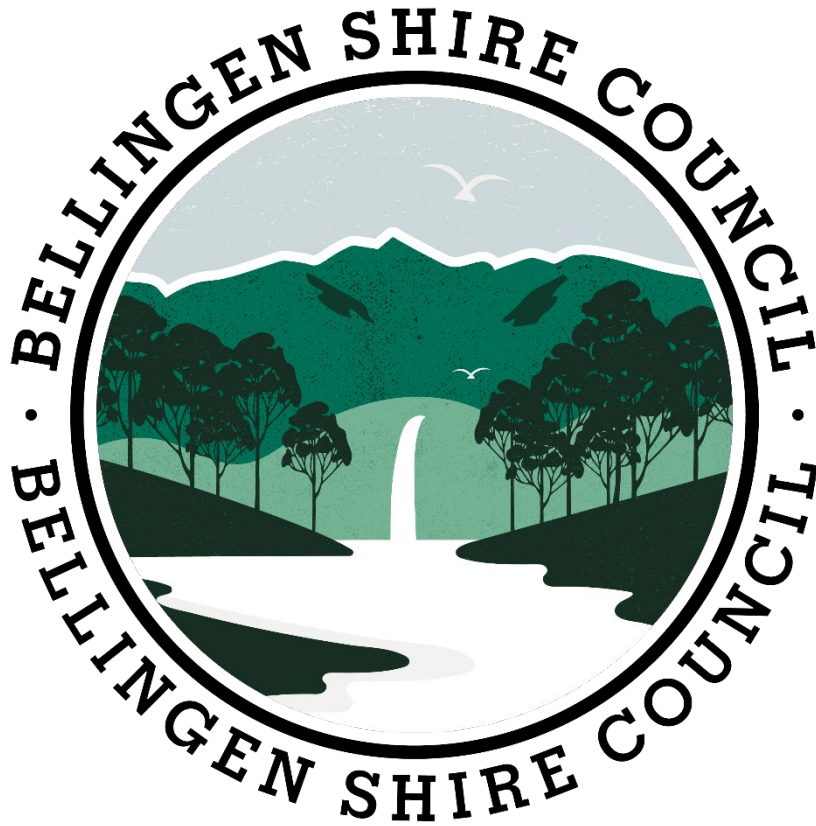




Position Description

Position Title:	Graduate Engineer (PN 5317)		
Position Type:	Maximum-Term Full-Time		
Department:	Infrastructure Services		
Date Approved:	August 2026	Version Number:	1
Hours per week:	35	Award Classification:	Band 2 Level 2-3
FTE	1	Salary Classification	Grade 4-5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

1. Primary Objective (Role Purpose)

Assist with the delivery of major capital and operational projects, from scoping through to delivery, ensuring corporate objectives are executed on time, within cost and to the required level of quality. Support the Project Engineers through the provision of technical advice to operational staff and management of sub-contracts to provide for the successful development and delivery of key projects.

2. Key Accountabilities

- Project support on major works projects throughout the entire project life cycle to meet project objectives. From assistance with preparation of work briefs, estimates & contract documents through project design, procurement, construction on site, acceptance testing, handover & defects liability period.
- Inspect work sites for compliance, ensure appropriate change management and quality control throughout the project and audit works to ensure they are completed in accordance with Council's integrated management system and that projects also meet applicable specifications and contract requirements.
- Collaborate to ensure projects are delivered to scope, budget, within schedule, to the required quality, within health and safety and risk requirements, within State, Federal and local government requirements, and compliant with Council policies, processes and procedures.
- Review of deliverables from technical consultants regarding planning, design and specification of new Council assets.
- Negotiate commercial outcomes with contractors, consultants, landowners and regulators.
- Undertake contract administration of major projects including familiarity with GC21 / with AS4000-1997 and AS2124-1992 contract conditions.
- Apply best practice governance in the management of financial and commercial aspects of projects.
- Ensure projects are captured and maintained in the Councils Electronic Document Management System and maintain appropriate project records and reporting according to Council requirements.
- Assist in the development of grant submissions related to external funding opportunities for roads construction and other major projects.
- Undertake other duties as directed.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant tertiary qualifications in Engineering (recognised by Engineers Australia) or studying towards a tertiary qualification in Engineering.
- Current Class C drivers licence

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Experience in utilising computer based information systems, including databases and Geographic Information Systems
- Experience in utilising computer aided design (CAD) software.

- Exposure to survey equipment and survey design (desirable)
- Exposure to civil construction operations (desirable)

Skills

- Demonstrated high level of analytical, investigative and problem-solving skills
- Highly developed written and verbal communication skills
- Display a flexible approach to work responsibilities and demonstrate initiative in daily work practices (desirable)

4. Supervision Received

This role reports to the Civil Project Engineer.

5. Supervision Exercised

Nil.

6. Delegations

The Graduate Engineer will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»