

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Principal Project Engineer - Coastal & Civil	Level	8
Business Unit	Engineering Services	Position Number	01696
Directorate	Infrastructure Services	Date Established	February 2023
Reporting to	Coordinator Urban Development	Date Updated	February 2025

2. KEY OBJECTIVES

- Oversee implementation of the City's Coastal Hazard Risk Management and Adaptation Plan.
- Prepare technical reports including specialist advice, project briefs, scope of works and assist with funding applications for coastal hazard assessments and adaptation projects.
- Liaise with and provide specialist advice to key internal and external stakeholders to support the coastal adaptation objectives, providing a high level of customer service.
- Undertake project management and contract management of allocated Civil Projects.

3. KEY ACCOUNTABILITIES

- High quality technical expertise to achieve the City's coastal protection and adaptation objectives and allocated Civil Projects objectives.
- Complete work to a high standard in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budget and relevant legislation.
- Project work completed in accordance with the requirements of the City's Project Management Framework.
- Financial management activities are undertaken in accordance with the City's procedures and processes.
- Contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Coastal Hazard Risk Management and Adaptation Planning

- Contribute to the development of the Coastal Hazard Risk Management Adaption Plan as a member of the Technical Steering Committee.
- Coordinate, project manage and implement the Coastal Hazard Risk Management Adaption Plan.
- Coordinate coastal adaptation research projects.
- Contribute to ongoing development of the "Northern Beaches Alliance" group of Councils including attendance at meetings and contribution to coastal projects.
- Prepare technical reports and recommendations for the City and Elected Members on coastal adaptation matters.
- Research and draft responses to coastal protection and adaptation queries from other Business Units, the Elected Members, Northern Beaches Alliance Group and the community.
- Undertake coastal research projects and provide timely and accurate deliverables using contemporary research methodologies and statutory processes.
- Develop and maintain systems and processes for information collection and evaluation, including the provision of progress reports.

Outcome: Assigned Civil Projects

- Project manage the design and delivery of allocated civil capital works projects.
- Prepare and review documentation including project briefs, project proposals, briefing documents, designs, technical reports, planning reports and community correspondence.
- Interpret and administer engineering standards and specifications.
- Manage and deliver projects in accordance with the agreed scope and supervise external contractors.
- Perform other duties as requested within the scope of this level in accordance with skills, knowledge and experience.

Outcome: Implementation of Coastal Protection and Adaptation Construction Projects

- Manage the development and implementation of the City's Coastal Adaption Construction Projects from the Coastal Infrastructure Adaption Plan, including the City's design consultants to achieve optimum design outcomes.
- Implement projects and feasibility studies in accordance with agreed scope.
- Oversee and implement coastal adaptation events to engage and consult with the community and the business.

Outcome: Contract Management

- Prepare tender documentation and scope of works for contractors.
- Participate as a panel member for tender evaluation and prepare reports and supplementary information to Executive Leadership Team and Council.
- Arrange quotes for works to be undertaken by external contractors, assess quotes against requirements and make appropriate recommendations.
- Represent the City as contract superintendent and provide contractors with relevant access, information and direction, ensuring effective liaison with internal and external stakeholders.
- Monitor progress and oversee the performance of external contractors.
- Administer the requisitioning and receipting of goods and services.

Outcome: Technical Advice

- Provide high level technical engineering and project management advice and supports to the business on allocated projects according to project briefs and required outcomes.
- Prepare correspondence and reports on project related and other issues.

- Contribute to the development of civil design procedures, processes, standards, guidelines and policies.
- Liaise with external contractors, utility service providers, government agencies and the general public in relation to project design and construction.

Outcome: Financial Management and Administration

- Manage project budgets and expenditures.
- Assist in the development of the annual budget.
- Monitor, review and report on expenditure to ensure conformity with budget outcomes.
- Prepare reports on projects and forward planning strategies.
- Comply with the City's processes, work practices and documentation to support maintaining Quality Management System and ISO 9001 certification.

Outcome: Work Health and Safety

- Promote a safe working environment.
- Report unsafe practices or hazards to supervisors or WHS representatives immediately.
- Consult and cooperate with management on matters relating to WHS.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Highly Developed Skills:

- Project and contract management.
- Interpersonal communication (including negotiation, conflict resolution, written and verbal).
- Report writing.
- Ability to coordinate multiple complex projects simultaneously and work to deadlines.
- Organisational, time management, decision making and problem-solving.
- Computer literacy, including Microsoft Office.
- Ability to interpret designs and to assist with the resolution of technical issues.

Comprehensive Knowledge:

- Coastal management, protection and adaptation practices.
- Quality management, risk management and control procedures.
- Tendering policies and general conditions of contract.
- Statutory requirements and Council policies.
- Roles of State Government / authority functions.
- Well-developed knowledge of software applications including but not limited to GIS and CAD.
- Well-developed knowledge of budget preparation and monitoring.

Extensive Experience:

- Implementing coastal projects.
- Civil engineering and design and construction.
- Project and contract management of civil engineering projects.
- Preparation of briefs and general conditions of contracts, tenders and specifications and the use of AS2124 and AS4000 for contract works, control and authorisations of expenditure.
- Estimating and programming of works.
- Demonstrated experience in working with community groups and key stakeholders (internal and external) to engage them in coastal related projects.

Qualifications / Clearances:

- Tertiary qualifications in a Civil Engineering or equivalent qualification such as Coastal/Marine/Environmental.
- Project and contract management qualifications or equivalent experience.
- Construction Safety Induction Card (White Card).
- Current Western Australian 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Has significant delegated authority.
- Responsible for control and coordination of projects including cost effectiveness and timeliness; establishes work priorities and monitors workflow in area of responsibility.
- Required to use professional knowledge and approach to solve complex problems and make decisions.
- A high degree of initiative and professional judgment is required as decisions and actions may have high impact on the business. Provides expert advice on coastal adaptation issues.

7. WORKING RELATIONSHIPS**Level of Supervision:**

- Works under limited direction.

Internal:

- Strategic and Organisational Development.
- Parks and Natural Environment.
- City Projects.
- Asset Management.
- Planning Services.
- Other Business Units.

External:

- External service providers.
- Residents and general public.
- State government departments.
- Other local governments.
- Western Australian Local Government Association (WALGA).
- Environmental and community groups.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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