



POSITION DESCRIPTION

Position Title	Senior Project Engineer	Classification	Band 7
Directorate	Assets and Capital Delivery	Department	Civil Infrastructure Projects
Direct Reports	NIL	Date	June 2026
Reports to	Coordinator Civil Infrastructure Projects		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

- Lead the planning, design, procurement and delivery of complex civil infrastructure projects, primarily roads, drainage and bridge assets, in alignment with Council's capital works program and strategic objectives.
- Provide senior project management oversight across the full project lifecycle, ensuring projects are delivered safely, within approved scope, budget, timeframes and quality standards.
- Provide authoritative engineering advice and professional judgement to support infrastructure planning, asset renewal, risk management and service delivery outcomes.
- Provide technical leadership and effective stakeholder engagement across project teams, consultants, contractors, authorities, Councillors and the community.

KEY RESPONSIBILITIES AND DUTIES

These represent the core responsibilities of the role and not the full position description:

- Lead delivery of assigned capital works projects, ensuring achievement of approved scope, budget, quality, safety and risk objectives.
- Manage the full project lifecycle including project scoping, feasibility, design coordination, procurement, tender evaluation, contract administration, construction, defects management and handover.
- Manage a portfolio of civil infrastructure projects of varying complexity and community impact within Council's capital works program.
- Prepare and oversee project documentation including briefs, specifications, estimates, tender documentation, reports, risk assessments and Council reports.

- Provide specialist civil engineering advice and undertake complex investigations, inspections and option assessments.
- Manage stakeholder engagement and approvals processes involving community members, Councillors, authorities, service authorities, consultants and contractors.
- Monitor and report on project performance including budgets, expenditure, variations, risks, cashflow and funding obligations.
- Support grant-funded and externally funded projects through preparation of estimates, applications, reporting and acquittals.
- Contribute to asset renewal planning by aligning project outcomes with asset management plans and agreed service level objectives.
- Coach and mentor project staff while contributing to continuous improvement of project delivery systems and practices.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote Council's HR, IT, OH&S, Risk Management, Procurement and Financial Management policies and procedures.
- Demonstrate accountability for accurate record keeping data integrity and appropriate document management.
- Ensure compliance with procurement and financial controls.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the quality, accuracy and effectiveness of project delivery and engineering advice.
- Operate with a high level of autonomy within established policies, budgets and objectives.
- Provide specialist advice that influences project decisions, operational practices and policy development.
- Accountable for the effective management of assigned project portfolios, including externally funded projects where applicable.
- Manage project budgets within delegated authority.
- Contribute to the development of policies, procedures and long-term project planning.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day supervision.
- Exercise independent judgement using engineering principles, legislation, standards, Council policies and professional experience.
- Solve complex technical and project-related problems where guidance may not always be available.
- Identify and evaluate options, recommend improvements and implement solutions.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated expertise in civil engineering, project management and infrastructure delivery, with a primary focus on roads, drainage and bridge infrastructure. Exposure to open space, recreation or other public infrastructure assets is desirable.
- Strong understanding of procurement, contract administration, relevant legislation, engineering standards and project delivery practices.
- Knowledge of budgeting, cost estimation, financial management and grant-funded project delivery.

- Strong analytical and problem-solving skills, including the ability to assess complex technical issues and develop practical solutions.
- Understanding of asset management principles, lifecycle planning and local government service delivery.
- Familiarity with Child Safe Standards and responsibilities applicable to all Council employees.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, contractors, consultants, authorities and internal teams.
- Strong communication, negotiation and presentation skills.
- Ability to build and maintain productive and respectful relationships.
- Demonstrated resilience, adaptability and self-awareness.
- Ability to maintain confidentiality and exercise discretion.
- Commitment to high-quality customer service.

MANAGEMENT SKILLS

- Ability to plan, prioritise and organise work to achieve project outcomes within competing deadlines.
- Demonstrated capability to provide technical leadership, coaching and mentoring to staff and project teams.
- Promote a culture of collaboration, learning and continuous improvement.
- Apply relevant people, safety and workplace policies when coordinating project teams, consultants and contractors.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in Civil Engineering or a related discipline.
- Current registration, or eligibility for registration, as a Professional Engineer in Victoria under the Professional Engineers Registration Act 2019.
- Significant experience delivering civil infrastructure projects, particularly roads, drainage and bridge infrastructure.
- Demonstrated experience in project management, procurement, contract administration and construction delivery.
- Experience working in, or with, a local government or public infrastructure delivery environment is highly desirable.
- Experience delivering grant-funded, externally funded or multi-stakeholder infrastructure projects is desirable.
- Demonstrated technical leadership, stakeholder engagement, communication and reporting capability.
- Current Victorian Driver Licence.

KEY SELECTION CRITERIA

- **Significant senior-level civil infrastructure project delivery experience**, including the planning, design, procurement, contract administration and construction delivery of project portfolios with a primary focus on roads, drainage and bridge infrastructure. Experience with open space, recreation or other public infrastructure assets is desirable but not essential.
- **Current registration, or eligibility for registration, as a Professional Engineer in Victoria in Civil Engineering**, consistent with the requirements of the Professional Engineers Registration Act 2019.
- **Proven ability to lead complex projects from inception to completion**, including project scoping, design coordination, procurement, tender evaluation, contract administration, construction supervision, risk management, quality assurance, reporting and handover.
- **Strong technical judgement and problem-solving capability**, with the ability to undertake complex engineering investigations, assess options, interpret standards and provide authoritative civil engineering advice.
- **Demonstrated financial, contractual, grant funding and governance capability**, including budget preparation, cost estimating, expenditure monitoring, forecasting, variation management, procurement compliance, external funding reporting and application of relevant legislation, standards, policies and procedures.

- **Highly developed stakeholder engagement, communication and negotiation skills**, with the ability to work effectively with community members, Councillors, internal teams, consultants, contractors, government agencies, authorities and service utilities, including on sensitive or complex project matters.
- **Demonstrated ability to work with autonomy, accountability and sound professional judgement**, including the ability to prioritise competing demands, manage risk and make evidence-based recommendations within a local government environment.
- **Demonstrated technical leadership and commitment to continuous improvement**, including coaching, mentoring or guiding project staff, consultants or contractors, supporting asset-informed project delivery and contributing to improved project delivery systems, practices and organisational capability.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time (FTE) ongoing.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.