

Position Title:	Senior Civil Engineer
Business Unit:	Civil Engineering
Reports to:	Manager – Roads and Transport
Liaises with:	Engineers Designers Town Planners
Responsible for:	Civil Engineers Civil Designers Civil Drafters
Classification:	P3
Review date:	September 2017

PRIMARY PURPOSE:

The position of Senior Civil Engineer exists to undertake and manage civil engineering consulting tasks from the definition of client requirements, task planning, monitoring and control of scope.

KEY RESPONSIBILITIES:

1. Management

- Assist the Business Unit Manager in the performance management of staff, including appraisals, feedback and support.
- Provide training to civil resources including designers, drafters and engineers.
- Work as a cohesive member of the leadership team to achieve budget.
- Distribute work across the business unit (all locations) to ensure effective use of resources.
- Manage utilization by maintaining a focus on chargeable work at personal and business unit level.
- Accountability for achievement of the budget for the business unit (as a member of the leadership team).
- Set an example to employees by supporting a sound workplace culture and adhering to the guidelines outlined in company policies and procedures.
- Adopt a proactive approach and assist the Business Unit Manager in the leadership of the Business Unit, including identifying areas of improvement, opportunities for new business and achievement of the Strategic Plan.
- Maintain control of debtors for tasks undertaken.
- Assist Business Unit Manager with reporting and work load forecasts.
- Assist the Business Unit Manager in developing a culture of responsibility and accountability across the Business Unit.

- 2. Technical Expertise and Quality of Work**
- Provide specialist input into multi-disciplinary project teams.
 - Accountability and responsibility for the delivery of design outcomes for projects.
 - Maintain a knowledge and understanding of trends in civil engineering design, project management and contract administration.
 - Provide leadership and technical direction for work undertaken by the company.
 - Undertake engineering tasks to ensure a high level of accuracy and efficiency according to the company standards of operation.
 - Adhere to company guidelines for task management to ensure works are undertaken and services delivered to the highest possible standard.
 - Ensure all aspects of the quality management system are followed.
 - Monitor project efficiency by reviewing performance against budget and implement actions to ensure targets are met.
 - Ensure cost effective solutions are achieved by providing technical input into and review of outputs.
- 3. Internal Relationships**
- Promote effective communication across the business unit, including handovers during periods of absence.
 - Liaise closely with members of the Business Unit regarding project outputs.
 - Attend meetings and actively participate in decision making as a senior member of the business unit.
 - Communicate in an effective and professional manner, both verbal and non-verbal.
- 4. Client Relationships**
- Build and maintain close relationships with clients, in association with the Directors.
 - Attend meetings and provide professional advice as required.
 - Provide excellence in customer service to ensure client expectations are exceeded.
 - Demonstrate a genuine interest towards outcomes and commitment to ensuring customer objectives are balanced with acceptable technical standards and commercial outcomes.
- 5. Continuous Improvement**
- Attend conferences and events as required.
 - Participate in training to assist with professional development
 - Identify training needs of the civil business unit team.

- 6. Business Development**
- Maintain a profile in the industry by participation at relevant events and involvement on committees that will assist with business growth and exposure.
 - Identify opportunities and liaise with the Business Unit Manager and the Business Unit.
 - Forge relationships with new contacts to increase business and personal profile.
 - Operate within the Northern Australia market as a whole.
- 7. General**
- Adhere to the Workplace Health & Safety Policy to ensure a safe environment for all employees by following the guidelines set out in the Employee Handbook and associated WH&S Policies & Procedures.
 - Protect the interests of FCG in order to limit the Company's exposure to public liability and professional indemnity/insurance claims.

QUALIFICATIONS & EXPERIENCE:

- Bachelor of Engineering or equivalent
- A minimum of ten years experience in civil engineering design, documentation and project management, particularly infrastructure and development
- Current Drivers Licence (Class A)
- RPEQ
- Proven experience in business development and client management

COMPETENCIES REQUIRED:

- Management experience at a senior level within a multi-disciplined organisation, including training and mentoring.
- Commitment to and genuine interest in the provision of excellence in client service.
- Strong project management capabilities including staff and resource management.
- Working knowledge of relevant legislation and regulations.
- Organisational and time management skills with the ability to work to timeframes and meet fee budgets.
- Competent in the use of Microsoft Office suite and other relevant software.

DEMONSTRATED BEHAVIOURS

- A professional approach towards communication and personal presentation
- Effective verbal and written communication skills
- Understanding of quality management systems employed in an engineering practice