

## Project Engineer

<b>Classification</b>	Band 3
<b>Team</b>	Assets and Operations/Asset Renewals
<b>Reporting to</b>	Manager of Asset Renewals
<b>Location</b>	Office based in Bridge Street, Bendigo
<b>Effective Date</b>	April 2025

## Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

## What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

<b>Earn the customer</b>	We exist to serve our customers. We 'wow' them with an outstanding experience.
<b>Own the risk</b>	We take responsibility and are accountable to our customers and communities.
<b>Act</b>	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

## Position overview

The Project Engineer will assist in the delivery of a wide-ranging program of assigned projects in support of the Asset Renewal Team's objectives. These objectives must be met while ensuring compliance to budget, time and quality expectations of the Investment Review Committee, Project Management Office, Water Plan, technical and professional standards and related legislation such as Occupational Health & Safety Act.

This role contributes to the team by:

- Ensuring assigned projects are delivered to specification
- Undertake project evaluations
- Preparing all documentation required and ensuring the documentation meets the required standards
- Ensuring efficient and effective resource management
- Ensuring all stakeholders are engaged and expectations managed
- Ensuring all project risks are managed and business improvements are identified and actioned as required
- Ensuring that Coliban is a safe workplace and maintains a sustainable environment and meets all its statutory obligations
- Ensuring that the Coliban team is multi-skilled and has up-to-date knowledge, meeting professional standards

## Position dimensions

<b>Capital and expenditure budget</b>	In accordance with the Organisational budget
<b>Authorities/delegations</b>	Please refer to Instrument of Delegations policy.
<b>Number of reports</b>	0
<b>Internal working relationships</b>	All Coliban Staff and Management, Presentations to Coliban Board and Investment Review Committee (IRC)
<b>External working relationships</b>	External contractors and consultants, DELWP, EPA, Local Councils, VicRoads, Cultural Heritage organisations, Water Services Committees, Community and Coliban Customers
<b>Other</b>	Expected to work with subject matter experts (i.e. consultants & contractors) to deliver solutions

## Key result areas

### Leadership and Behaviour

Lead by example by:

- Living Coliban Water's Trademark Behaviours in every interaction with each other, our customers, community and stakeholders
- Driving a culture of continual process improvement, innovation and a high level of customer service

### Project Management

Ensure allocated projects are delivered to specifications by:

- Preparation and assessment of tenders including writing specifications and compiling documentation
- Preparation of project plans and manage the program and contractors in accordance with Coliban's integrated quality standards
- Independently manage strategic investigation projects and support the Asset Renewal team in the delivery of the approved portfolio of works

- On occasion, Act as the Superintendent's Representative on assigned projects
- Timely project performance reporting such as EPM updates, OH&S and Environmental audit outcomes and other project related reports as required

### Document Preparation

Ensure all documentation for projects meets required standards by:

- Prepare comprehensive project briefs and technical specification
- Compile tender and contractual documentation to comply with current probity and Quality Management System requirements
- Prepare stakeholder submissions
- Prepare Project Plans & budgets

### Resource Management

Ensure all project resources are managed efficiently and effectively by:

- Effectively manage a broad range of external resources including consultancies
- Provide a technical overview of the implementation of projects
- Provide professional advice, leadership and guidance to engineers and staff
- Be accountable for project budgets, meeting of milestones and project deliverable

### Stakeholder engagement and management

Ensure all stakeholders are identified, engaged, their expectations managed and interactions build confidence in Coliban Water by:

- Ensuring all external representation of Coliban Water is conducted in a professional, "can-do" solutions focussed manner
- All stakeholders are identified at start of project and an engagement plan is developed and followed through
- Ensure stakeholder and agencies' needs are satisfied, their approval is gained and there is confidence in our action/solutions
- Communicating with internal and external clients and be the direct contact for all project members
- Liaising with the public, Consultants and Contractors to ensure services provided are effective and efficient
- Representing Coliban Water in negotiations and discussions with consultants, contractors and other agencies within the limits of authority of this position

## Performance level (complete using performance level descriptions)

<b>Action and accountability</b>	This role is required to provide sound advice and recommendations, within the constraints of policy guidelines, professional standards, process and procedure. This role will be supported by management and receive guidance on decisions made.
<b>Judgement and problem solving</b>	This role will make decisions through following established procedures and learned process. However, there is also the requirement to depart from adapted practices and apply inventiveness and/or assess a range of options for implementation. There is a focus on developing more effective and efficient work practices.
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Eligible for Membership of the Institute of Engineers Australia or Australian Institute of Project Management</li> <li>• Well-developed professional relationship, negotiation, communication &amp; influencing skills</li> <li>• Demonstrated ability to deliver solutions on time, budget and to specification</li> <li>• Proven ability to develop and challenge work teams to achieve objectives and high levels of performance</li> <li>• Highly developed written and verbal communication skills</li> <li>• Excellent computer and software skills</li> <li>• A 'can do' approach to solving business problems</li> <li>• A current Victorian Driver's Licence</li> </ul>

<b>Interpersonal skills</b>	This role requires the ability to obtain cooperation or assistance in the achievement of objectives. It will also provide information and advice to internal and/or external stakeholders.
<b>Leadership level</b>	Lead self: Core skills demonstrating initiative, collaboration and communication.
<b>Qualifications and experience</b>	Some relevant experience in Project Engineering together with qualifications acquired through: <ul style="list-style-type: none"> <li>• A tertiary degree Engineering or project management discipline</li> <li>• Considerable knowledge and skills gained through on-the-job training</li> </ul>

## Shared goals

<b>Health safety and wellbeing</b>	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
<b>Environmental stewardship</b>	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
<b>Victorian public sector values</b>	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

## Special assessment and requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

## Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Tertiary qualification in an appropriate engineering or project management discipline preferably postgraduate level and or demonstrated ability to establish and manage projects, establish project teams, project budgets and forecasts and timeframes.
- Experience in management and delivery of projects, applying sound and appropriate engineering principles and practices including management of work schedules and budgets
- Exceptional relationship, negotiation and influencing skills
- "Can do" approach focussed on customer & community solutions.
- Well-developed problem-solving skills and the ability to think laterally
- Knowledge of OH&S legislation and training in relevant areas

## Position acceptance

I have read and understand the contents and obligations of this position description. I also understand I have obligations to comply with all Coliban Water policies and procedures.

Type or print name	Insert signature	Click or tap to enter a date.
<b>Employee name</b>	<b>Employee signature</b>	<b>Date</b>