

Goulburn-Murray Water Position Description

Senior Civil Engineer – Position Number IDS205

Role Purpose Deliver civil design and quality assurance services and projects related to GMW infrastructure and lead an engineering team to provide these services	
Reports to (title)	Lead Projects Services Manager
Classification / Band	Band E – Commencing at \$123,401.35 plus superannuation
Allowances	GMW Mobile Phone
Employment Status	GMW considers every role flexible where this can still deliver the required business outcomes, this could include but is not limited to part-time or job share.
Location	Tatura
Position Contact	Lead Projects Services Manager, Gary Conidi 0418 530 264
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> - Degree in Engineering or similar discipline of engineering - Extensive experience in the civil design of infrastructure projects in the Dams and/or Irrigation sector - A thorough understanding of Safety in Design principles - Experience in Project Management - Extensive experience in management of Consultants <p><u>Desired</u></p> <ul style="list-style-type: none"> - Masters Degree in Engineering (or equivalent) - Qualifications in Project Management, Asset Management and/or Finance - Member Institute of Engineers, Australia - Experience in AutoCAD <p><u>Key Skills & Experiences</u></p> <ul style="list-style-type: none"> - Focus on 'customer' care; Ability to see stakeholders' point of view - Clear communicator with excellent listening skills - Drive for excellence in process improvement - Commercial orientation, proactively seeking out profitable business opportunities - Able to give and receive feedback - Problem solving skills - Leads by example - Ability to simplify complex information
Other Requirements	Police check Victorian Drivers Licence Australian Working Rights
Approver/Approval Date	Sophie Riddell – Manager HR Business Partnering – 8 July 2021

Key Result Areas	Key Responsibilities	KPIs
Project Services	<ul style="list-style-type: none"> • Deliver civil design and quality assurance services for projects related to GMW infrastructure and lead an engineering team to provide these services • Lead the development and/or review designs, technical reports, drawings, contracts, technical guidelines and other documentation as required • Engage specialist technical resources as needed • Lead statutory approvals process and environmental impact assessments • Ensure GMW's requirements under the Professional Engineers Registration Act are met 	<ul style="list-style-type: none"> • Agreed scope, budget and timelines met • Appropriate skill mix within Project Services Team and within individual project teams • Daily and weekly work schedules in place and adhered to • HSE compliance meets industry standards/Codes of Practice
Stakeholder Relationships	<ul style="list-style-type: none"> • Engage and manage relationships with internal stakeholders • Engage and manage relationships with external stakeholders including but not limited to contractors and engineering consultants, Authorities, local Government and customers 	<ul style="list-style-type: none"> • Customer expectations on project services met • External consultants comply with GMW HSE policies • Project design issues identified and resolved in timely manner

	<ul style="list-style-type: none"> Provide regular project updates to stakeholders 	
Consultant and Contract Administration	<ul style="list-style-type: none"> Prepare design briefs, technical specifications, tender documentation Evaluate tenders 	<ul style="list-style-type: none"> All projects supported by comprehensive documentation
Reporting	<ul style="list-style-type: none"> Prepare regular routine progress reports (time, cost, quality, risk) 	<ul style="list-style-type: none"> Project progress always available to customer Potential delays and quality issues identified and reported in advance

Note: Other duties and responsibilities may be required as reasonably directed

Mandatory Key Result Areas for all GMW positions

Safety	<ul style="list-style-type: none"> Comply with all GMW OH&S standards, policies and procedures Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team 	<ul style="list-style-type: none"> Investigate and close out incident and hazard reports on time Workplace inspection findings corrected Internal Audit finding actions corrected All staff mandatory training completed Safety meetings conducted with actions completed
Policies	<ul style="list-style-type: none"> Adhere to GMW policies and procedures Stay up-to-date on all GMW policies Ensure all GMW policies are promulgated and adhered to Advise on potential changes to policies as required by local conditions Ensure all policies are communicated to, and understood by, the team 	<ul style="list-style-type: none"> Audit results (internal) Numbers of issues escalated through team not adhering to policies

Key Relationships

All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

External

<ul style="list-style-type: none"> Managers of other GMW divisions - deliver projects that enhance the performance of their divisions: <ol style="list-style-type: none"> Storage Services Water Delivery Managers of other GMW divisions – proactive engagement to ensure high quality service interactions <ol style="list-style-type: none"> Strategy & Service Planning (Asset Planning, Dam Safety & Technical Standards) Business & Finance (Finance & Commercial) People, Culture and Safety (HSE) Customers & Stakeholders (Communications, Engagement & Media) Managers within IDS – proactive engagement to ensure high quality service interactions <ol style="list-style-type: none"> Field Services Electrical & Mechanical Services 	<ul style="list-style-type: none"> MDBA – manage delivery of projects on behalf of MDBA Contractors and Consultants – ensure contractual compliance and delivery Connections Project Leadership Potential fee for service customers (e.g. other water and catchment authorities, National and State Parks authorities) – generate profitable revenue Other Authorities and Local Government – represent GMW Community Groups - represent GMW and ensure understanding of community issues related to project implementation
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Behaviours and Values

All employees are required to demonstrate GMW's values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW's strategic outcomes below:

Safe, skilled, engaged people

Contribute to a safe, inspiring and diverse workplace where learning is encouraged and your team feels supported. You openly demonstrate the vision and values of GMW through your own behaviours.

Satisfied customers, trusting partners

Exhibit at all times a customer-first attitude and you are focused on delivering outcomes that meet the needs of our customers, stakeholders and communities. You deliver solutions in response to customer and operational issues.

Sustainable business, viable customers

Take ownership for delivering affordable and sustainable water services through the decisions you make every day and take responsibility for ensuring ongoing business efficiency. You operate in a timely manner and with a sense of urgency when required and you consistently prioritise your work to meet the ongoing, and sometimes changing needs of our business.

Water security and other water values are recognised

Comprehend the regulatory framework under which we operate and the importance of meeting our obligations. You understand the role that water plays in the sustainability of our region and actively seek out opportunities that will secure water for our future.

Innovation, data and technology driven services

Uphold the integrity of all GMW processes and systems by contributing to a continuous improvement lifecycle. You ensure that all decisions are informed by accurate and complete data & information.



Excellence



Honesty



Accountability



Courage



Caring