

**Position Description**

<b>POSITION TITLE:</b> Project Engineer/Officer	<b>REPORTS TO:</b> Program Manager
<b>Pay Band:</b> Band 4/5	
<b>ORGANISATIONAL CONTEXT</b>	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
<b>PRIMARY OBJECTIVES</b>	
<p>As a Project Engineer/Officer you will work as part of the Projects team within the Infrastructure Services Department. The role will support the development and efficient and effective execution of LMW’s Capital Works programs.</p> <p>Safe delivery of projects is of primary importance.</p> <p>This role will lead in the complete delivery of capital works, progressively applying standard project management techniques, engineering and contractor management skills. As your skills develop, the complexity, value and number of concurrent projects will increase advancing to the management of larger, more complex projects.</p> <p>Assisting in the delivery of major projects, this role will work collaboratively with all stakeholders to ensure designs are safe, deliver customer outcomes and take account of future growth requirements as documented in master plans.</p> <p>This role will support general investigations and minor works through the provision of technical and design skills to assist both Infrastructure Engineers and Operations staff.</p>	

KEY ACCOUNTABILITIES		
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<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Assist the Program Managers with project coordination matters.</li> <li>• Work collaboratively as a member of the Infrastructure Services team and with other relevant positions across the corporation to achieve business objectives within the Corporation’s Corporate Plan, 10-year capital works program and Water Plan.</li> <li>• Identify areas of improvement of self and the wider projects team and promote a culture of constructive feedback and continuous improvement.</li> <li>• Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices.</li> <li>• Contribute to the improved safety performance of LMW by developing key safety competencies with an understanding that safety is a line responsibility owned by each member of the infrastructure services team.</li> <li>• Be a primary source of engineering project delivery solutions to LMW, developing the skills and knowledge of others particularly within the Project team.</li> </ul>	<ul style="list-style-type: none"> <li>• Project scope documents and business cases formulated for allocated Capital Works Projects.</li> <li>• Fair, honest and constructive feedback provided to all key stakeholders and embraces and positively contributes to change.</li> <li>• Be a key engineering project delivery resource within the organisation who willingly shares this knowledge to fellow team members and across LMW generally.</li> <li>• Compliance with Risk Management Policy and Framework and integration of Risk Management into normal business practices, identifying and implementing risk strategies to ensure risk remains within tolerance.</li> <li>• Active safety leadership demonstrated through knowledge of LMW’s safety systems and procedures and personal ownership of safety performance.</li> <li>• Develop own goals in consultation with the Program Managers and Manager Projects using LMW’s talent management framework.</li> <li>• Undertake continuous professional development.</li> </ul>

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<b>Customer</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Manager Projects</li> <li>• Program Managers</li> <li>• Projects Team</li> <li>• Infrastructure Planning and Land Development Teams</li> <li>• Senior Manager Operations and Operations Teams</li> <li>• Senior Manager Delivery and Delivery Teams</li> <li>• Finance and People Teams</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Contractors &amp; Consultants</li> <li>• Service Authorities</li> <li>• Government Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Consult and communicate effectively with all internal stakeholders to ensure operational needs are captured in the scope, design, specifications and throughout construction.</li> <li>• Consistent experience ensured for all stakeholders which will be demonstrated by feedback received.</li> <li>• Review and advice provided for all internal and external queries.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Ensure your projects are delivered safely through active safety leadership.</li> <li>• Ensure that projects undertaken across LMW are conducted in a safe and compliant manner.</li> <li>• Undertake peer review of internal and external designs to ensure Safety InDesign principles are maintained.</li> <li>• Participate in organisational surveys to measure the Safety culture and employee engagement levels of the organisation.</li> <li>• Participate in workplace safety inspections as relevant to the Projects team, qualifications and experience.</li> <li>• Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination.</li> </ul>	<ul style="list-style-type: none"> <li>• LMW contractors are managed effectively during project delivery and in accordance with Contractor Management Procedures.</li> <li>• Projects are managed in accordance with the applicable Safety Management Systems.</li> <li>• Improvement in Employee engagement and safety culture survey results is achieved through the effective implementation of recommended actions</li> <li>• Improvement actions identified in safety inspections such as hazards or risks are rectified within the recommended timeframes.</li> </ul>

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<b>Environment</b>	<ul style="list-style-type: none"> <li>• Contribute to LMW providing an environmentally friendly workplace.</li> <li>• Demonstrate and comply with the General Environmental Duty (GED) in accordance with Part 3.2 of the EPA Act 2017 by integrating risk management into normal business practice.</li> <li>• Compliance with EPA Act 2017, LMW policies and procedures as required to support best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimizing the risk of harm to human health or the environment from pollution or waste by minimising those risk, so far as reasonably practicable / resources and delegation.</li> <li>• Use and maintenance of plant, equipment, processes and systems in a manner that minimises risks from pollution and waste.</li> <li>• Use and maintenance of risk management systems.</li> <li>• The handling, storage and transportation of substances in a manner that minimises risk.</li> <li>• Completion of training and transfer of knowledge relevant to upholding the General Environmental Duty.</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• Use of the LMW Contract Management System for all contracts.</li> <li>• Monitor and manage all allocated projects and tasks within the Projects Module System and ensure information is updated regularly.</li> <li>• Identify and implement quality improvement, change management and innovation efficiencies in the Infrastructure Services department.</li> <li>• Develop and implement efficient design principles, to ensure the best available value for money is achieved during design and construction of projects.</li> </ul>	<ul style="list-style-type: none"> <li>• All allocated projects and tasks monitored and managed within the Projects Module System and ensure information is updated regularly.</li> <li>• Contribute to the establishment of procedures in relation to design and drafting processes to enhance efficiency, quality and where applicable compliance with legislated standards.</li> <li>• New engineering and construction standards and methodologies are researched, contributed to and prepared.</li> <li>• Budgets are prepared and reviewed regularly within portfolio of projects ensuring efficient &amp; accurate processing and approval of budget requests.</li> <li>• Potential savings are identified through consolidation of works and services and tender packaging.</li> <li>• Accurate and regular reporting is provided to stakeholders on contract values, expenditure, variations, dates and commitments.</li> <li>• Contracts, payments and variations and administered and</li> </ul>

