

POSITION DESCRIPTION

POSITION TITLE	Civil Infrastructure Project Engineer
DEPARTMENT	Infrastructure
POSITION LEVEL	Middle Management
POSITION REPORTS TO	Chief Executive Officer
TENURE	Full-time Permanent (76hr fortnight)
CERTIFIED AGREEMENT	N/A – Individual Contract

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Alcan Gove to manage the township of Nhulunbuy, the nearby Industrial Estate, and the Gove Airport.

The Nhulunbuy Corporation's primary responsibility is to provide Municipal services to Nhulunbuy residents, businesses, and ratepayers. This position is offered as an ongoing permanent position. It is a requirement for all employees to work within the organisation's values and core outcome areas.

Nhulunbuy Corporations Values	Nhulunbuy Corporation Key Outcome Focus Areas
Honesty	Engaged Community
Integrity	Efficient Service
Respect	Effective Teamwork
Equality	Strong Leadership
Diversity	

ROLE OBJECTIVES

The Civil Infrastructure Project Engineer aims to deliver high quality civil infrastructure, open space and other projects on time, within budget and to Corporation standards and specifications and provides best practice Project Management services to Project Sponsors for the delivery of capital works projects in accordance with the Corporation's Project Management Framework. The role will also provide and guidance to team members who undertake project delivery; and delivers advice and assistance in the planning, design, project management, monitoring, auditing and renewal of the Corporation's civil infrastructure assets.

KEY ROLE OUTCOMES

Capital Project Planning and Design

- Preparation of project scopes, briefs, and cost estimates for funding submissions on behalf of Project Sponsors.
- Assist in the development of concept and detailed designs for review by Project Sponsors.
- Develop project plans, stakeholder engagement plans and associated project documents.
- Ensure project plans, goals and deliverables support business goals in collaboration with senior management and stakeholders.
- Liaise and manage consultants and contractors regarding allocated capital works projects.
- Liaise with relevant Corporation departments, user groups and key stakeholders to resolve issues and develop projects associated with Council assets and facilities, and
- Assist in the development of the Corporation's annual and long-term asset renewal program in consultation with service managers and key stakeholders to meet the objectives of Council's asset management plans.

Capital Project Delivery

- Prepare contract documentation and specifications for capital works; call and assess tenders, tender award, and administer contracts.
- Oversee contracts with external providers against service delivery specifications, timelines, and financial performance indicators.
- Develop and maintain best practices and tools for project execution and management.
- Maintain effective project and contract management systems to monitor project expenditure against budget and forecast project costs.
- Identify and manage project dependencies and critical paths.
- Maintain an effective system to record and monitor project variations.
- Proactively manage changes in project scope, identify potential causes and devise contingency plans.
- Supervise capital works projects by carrying out site inspections and attending/organising site meetings.
- Assist in providing direction and effective leadership to ensure capital projects are completed on time, within budget and to Corporation standards.
- Maintain and continuously improve contract quality control procedures to ensure contractors meet specified standards and safety requirements.
- Ensure that work sites are properly protected and always signed by Contractors and that all safety requirements are met in accordance with the contract requirements.
- Comply with the Corporation's Procurement and Contract Management Policies in the delivery of Capital Works Projects.
- Ensure activities are compliant with statutory requirements; and
- Maintain an excellent customer service interface when dealing with enquiries, requests, and complaints from the public.

Capital Project Reporting

- Prepare capital works progress and financial reports.
- Regularly report to the Project Sponsors on project status and any variations to approved budgets and timelines.

- Prepare information for asset capitalisation as part of end of year financial reporting; and
- Conduct project reviews and create a recommendations report to identify successful and unsuccessful project elements.

Procurement

- Familiarise oneself with and abide by the Corporation's Procurement Policy Risk management and occupational health and safety; and
- Comply with occupational health and safety legislation, risk management requirements and all Corporation policies.

Other Duties

- Achieve priorities within the Corporation Plan relevant to the position responsibility.
- Develop a strong working relationship with the stakeholders including the regular provision of technical and practical advice for projects.

POSITION REQUIREMENTS

Accountability and Extent of Authority

- Accountable to Project Sponsors for the effective delivery of projects.
- Frequent consultation with senior staff and regular reporting to ensure adherence to procedures.
- Ability to seek advice from Depot management and experienced colleagues.
- The ability to take responsibility for own development, needs and learning.
- Freedom to act is set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation.
- Responsible for the planning, scoping and execution of projects and providing instruction to contractors to achieve an overall result; and
- Accountable for ensuring records relating to activities are accurate and timely, including work scopes, project plans, procurement documentation and asset capitalisation information.

