

# Role Description

## Graduate Engineer



Regional  
NSW

|                           |   |
|---------------------------|---|
| Cluster                   | Regional NSW  |
| Agency                    | Department of Regional NSW  |
| Division/Branch/Unit      | NSW Public Works  |
| Location                  | State of NSW  |
| Classification/Grade/Band | Clerk Grade 3/4   |
| Kind of Employment        | Ongoing and Temporary Roles   |
| ANZSCO Code               | 233211  |
| PCAT Code                 | 1132292   |
| Date of Approval          |   |
| Agency Website            | <a href="http://www.finance.nsw.gov.au">www.finance.nsw.gov.au</a> and <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.

NSW Public Works 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. 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.

### 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, 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 and/or project 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.
- Ensure Public Works Advisory Safety Management System and processes are followed across all projects to meet legislative and safety certification requirements and reporting all issues to the Manager. Raise issues and seek guidance from the Manager.
- Liaise with clients to understand their business needs and technical issues/concerns. Provide solutions and obtain 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 to meet departmental policies and procedures impacting on the built and natural environment. Liaise with senior engineers, managers and peers to contribute to improved business performance.

## Key challenges

- Undertake 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.
- Working in highly variable and at times, extreme weather conditions and away from home for periods of time.

## Key relationships

| Who                       | Why  |
|---------------------------|--|
| <b>Internal</b>           |  |
| Manager                   | <ul style="list-style-type: none"> <li>• Develop and maintain effective working relationship and open channels of communication to ensure stakeholders are well informed.</li> <li>• Escalate issues, keep informed, advice, and receive guidance and instructions.</li> </ul> |
| Work Team                 | <ul style="list-style-type: none"> <li>• Work collaboratively with team members to contribute to achieve business outcomes.</li> <li>• Participate in meetings to share information and provide input on issues.</li> </ul>  |
| <b>External</b>           |  |
| Clients/Stakeholders      | <ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed.</li> <li>• Contribute to a client-focused approach to service delivery.</li> </ul>                  |
| Vendors/Service Providers | <ul style="list-style-type: none"> <li>• Seek/maintain specialist knowledge/advice and keep up to date with industry best practice.</li> <li>• Participate in forums, groups to represent the agency and share information</li> </ul>  |

## Role dimensions

### Decision making

- The Engineer 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.

### 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.
- Well-developed knowledge and understanding of current Work Health and Safety legislation and regulations.
- 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.

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

### Focus capabilities

| Capability group/sets   | Capability name  | Behavioural indicators   | Level        |
|---|--|--|--------------|
|  | <b>Manage Self</b><br>Show drive and motivation, an ability to self-reflect and a commitment to learning | <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>• Stay motivated when tasks become difficult</li></ul> | Intermediate |



**Communicate Effectively**  
Communicate clearly, actively listen to others, and respond with understanding and respect

- Focus on key points and speak in plain English
- Clearly explain and present ideas and arguments
- Listen to others to gain an understanding and ask appropriate, respectful questions
- Promote the use of inclusive language and assist others to adjust where necessary
- Monitor own and others' non-verbal cues and adapt where necessary
- Write and prepare material that is well structured and easy to follow
- Communicate routine technical information clearly

Intermediate



**Deliver Results**  
Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate















**Project Management**  
Understand and apply effective planning, coordination and control methods

- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities. Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| Capability group/sets   | Capability name                     | Description  | Level        |
|---|-------------------------------------|--|--------------|
|  Personal Attributes | Display Resilience and Courage      | Be open and honest, prepared to express your views, and willing to accept and commit to change         | Foundational |
|  Personal Attributes | Act with Integrity                  | Be ethical and professional, and uphold and promote the public sector values                           | Intermediate |
|  Personal Attributes | Value Diversity and Inclusion       | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  Relationships       | Commit to Customer Service          | Provide customer-focused services in line with public sector and organisational objectives             | Intermediate |
|  Relationships       | Work Collaboratively                | Collaborate with others and value their contribution   | Foundational |
|  Relationships       | Influence and Negotiate             | Gain consensus and commitment from others, and resolve issues and conflicts                            | Foundational |
|  Results             | Plan and Prioritise                 | Plan to achieve priority outcomes and respond flexibly to changing circumstances                       | Foundational |
|  Results            | Think and Solve Problems            | Think, analyse and consider the broader context to develop practical solutions                         | Intermediate |
|  Results           | Demonstrate Accountability          | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines         | Intermediate |
|  Business Enablers | Finance                             | Understand and apply financial processes to achieve value for money and minimise financial risk        | Foundational |
|  Business Enablers | Technology                          | Understand and use available technologies to maximise efficiencies and effectiveness                   | Foundational |
|  Business Enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance     | Intermediate |