Position Description – Graduate Engineer – Civil

Objective of the Position

The Graduate Engineer will be required to complete four rotations of approximately six months each in key areas of Local Government business such as Asset Management, Compliance and Development Assessment, Investigation and Design, Project Management and Construction.

The Graduate Engineer provides a support role to the Management and administration of construction and capital works projects for both Waratah-Wynyard and Circular Head Councils. The Graduate Engineer also fulfills the primary role of assisting Project Managers and Infrastructure and Development Services staff by providing the appropriate information, advice and support services on all civil engineering matters as required.

<table>
<thead>
<tr>
<th>Key Responsibility</th>
<th>Outcomes (Measure of Success)</th>
</tr>
</thead>
</table>
| Rotations (this will vary) | • Processing of engineering and administration matters including Certificates prior to their release from Council.  
• Provide engineering input in the engineering assessment of development applications.  
• Assist in undertaking engineering assessment of engineering plans for compliance with Council design and construction specifications.  
• Assist in the assessment of developments for the issue of Construction Certificates, Section 138 Roads Act and Section 68 Local Government Act approvals.  
• Assist in the traffic and transport impact assessment of traffic generating development applications and land use proposals.  
• Assist in developing and/or implementation of policies and procedures, which relate to strategic traffic, transport and road safety matters.  
• Assist the provision of necessary approvals, advertising and advice for road permits, road closures (temporary and permanent) and traffic safety infrastructure requirements in accordance with the Local Government and Roads Acts.  
• Any other duties as directed within the context of the position. |

Customer Service & Communications

• Interpersonal communications, including the management of
enquiries, screening of requests and reception of visitors is handled in a respectful, professional and confidential manner.

- Resolution of issues, as appropriate, through positive action, redirecting to appropriate staff as required, and escalation of potentially serious matters to Manager Engineering & Projects for assistance.

<table>
<thead>
<tr>
<th>Confidentiality</th>
<th>Integrity and confidentiality of all Council related activity and documentation is being maintained.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Management</td>
<td>Records are used, maintained and managed in accordance with the Council’s Information Management Policy.</td>
</tr>
</tbody>
</table>
| Risk Management | Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council.  
| | Assist Council to mitigate risk by promoting risk awareness throughout the organisation.  
| | Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances. |
| Workplace Health and Safety | To comply, so far as is reasonably able, with any reasonable instruction that is given by a Director, Manager, Coordinator or Supervisor of Council.  
| | Take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons. |
| Additional duties | Other duties as required from time to time. |

**SPECIAL CONDITIONS**

- A current driver’s licence is an essential requirement of this position.
- As an identified resource shared position, the incumbent is required to provide services to Circular Head Council pursuant to the Resource Sharing agreement between the two Councils.
- A satisfactory background check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.

**CORPORATE ACCOUNTABILITIES**

All staff are required to observe the following corporate accountabilities;

1. Compliance with all legislative requirements.
2. Understand and promote Council’s Strategic Objectives and Core Values.
3. Adhere to Council’s plans, policies and procedures which include the Customer Service Charter, WHS Standards, Records Management, Risk Management plan and matters outlined in the Human Resources Manual and Enterprise Agreement.
ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Engineering & Projects

Direct Reports: Nil

Internal Liaisons: The Graduate Engineer is required to operate as an effective part of the team, and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.

External Liaisons: The Graduate Engineer interacts with contractors and various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected and the incumbent must display a positive and constructive approach towards Council and its activities.

EXTENT OF AUTHORITY

The Graduate Engineer exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Manager Engineering & Projects.

PERSONAL ATTRIBUTES

- Displays an attitude of discretion and integrity which inspires trust and confidence.
- Passionate and committed to great community outcomes.
- Ability to build and maintain cooperative relationships with internal and external stakeholders.
- Ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.
- Strong collaborative skills which enable effective engagement within a high functioning, cohesive team.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Ability to employ sound judgment and decision making amongst competing demands.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential

- The ability to work with accuracy and attention to detail
- The ability to work with limited supervision and meet deadlines
- Experience and ability to work in a team environment
- A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications
- Civil Engineering standards and specifications
- Understanding of relevant legislation and regulations
- Degree in Civil Engineering
- Current Class C Drivers Licence
- Principles of Total Quality Management
- Principles and application of Risk Management
- Work, Health and Safety obligations and associated workplace practices
- Understanding of traffic management
- An understanding of land development, and the subdivision process
- Knowledge of principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrate oral communication and interpersonal skills in explaining engineering and planning issues to the public, management and developers
- Excellent written communication skills including report writing skills
- Advanced computer skills with knowledge of relevant industry software (including design software)

**Desirable**
- Understanding the role of customer service in the Local Government environment
- Local Government operations, processes and administrative procedures

**SELECTION CRITERIA**

**Essential**
1. Expected to adopt a flexible approach to work requirements and to undertake new or alternative duties as required. This may include the use of new technology, new work procedures and customer service delivery systems.
2. Commitment to personal integrity, continuous improvement and understanding customer expectations in order to supply best value for money services.

**Highly Desirable**
3. Undertake targeted training.
4. To operate effectively and efficiently within a limited and demanding time frame.
5. Meeting the requirements of both external and internal clients.
6. Diligence in assessments and inspections undertaken.
7. Keeping abreast of changes to relevant acts and policies and changing practices to accommodate these changes as directed by the Manager.
8. Developing and maintaining key partnerships with stakeholders.
9. Helping to create and maintain an enthusiastic and cohesive team approach.
10. Providing appropriate communication through Council.
11. Ability to undertake research and utilise analytical skills.
12. High level computing, literacy and numeracy skills and an attention to detail.
13. Proven ability to show initiative, work independently, manage priorities and take a constructive approach as a member of a team.

**Desirable**