

GRADUATE CIVIL ENGINEER

POSITION DESCRIPTION

Position Title:	Graduate Civil Engineer
Responsible To:	Team Leader, Engineering
Council Portfolio	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 3

Overview of Portfolio

The City Infrastructure Portfolio is responsible for Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Infrastructure Program provides effective whole of life planning and management of our diverse community infrastructure assets and seeks partnerships with government bodies to deliver on Councils strategic plans, stimulating the local economy and supporting existing community needs and future growth.

Key Relationships / Interactions

Internal	Employees across the Infrastructure Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Local Government and State Government agencies Service providers, suppliers, contractors, consultants and members of the community

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Primary Purpose

As part of the Infrastructure Program the Graduate Civil Engineer supports and assists with the planning, design, development, implementation and monitoring of a range of projects and proposals that contribute to achieving the City of Adelaide's Strategic Plan objectives outcomes.

Responsibilities

The Graduate Civil Engineer is responsible for:

- Support and assist with the provision of technical advice and best practice standards in the preparation and documentation of designs in relation to drainage, kerb and road infrastructure, footpaths, water sensitive urban design and transport interfaces.
- Support and assist with the management of consultants and contractors associated with designs, investigations and the resolution of issues and implementation of actions arising from projects.
- Assisting with monitoring and reporting on project outcomes and in particular, consultant documentation, designs and reports to ensure standards are maintained and that design improvements/faults are identified and actioned.
- Contribute to the successful delivery of projects from concept through to finalisation, working alongside project teams to achieve agreed cost, time and quality targets within the budget and scope defined in the project brief.
- Support and assist with tender assessments and the administration of contractual agreements between the Council, consultants and contractors, ensuring the Council's interests are protected and contractual requirements are appropriately managed.
- Contribute to and participate in consultation processes, as appropriate, to identify stakeholders' needs and expectations and provide support for managing the consultation process accordingly.
- Work alongside and collaborate with key stakeholders including Council, Corporation staff, consultants, property owners, contractors and other authorities as required.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to personal training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Engineering (Bachelor's Degree in Civil Engineering) - completed within the last two years or expecting to be completed within the next six months. Eligible to join Engineers Australia as a Graduate Engineer (GradIEAust) upon completion of tertiary qualification.	Essential
People Management	Ability to work in an open, creative, and collaborative environment, with a broad range of stakeholders	Essential
Technical Knowledge & Experience	Understanding of technical / engineering principles. Understanding of design, documentation and quality assurance to meet highest industry standards and statutory regulations. Knowledge of materials, detailing and documentation that would support the delivery of exemplary transport, public domain, street scape and major projects. Knowledge of the principles and practice of civil engineering, and emerging trends, principles and operations with an understanding of civil engineering operations and function. Knowledge of Australian standards, codes of practice, authority regulations and accepted industry best practice for the design and installation of engineering services associated with Civil Engineering projects and Local Government public realm projects. Proficiency in the use of computer-based asset/project management software, scheduling systems, computer based financial and information reporting systems.	Desirable
Project Management	Knowledge of design, documentation and quality assurance principles to meet highest industry standards and statutory regulations. Knowledge and understanding in the application of project management methodology, techniques and tools. Ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Demonstrated ability to take ownership and accountability for deliverables.	Desirable
Innovation & Initiative	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks. Ability to think strategically and contribute to the analysis of complex situations. Ability to contribute to the development of creative solutions and achieve outcomes that advance the Programs objectives and result in process or service improvement or value add.	Essential

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Resource Management & Decision Making	High level of initiative and self-discipline with ability to and prioritise a broad program of works and make decisions relevant to position.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable advice on matters within area of responsibility. Demonstrated passion for the work that you do and the participation in sharing your successes with the team.	Essential
Collaboration & Communication	Ability to work effectively in a multi-disciplinary team environment. The ability to build and maintain diverse relationships. Skilled in communication and being able to present effectively both orally and written.	Essential
Administrative Skills	An understanding of practices, procedures and outcomes required of a records management system.	Essential

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.