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		<p>maintained in the Contract Management System.</p> <ul style="list-style-type: none"> <li>• Progress milestone reports on project delivery are prepared in accordance with project management plans</li> <li>• User-friendly processes and procedures are developed in consultation with the broader organisation.</li> <li>• Efficiencies and innovations that improve LMW cost effectiveness are implemented as per organisational requirements.</li> </ul>
<b>Capital</b>	<ul style="list-style-type: none"> <li>• Proactively Assist Program Managers as required to meet the needs of the project.</li> <li>• Assist and prepare monthly review of project budgets and budget forecasts.</li> <li>• Identify, assess and manage emerging and current operational or delivery risks through project planning and monitoring.</li> <li>• Prepare complex project and contract documentation in accordance with LMW and DTF policies.</li> <li>• Prepare progress reports to confirm project delivery in accordance with project plans.</li> <li>• Implement and monitor business systems within the projects team.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in consultation within the Projects team and the wider LMW organisation.</li> <li>• Support provided to the Program Manager including, but not limited to, undertaking complex design tasks, managing and review of external consultant designs and liaison with stakeholders.</li> <li>• Ongoing contribution and management of Risk Registers for relevant projects as part of the Infrastructure Services department.</li> <li>• All scope documents/business cases are completed accurately and in a timely manner to support the Project team objectives.</li> <li>• Engineering and project management oversight provided for capital works for compliance with WSAA and principles of best practice.</li> <li>• LMW contractors are managed effectively during project delivery and in accordance with LMW contractor management procedures.</li> <li>• Detailed asset data including “As constructed” information is updated and recorded and fed back to the Asset Management team.</li> <li>• Technical investigations are undertaken including surveys, design and planning for asset construction.</li> <li>• Complex tender specifications and contracts are developed, implemented and managed.</li> <li>• Capital expenditure is consistent with budget forecasts and monthly variance reporting is provided to the Program Manager.</li> <li>• Projects are capitalised as soon as practical upon completion in</li> </ul>

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		<p>accordance with project completion procedure.</p> <ul style="list-style-type: none"> <li>• All procurement is undertaken in accordance with LMW's Procurement Guidelines.</li> <li>• Contractor and supplier purchase orders and payments are administered.</li> </ul>

<b>LEVEL OF AUTHORITY</b>
Delegation Category <b>E</b> as per the current Instrument of Delegation.
<b>NUMBER OF REPORTS</b>
Direct Reports: <ul style="list-style-type: none"> <li>• Nil</li> </ul> Indirect Reports: <ul style="list-style-type: none"> <li>• Consultants</li> <li>• Contractors</li> </ul>
<b>SKILLS AND BACKGROUND REQUIREMENTS</b>
<p><b>Formal qualifications:</b></p> <ul style="list-style-type: none"> <li>• Formal qualifications (degree) in Engineering, or;</li> <li>• Formal qualifications in Project Management or relevant project management experience.</li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Proven ability to work collaboratively within a multi-disciplined team to achieve organisational objectives.</li> <li>• Demonstrated experience in mentoring and developing skills and knowledge with fellow team members.</li> <li>• Significant Experience in applying high level technical knowledge and technical judgement.</li> </ul> <p><b>Customer:</b></p> <ul style="list-style-type: none"> <li>• Ability to deliver customer focused outcomes in a service environment such as a utility organisation.</li> <li>• Ability to manage stakeholders and build positive relationships with internal and external providers.</li> <li>• Open communication style and the ability to create trust and confidence with internal and external customers.</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience and understanding of a safety-first culture.</li> <li>• An understanding of safety management system implementation according to an organisations and team’s requirements.</li> <li>• The ability to interpret legislation requirements and able to translate into activities.</li> </ul>

**Environment:**

- Understanding of the General Environmental Duty (GED)

**Efficiency:**

- Ability to use Microsoft Project or other relevant software to plan and monitor project delivery against time, quality and budget.
- Strong financial acumen including ability to analyse and manage financial lifecycle of projects.
- Knowledge of procurement methodologies to deliver customer requirements most effectively in accordance with organisation policies and good commercial practices.

**Capital:**

- Previous experience in preparing reports to demonstrate project progress against plan and scope.
- Demonstrated experience understanding of engineering principles, resulting in innovative infrastructure solutions.
- Demonstrated understanding in contract law, applying dispute resolution skills while maintaining strong relationships with pool of contractors.

**Compliance Requirements:**

- Driver's license.
- Compliance with criminal background checks.
- Confirmation of fitness for work.

**SIGNATURES:** We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager: Stuart Mensch

Date: 14/06/2024

Signature:   
Stuart Mensch (Jun 14, 2024 07:49 GMT+10)

Managing Director: Paul Northey

Date: 18/06/2024

Signature: 