

Position description

Position title	<i>Graduate Engineer</i>
Group / Branch	<i>Engineering Branch Rotations</i>
Reports to (Title)	<i>People Leader</i>
Competency level	<i>Individual Contributor</i>

Job Purpose

The Graduate Engineer is responsible for undertaking projects and tasks as directed to contribute to the achievement of group KPI's and success of group strategies to meet customer, community and regulatory requirements. The Graduate Engineer will participate in a rotation programme through the Engineering branches providing technical and engineering support in areas of water and wastewater engineering.

Key Accountabilities

Project Management and Participation

- Liaise with relevant stakeholders to determine project objectives
- Design systems including functional statements, schematics, layouts, specifications, instruction manuals, cost estimates etc to meet project objects
- Undertaking planning projects looking into the short and long term to identify network deficiencies
- Facilitate & participate in multi-discipline projects
- Ensure that projects meet functional requirements including environmental, safety & community standards, are completed on time and to budget.

Technical knowledge

- Review technical literature
 - Develop & enforce compliance with SEW engineering standards & specifications
 - Communicate technology & standards to internal and external groups including consultants, contractors, councils and government agencies, or to the public
- Contribute to a culture of innovation which encourages all employees to challenge the status quo and identify more efficient ways to undertake work

Stakeholder Management

- Build strong relationships with key stakeholders across the organisation
- Consult and provide stakeholders with advice and support in key areas
- Seek stakeholder feedback on services delivered to continuously improve outcomes

Development

- Develop technical and professional skills and competencies that support performance
- Participate in skills development and rotation programs
- Drive own development plan discussions and seek feedback from People Leader on development progress
- Keep up to date with industry changes and attend industry conferences and seminars

Knowledge, Skills & Experience

Minimum level of educational qualifications required for the role

Bachelor Engineering degree is required

Highest level of skills required to perform at a competent level

- Written communication – ability to prepare quality technical designs, specifications, user documentation, etc.
- Verbal communication – ability to present and discuss technical information to technical and business audiences; ability to exchange information, inform and influence others and gain their cooperation
- Problem solving – ability to exercise independent professional judgement in recognising and solving problems relying on experience/policies/procedures; expanding, and adapting those policies and procedures if required
- Technical - undertake complex technical work under professional supervision and normal technical work without supervision
- Project management – participate in projects as an active team member; plan and project manage smaller projects; utilise SE Water project management methodology and tools
- Computer skills – ability to undertake work using computer systems including data entry, advanced spreadsheets /word processing
- Research – manage and participate in the research and development activities of the group, with particular emphasis on relevant electronic/sensor technology trends, development tools.
- Customer service – build strong relationships with key stakeholders.

Experience and Knowledge

- Minimal experience in a professional engineering environment
- Understanding of water industry

- Understanding of environmental issues relating to the water industry.

Key Contacts

Key contacts within organization	Purpose of contact
People Leader	Review progress of allocated project/tasks. Provide technical direction. Provide mentoring and feedback on performance and development
Senior Engineers	Provide technical coaching and guidance Provide mentoring on development
Group Manager	Provide advice on allocated projects submitted for approval.
Internal stakeholders	Develop internal networks to build relationships and share knowledge
Learning and Development	Provide coaching and support on development

Key external contacts	Purpose of contact
Water industry peers	Monitor industry practice

Number of people managed:

None

Size of budget managed:

No budget managed

Value of Assets managed:

The graduate engineer has a shared responsibility for the provision of engineering services that contribute to the organisations assets

Acceptance

To acknowledge that you have read and understood the requirements of your role, please sign below.

Employee Name: _____



Employee Signature: _____

Date: _____