

# Role Description

## Senior Engineer



Planning,  
Industry &  
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / MHL
Location	Manly Vale
Classification / Grade / Band	Professional Grade 3
ANZSCO Code	233915
PCAT Code	1119192
Date of Approval	December 2019
Agency / Division Websites	<a href="http://www.dpie.nsw.gov.au">http://www.dpie.nsw.gov.au</a>

### Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Manly Hydraulics Laboratory (MHL) is a fee for service business unit within the Department's Water Group. MHL provides specialist and impartial water and coastal advice to Government and private industry clients. MHL's activities include physical and numerical modelling, water monitoring programs and meter testing.

### Primary purpose of the role

The Senior Engineer carries out and manages a range of professional advisory and technical projects and services to deliver high quality and innovative client outcomes including time, cost and quality. The Senior Engineer also contributes to the financial and long-term business viability by delivering high quality technical solutions and services in a focused driven and effective manner and leads the development of innovative technologies and processes to support optimum solutions in client delivery.

### Key accountabilities

- Lead and oversee the delivery of a range of successful projects managing multi-disciplined resources whilst balancing conflicting priorities in one or more of MHL's service areas including environmental data collection, marine and coastal studies, flood and estuary studies, physical modelling, numerical modelling and laboratory testing.
- Provide innovative and rigorous technical advice and solutions to senior staff and clients, so that MHL is able to provide tailored and high-quality solutions and services to clients.
- Maintain and apply a thorough and up-to-date knowledge of current industry trends, practices and standards and Government policies, regulations and requirements so that proposed solutions are cost and resource efficient, highly technically proficient and utilise current best practice technologies.

- Prepare fee proposals for complex multi-disciplinary projects that are robust and financially viable whilst being competitive with other industry bidders.
- Provide professional engineering advice, analysis, submissions, briefings and project reports to clients and assist executive decision making.
- Manage and lead the planning and delivery of project activities by assigning project tasks and engaging with contractors, consultants and project team members.
- Develop and maintain networks with stakeholder through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met.
- Manage a team and its resources, providing effective leadership and guidance to advance knowledge and develop capability, whilst ensuring compliance with governance and quality requirements, to successfully deliver all key project/s milestones and outcomes.

## Key challenges

- Successfully manage delivery and risks for multiple projects, including safety, environment, cost, time, quality, client and stakeholder expectations.
- Effectively marketing MHLs capabilities and raising the Department's profile in the water industry by winning work in order to achieve financial performance targets.
- Promoting, leading and undertaking training and development opportunities so that increasing skills and professional judgement is obtained and applied progressively to more difficult tasks while leading and encouraging the professional development of junior staff within a project context.

## Key relationships

Who	Why
<b>Internal</b>	
Director	<ul style="list-style-type: none"> <li>• Provide expert advice and guidance on strategic issues relating to urban water and civil infrastructure in NSW</li> <li>• Provide expert briefings on new and emerging issues, and to report on project performance</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Inspire and motivate team, provide direction and manage performance</li> <li>• Encourage team members to work collaboratively to achieve business outcomes</li> <li>• Guide, support, coach and mentor team members and review work and proposals of team members</li> <li>• Lead discussions and decisions regarding solution development</li> <li>• Promote training and development opportunities to support professional and technical skill development</li> </ul>
Client/Customer	<ul style="list-style-type: none"> <li>• Provide expert advice to achieve cost effective solutions</li> <li>• Respond to queries and provide solutions to issues</li> <li>• Provide expert services relating to urban water and civil infrastructure</li> <li>• Manage the flow of information, seek clarification and provide advice and responses to ensure prompt resolution of issues</li> </ul>
<b>External</b>	
Client Project Managers	<ul style="list-style-type: none"> <li>• Build partnerships with client agencies and industry to provide high-level technical strategies, design, analysis and review.</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>Maintain specialist knowledge and advice and collaborate on urban water infrastructure and keep up with best practice</li> </ul>
Key Infrastructure Owners/builders	<ul style="list-style-type: none"> <li>Collaborate and engage with project owners and project managers to build strong relationships based on mutual trust and respect</li> <li>Develop an understanding of key needs, issues and priorities</li> </ul>
Key Project Stakeholders	<ul style="list-style-type: none"> <li>Provide expertise in community consultation with culturally diverse groups and key stakeholders</li> <li>Constructively interface with regulators and other stakeholders to facilitate smooth project solutions and delivery</li> </ul>

## 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 Engineer Professional 3.

### Reporting line

This role reports to the Manager Environmental Data.

### Direct reports

Two to ten direct reports. The role also oversees external contractors and consultants.

### Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the role's Performance and Development Plan. The role needs to work within negotiated and agreed budget parameters and Departmental delegations as well as apply Commercial, General Financial and Economic Knowledge.

## Essential requirements

- A professional engineering or environmental science degree with relevant experience, or other relevant qualifications.
- Eligible for professional membership in Engineers Australia.
- A valid NSW Driver's Licence and willingness to travel to remote locations, including overnight stay.




## 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
	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Intermediate
 <b>Relationships</b>	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 <b>Results</b>	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 <b>Business Enablers</b>	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Advanced</b>
 <b>People Management</b>	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

### 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>	Intermediate	
Act with Integrity		<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> </ul>

## 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>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> <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> 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> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li> <li>• Work towards mutually beneficial win/win outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Pre-empt and minimise conflict within the organisation and with external stakeholders</li> </ul>
<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> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Advanced	<ul style="list-style-type: none"> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> <li>• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts</li> <li>• Access key subject-matter experts' knowledge to inform project plans and directions</li> <li>• Implement effective stakeholder engagement and communications strategy for all stages of projects</li> <li>• Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning</li> <li>• Develop effective strategies to remedy variances from project plans, and minimise impacts</li> <li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>• Negotiate clear performance standards and monitor progress</li> <li>• Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>• Provide regular constructive feedback to build on strengths and achieve results</li> <li>• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>• Monitor and report on performance of team in line with established performance development frameworks</li> </ul>