

Position Title:	Project Engineer
Reports to:	Senior Project Manager
Direct reports:	Nil
Review date:	March 2022

Position objective

The primary purpose of the role is to provide project management engineering support to the Senior Project Manager and/or the Senior Program Manager in the delivery of project and construction activities. This includes project planning and construction administration to ensure projects are delivered to required quality, within budget and adhere to schedule.

The Project Engineer will help to build project management capability by contributing to the delivery of the capex plan.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

Project Support

The Project Engineer will assist Project Managers to successfully deliver assigned projects and, in some instances, may independently deliver minor sustaining capital projects. Tasks will include: -

- > End to end or partial delivery of assigned Capital projects. Projects may be assigned in part or full and may be building or infrastructure in nature.
- > Project delivery including project administration activities (scope planning, budgeting, and programming), the preparation of project and design briefs, management of subsequent engagements, issues resolution or escalation.
- > Coordinate the implementation and delivery of projects by preparing reports and briefs, maintaining project documentation to ensure project outcomes are achieved on time, within budget, to quality standards and within agreed scope.
- > Assist in developing order of magnitude construction cost plans
- > Develop and status project programmes and schedules
- > Assist Design and Project Managers in developing concept sketches, complete design briefs, perform design reviews and obtain approval of the stage gate deliverables. Prepare or coordinate contract documentation including drawings, specifications, and other items specific to assigned projects.
- > Contribute to procurement requirements, tender assessments, and evaluation to support the management and administration of the contract, communicate, or allay variations and resolution of contractual disputes.
- > Ensure that effective project reporting mechanisms are implemented and meets NAPL's reporting requirements.

Construction Management

- > Coordinate and administer construction activities to ensure that projects are implemented in accordance with plans, designs, and specifications.
- > Monitor construction progress for adherence to programme and report to the responsible Project Manager.
- > Review progress claims against works completed and advise Project and Contract Manager on payment requirements.
- > Effectively communicate with stakeholders to ensure positive project outcomes. Demonstrate sound people management skills by managing work and performance of Contractors to achieve outcomes

WHS, Quality & Environmental Management

- > Ensure all projects adhere to WHS regulations and champion WHS in all aspects of the role.
- > Review Contractor's Safety, Quality and Environmental management documents inclusive of Safety and Construction Management Plans, Safe Work Method Statements and Environmental Management Plans.
- > Engage with Contractors on compliance to their Safety, Environmental and Quality Systems.
- > Notify Project Manager of potential hazards/impacts and any potential WHS improvements.
- > Participate in Risk Assessment workshops.
- > Undertake quantitative and qualitative safety, environment, and risk assessment to ensure projects are delivered to required standards.
- > Site inspections and hazard identification.
- > Assist with compliance checks against NAPL policies.
- > Assist with surveillance/compliance to DA environmental conditions

General

- > Ensure effective communication and liaison with stakeholders.
- > Utilise effective time management skills including sequencing of work of own and resource time management
- > Maintain continual alignment with NAPL's values and behaviours.
- > Comply with NAPL's Policies, Procedures and any reasonable directive, at all times.
- > Display consistent compliance, accountability and due diligence with all safety and security matters at all times.
- > Complete any other duties within your skills and abilities, as required by your Manager.

Qualifications and experience

Essential

- > Minimum 3 years' experience in a similar role
- > Tertiary qualifications in Engineering, Project Management and/or Contract Management
- > Experience in project management from conception to delivery
- > Ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- > Strong client-facing and teamwork skills
- > Attention to detail and excellent organisation skills
- > Ability to multitask and work independently

Desirable

- > Strong working knowledge of Microsoft Project and planner
- > Experience in cost estimating.
- > Experience in contract management, including contract specification, oversight and monitoring

Work Health and Safety

The NAPL Managers have a responsibility to:

- > Remain abreast of changes in environmental and WHS legislation, Codes of Practice and Australian Standards
- > Ensure and promote conformance with statutory requirements and NAPL WHSMS requirements.
- > Promote and embed a safety culture
- > Ensure that appropriate investigations are conducted for hazards and incidents, and implement identified corrective actions

While at work NAPL workers must:

- > Take reasonable care for their own health and safety
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act
- > Cooperate with NAPL policies and procedures relating to health or safety.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
Committed Doing what you say you'll do	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
Accountable	✓ Open and adaptable to change to meet the growing needs of our business.
	✓ Open to giving and receiving constructive feedback as an opportunity to learn.
	✓ Takes responsibility for their actions.

Value	Behaviours
Having the courage to be held accountable and to hold others accountable	<ul style="list-style-type: none"> ✓ Proactively seeks advice and input from others to stimulate learning and innovation. ✓ Is committed to being truthful with each other. ✓ Applies consistent standards across the organisation.
<p>Results Driven</p> <p>Strive to ensure results are achieved</p>	<ul style="list-style-type: none"> ✓ Adopts a strategic approach to achieve business goals. ✓ Adopts big picture thinking and commitment to achieving business goals. ✓ Ensures goals are clearly understood which they are focussed on achieving. ✓ Employs effective strategies to ensure goals are achievable. ✓ Prioritises own work effectively and communicates capacity constraints early.

Position description approved

Employee _____ Date _____

Supervisor _____ Date _____