

## Position description

<b>Position title</b>	Project Engineer
<b>Group / Branch</b>	Liveable Water Solutions/ Circular Economy
<b>Reports to (Title)</b>	Western Port Program Manager
<b>Competency level</b>	<i>Individual Contributor</i>

## Job Purpose

South East Water supports healthy and liveable communities, and this role will assist in creating the transition to sustainable communities via the implementation of circular economy principles and utilise the recovery of resources whilst also combating climate change.

The purpose of this position is to assist in the successful delivery of Water Recycling Plant (WRP) projects within the Circular Economy Group. The role of the Project Engineer is to assist with the safe, timely and efficient delivery of tasks including planning and business case support, managing procurement activities, contract management and the management of the design and construction for Civil, Mechanical & Electrical (M&E)/Control components of WRP projects. This includes working with our capital delivery teams and partners to ensure that projects are delivered safely, on time and within budget.

## Key Accountabilities

Under direction from the Western Port Program Manager, the Project Engineer will:

- Be South East Water's Contract Representative administering the commercial contracts in place for individual projects to ensure the highest levels of performance are achieved
- Provide input into the functional and detail design phases for projects, to ensure compliance with the intent of the project briefs, coordinating any technical or engineering queries raised
- Assist in the compilation of detailed work scopes in liaison with South East Water stakeholders to ensure contract and commercial interests are protected
- Assist in the management of projects through the full project planning and delivery lifecycle, including on-site presence and auditing to ensure compliance with the intent of the project briefs and specifications
- Administer and maintain detailed project information, reporting on project costs, forecasting, claims assessment and final cost reporting
- Help drive efficiency, on time project delivery, performance measurement and target development in collaboration with the contractors
- Monitor and report on the contractor's performance against the agreed KPI's.

- Coordinate acceptance of works and handover to Service Delivery (Operations and Maintenance teams).
- Updating completion and maintenance of commissioning and operations records and manuals, ensuring all data is current and up to date in SEW systems.
- Provide support to the Program Manager and Delivery Manager where required.

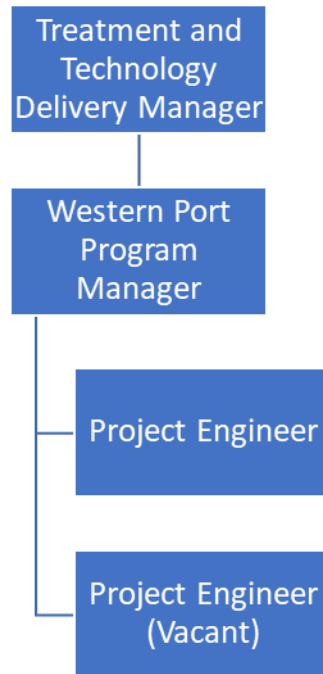
## Knowledge, Skills & Experience

The classification structure for this role has been designed to recognise multiple levels of experience in the engineering field (levels three (3) to five (5)). Incumbents will commence in a classification according to their level of experience and this will be determined prior to employment. From here, the incumbent's progression through the levels will be subject to SEW's engineering pathways structure.

- Bachelor of Engineering qualification, preferably either in Civil, Mechanical or Process Engineering  
Minimum of 3 years experience in sewage treatment infrastructure or a similar industry
- Working towards Chartered Professional Engineer (CPEng) as recognised by Engineers Australia (or international equivalent) preferred
- Developing Project Management skills and an understanding of an infrastructure asset project lifecycle
- Be results driven, with ability to identify innovative solutions, diagnose and resolve complex problems.
- Ability to identify, and mitigate potential risks to projects and South East Water.
- Clear customer focus when dealing with both internal and external stakeholders, with demonstrated commitment to excellence.
- Ability to understand and write clear business cases, project briefs, board papers, workshop reports and meeting minutes.
- Ability to understand the impacts of decisions on cost, other stakeholders and customers
- Good verbal communication skills to inform, influence and exchange knowledge within a project team.
- Knowledge of the relevant OHS codes, standards and legislation. Be a leader in establishing and maintaining a strong safety culture
- Understanding and appreciation of environmental issues relating to the design and construction treatment plant infrastructure.
- Broad knowledge of standards and specifications, including relevant WSAA Codes necessary for the design and construction of South East Water's assets including knowledge of legislation related to the Water Industry
- Able to operate autonomously under limited supervision and direction, however also able to acknowledge key decisions to be referred to the relevant escalation point.
- Ability to establish and maintain strong working relationships.

## Dimensions

### Organisational Chart



### Number of people managed:

None Directly. Indirectly there will be various internal and external project stakeholders including design and delivery partners.

### Size of budget managed:

Not Applicable

### Value of Assets managed:

Not Applicable

### Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

Security for Critical Infrastructure identified role: No

For Engineering roles the role requires a Professional Engineer (accredited 4 year degree) and requires professional registration in Victoria



South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.