmental/electrical/ engineering with 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.
- Well-developed knowledge and understanding of current Work Health and Safety legislation and regulations.
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).

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

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.

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
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans

NSW Public Sector Capability Framework

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