Judgement and Decision Making

- Independence in decision making, problem solving, and policy development based on specialised knowledge and skills.
- Sound investigative, analytical, and creative skills throughout the project lifecycle.
- High level problem solving and decision-making skills.
- An ability to independently discuss and resolve problems of a technical and general nature with supervisors, engineers, contractors, consultants and developers.
- Ability to think methodically, to design, plan and manage projects; and
- Application of quality improvement principles to further the long-term goals of the Corporation.
- Develop key partnerships and exercise professional knowledge and experience in the customer service industry and across the organisation.

Specialist Skills and Knowledge

- Comprehensive knowledge of Council's obligations as a road authority and of traffic and transport management principles.
- Comprehensive knowledge of project and contract management principles and obligations.
- Strong research and analytical skills to develop reports, policies, or procedures.
- Ability to prepare clear, succinct reports for internal and external audiences.
- Capacity to produce and provide analysis of statistics and reporting.
- Proficiency in the use of personal computers, database applications and Microsoft Office products.
- Sound knowledge and familiarity of principles and practices of budgeting, accounting and financial procedures.
- Sound working knowledge of the relevant acts which make statutory demands on municipal authorities with respect to matters of engineering infrastructure; and
- Knowledge of occupational health and safety requirements and equal employment principles and practice.

Management Skills

- Ability to lead and motivate staff who are not direct reports to achieve project-based goals.
- Ability to plan, manage own time and meet deadlines as well as set priorities and effectively allocate resources when directed.
- Ability to mentor staff and manage contractors to deliver Council's objectives on time and budget despite conflicting pressures.
- Ability to adapt to and work effectively within a variety of changing situations; and
- Ability to meet objectives and goals despite conflicting work pressures or resistance to change.

Interpersonal Skills

- Ability to relate to persons from diverse cultural, social and technical backgrounds.
- Excellent teamwork and communication skills.
- Strong ability to gain the trust, support and cooperation of colleagues and stakeholders.
- Ability to negotiate, influence and delegate.
- Experience in negotiation and liaison with officers of the various Federal and State service authorities, consulting engineers, urban developers, employees and tribunals.
- Ability to communicate a clear strategy and direction, and accurately translate concepts into action plans and construction plans.
- Ability to prepare clear, succinct reports; and
- Integrity, trustworthiness, and professionalism.

Qualifications and Experience

- Tertiary qualifications in either Engineering or Project Management or other related discipline.
- A minimum of five (5) years relevant experience in a similar role.
- Extensive knowledge of civil construction industry principles and practices.
- Experience at working in a team-oriented, collaborative environment is essential.

- High level demonstrated ability to work with minimal supervision. Strong interpersonal and presentation skills with the ability to facilitate/host community consultation sessions and public tendering events.
- Substantial experience in successfully managing contracts and contractors.
- Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors, and the public.
- Well-developed negotiation, facilitation and influencing skills.
- Knowledge of best practice contracting and tendering practices.
- Experience and understanding of Local Government environment and processes.

WORK HEALTH & SAFETY

- Actively promote and follow all WHS policies, procedures, and practices.
- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education based on race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Always be supportive of management policies regarding NCL's vision, goals, interpersonal relationships and Code of Conduct.

QUALIFICATIONS/LICENCES REQUIRED

ESSENTIAL

- Tertiary qualification or other accredited training in Engineering / Project Management for Infrastructure Projects.

DESIRABLE

- First Aid Certificate.

EXPERIENCE/SKILLS/KNOWLEDGE REQUIREMENTS

ESSENTIAL

- Demonstrated knowledge and experience in construction or roads, drainage, and other civil infrastructure assets.
- Highly developed oral and written communication skills to enable effective communication with a wide variety of people from all levels and background including staff, contractors and the public.
- Project Management skills, sound financial and budgeting skills, including the ability to develop and manage project budget allocations.
- Well-developed negotiation, facilitation and influencing skills.
- Knowledge of best practice contracting and tendering practices.

SIGNATURES

Employee Name	
Employee Signature	
NCL Representative Name	
NCL Representative Signature	
Date	